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well as accounting professionals that are interested in offering payroll...

Mary Girsch-Bock • Oct. 17, 2019



Paychex Flex

Paychex

www.paychex.com

From the 2019 review of professional payroll systems.

Paychex Flex from Paychex is an online payroll processing application from Paychex. Designed for flexibility, Paychex Flex is a good fit for small to mid-sized businesses as well as accounting professionals that are interested in offering payroll services to their client base. Paychex Flex offers four plans; Express, Select, Pro, and Enterprise, with users able to easily scale up, (or down) as needed. All four Paychex Flex plans include complete payroll processing, payroll tax administration, new hire-reporting, and a free mobile app. The Select, Pro, and Enterprise plans also offer additional features such as New Employee Onboarding, Workers' Compensation reporting, and State Unemployment Insurance Service. In addition, Paychex Flex also offers AccountantHQ; an accountant-specific dashboard that allows firms to easily manage both payroll and HR from a single platform.

Payroll data can be entered from any type of device, including desktop and workstation computers, laptops, or smart phones and tablets, with a mobile app

available that works for iOS, iPad, and Android devices. Along with complete payroll

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can simply choose a recurring pay date to run client payroll.

Paychex Flex includes tax tables for all 50 states, and calculates, pays, and files all federal, state, and local payroll taxes. The Pro and Enterprise plans in Paychex Flex offer more than 160 reports, with users able to customize reports as needed. The Enterprise plan also includes custom analytics, which allows users to create from-scratch reports. Users can also create custom report sets for each client to ensure that each client has access to the reporting they require. Along with standard reports, a Quick Reports option is available. All Paychex Flex reports can be exported to Microsoft Excel if additional customization is required, or saved as a PDF.

Time and attendance applications are also available in Paychex Flex, offering easy online timekeeping capability. For clients that prefer to use a standard time clock, Paychex TrueShift is available, offering employees a variety of ways to punch in and out, including fingerprint reader, badge, PIN number, or smartphone or tablet. Web entry is also available.

Paychex Flex offers a variety of products that integrate with the core application including HR Services, Hiring Services, Employee Benefits, Business Insurance, Finances and Payments, and Startup Services. Paychex Flex also offers integration with other third-party accounting applications including QuickBooks Desktop, QuickBooks Online, Kashoo, AccountEdge, and others. An employee self-service option is also available in Paychex Flex, which allows to turn data entry over to their clients, who in turn provide their employees with password protected access to specific payroll features, depending on the level of access granted, including time entry features, personal and contact information, and all payroll related documents such as paystubs, and W-2s.

The Enterprise plan includes complete HR functionality, and includes features such as benefit tracking, performance review management, and scheduling employee

training. Users can also store all HR and employee related documents in the cloud.

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Paychex Flex is well-suited for small to mid-sized businesses, as well as accounting professionals looking to grow their current client base by offering payroll related services. Mentioned earlier, there are four plans available, each offering extensive functionality. Paychex Flex prices vary, depending on the plan purchased. Those interested can contact Paychex Flex for a custom quote.

2019 Overall Rating – 5 Stars

Payroll

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