Paychex Online Enhancements

The Paychex® Online release for January 2014 includes several changes and enhancements to the user experience.

People

INDEPENDENT CONTRACTORS

There are two ways to add an independent contractor – as an individual or as a company. An individual independent contractor is one worker who is contracted to do work for a company, and is set up using a social security number (SSN). A company independent contractor is a company (typically more than one worker) who is contracted to do work for a company, and can be set up using a SSN or a federal tax ID number.

FORMS 1099

Individual independent contractor users can access their Forms 1099-Misc and check stubs. Company independent contractors cannot.

In the People application, the yellow hard hat icon indicates an independent contractor. (1)

Refer to the People tutorial to set up independent contractors in Paychex Online.

Provide the Paychex Online Registration learning aid (English and Spanish versions available) for individual independent contractors to self-register for a Paychex Online account.
**MANAGE EMPLOYEE ACCESS ONLINE**

Use Manage Employee Access Online if you need to block individual independent contractors from accessing Forms 1099-Misc information or check stubs.

1. From the People list, select the user.
2. At the top of the Views panel, click $\triangleright\triangleright$ to switch to the Tools tab.
3. Select **Manage Employee Access On...**

4. Select **Check Stub / W-2 / 1099-Misc** in the Manage Employee Access panel.
5. Select the checkbox for **Block W-2/1099** or **Block Check Stub**, as needed.

You can also block check stubs for a specific payroll date by blocking employees, blocking contractors, or both, as needed.
EMPLOYEE ACCESS ONLINE

After an independent contractor has self-registered, he can click Documents on the landing page to view his Forms 1099 and check stubs. (1)

SECURITY ROLE CHANGES

You may assign separate security roles for a selected user after clicking Allow Access in the Views panel of the People application.

Manage Employee Access Role

Edit this role so other users can grant access to Manage Employee Access for other employees in your company so they can access their personal information, check stubs, and Forms W-2.

Report Center Role

Edit this role so other users can grant access to Reporting (Report Center) for other employees in your company so they can access the Reporting (Report Center) application.

Build Report Role

Edit this role so other users can grant access to the Build Report application (within the Reporting application) for other employees in your company so they can create, modify, run, and export reports using Paychex payroll data.
Reporting (Report Center)

BUILD REPORT (REPORT WRITER)

When creating or editing a template using the Report Writer Employee Subject Area, you can display the Hire Date on the same report with Salary, Pay Rate, Shift Differential Dollar Amount, and Compensation Change Dollar Amount.

In addition, wage totals display on these reports:

- Workers’ Compensation Employee Summary Data
- Labor Distribution Summary Data, and
- Job Costing Summary Data.

Additional Training and Help

After logging in to Paychex Online, you may review training tutorials and help information on how to navigate Paychex Online and use the features and functionality in the various applications.

Click Learn More (1), which is located at the bottom of most screens, for an on-screen tutorial about the selected application. Printable learning aids are available in the Resources tab of most tutorials.

On-screen help information about the current application is available by clicking Help (2), or by clicking 🔄 when it is displayed on a Paychex Online application screen. Hover the mouse pointer over selected fields and other screen symbols to receive on-screen information.

Do you need additional assistance? Please contact your local Paychex branch representative.