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Mary Girsch-Bock • Apr. 24, 2017

Paychex Flex

www.paychex.com

From the 2017 review of professional payroll systems.

Paychex Flex is a scalable payroll application that is well suited for businesses and professional accountants alike. Paychex Flex is scalable, with users able to choose between the Small Business and Enterprise level editions, making it a good fit for businesses large and small.

Paychex Flex is cloud based, with users able to access the system at their convenience. The Paychex Flex Mobile app is available for iPhones, iPads and Android smart phones and tablets. The main user interface offers users a variety of payroll and related functions, with only those subscribed to appearing on screen. Users can quickly choose the client that they wish to access from the list that appears on the main screen. A grid-like interface allows users to quickly enter payroll, and the product easily handles a variety of pay options, including after-the-fact payroll. Payroll can be generated automatically; great for clients with a large number of salaried employees, or users can access the grid to quickly enter payroll data.

Paychex Flex offers tax tables for all 50 states and integrates with Taxpay Payroll Tax Service, which handles all tax liability, including federal, state, and unemployment tax. Paychex will automatically calculate and file all taxes, or users can opt to pay taxes in-house if desired.

Paychex Flex offers more than 140 reports that can be customized as needed. The Paychex Report Writer adds additional customization capability. Users can also

export reports to Excel for customization if desired. Report packages can be created

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designed to integrate with Paychex Flex, including HR functions, employee benefits, accounting and finance, resources and partnerships. The product also integrates with popular third-party accounting applications including QuickBooks Pro, QuickBooks Online, Sage 50, Kashoo, Datafaction, Creative Solutions AccountEdge and Intacct.

Paychex Flex offers a payroll self-service feature, with accountants able to choose the appropriate level of access for each client. System access includes the ability to enter time and related payroll data, along with information such as personal/contact information and direct deposit details. The self-service feature also provides employees with a way to access payroll related documents such as W-2's and paystubs.

Paychex Flex offers a variety of HR tools including access to HR Online, which integrates with Paychex Flex and offers HR related functions such as benefit administration, employee performance tools and employee onboarding processes.

The product offers solid product support options, with each user assigned their own client service advisor. Technical support is available during regular business hours, with email support available 24/7. A wide variety of training and support tools are also available online including videos, tutorials and product FAQ's. The product also offers a variety of tools and resources designed for professional accountants.

Paychex Flex offers a scalable product that is suited for small and large businesses as well as professional accounting firms that are interested in offering payroll services to their clients. Paychex Flex pricing depends on the number of functions that users subscribe to, as well as the edition chosen, with pricing available upon request.

2017 Rating – 5 Stars

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