

PAYCHEX HR Update

The Employee Handbook Builder: The Future of Your Employee Handbook!

As part of our commitment to providing a best in class handbook service, we're excited to announce a new partnership with ThinkHR offering a new technology experience in managing your company's employee handbook!

Our new Electronic Handbook Builder technology provides continued support from your Human Resource Generalist or through the HR Services support line; and adds:

- 24/7 access to your online handbook
- A new database of policies continually maintained and reviewed by a top labor and employment law firm for ongoing compliance
- Ability to apply real-time Federal and State updates to your handbook throughout the year
- Ability to customize policies throughout the handbook, and add custom policies unique to your company
- Downloadable Word and PDF versions of your Employee Handbook for immediate distribution
- Online access to HR best practices and Federal and State law compliance, housed within the Electronic Handbook Builder

In the coming months we will be contacting you with more information regarding this dynamic new service offering. You will also be receiving an updated service addendum from us which will require no action on your part. In the meantime, if you'd like to learn more about this beneficial change and how it impacts your handbook, please contact your Human Resources Generalist directly or our HR Services support line at 1-877-405-5877.

This publication is designed to provide accurate and authoritative information with regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.*

* From the declaration of Principles jointly adapted by a Committee of the American Bar Association and a Committee of Publishers and Associations.

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March Legal Update Notification

Because of recent changes in state and federal employment law, we have revised our certified employee handbook database. To obtain policy updates, use the following guidance:

- Paychex PEO Clients: All applicable updates will be sent to you directly. Please direct questions to your Human Resource Generalist.
- Paychex HR Solutions Clients: Your Human Resource Generalist will contact you. Your Human Resource Generalist will coordinate the order and delivery of updated policies that affect your handbook.
- Employee Management Service (EMS) and HR Essentials (HRE) Clients: To request updates, please contact Handbook Support at 1-877-405-5877.

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