

PAYCHEX PREVIEW **VS.** PAYCHEX FLEX™

Access	Need Citrix download to use online.	Cloud based, can use from any computer with internet access. Mac compatible.
Submission	Sending and receiving files are two different functions.	Submit payroll is one click, reports and YTDs are automatically available after payroll processes. No more receiving files.
Codes	Multiple codes for pre-tax deductions based on employee's state withholding.	Flex uses one code no matter how many states you're in. No more remembering which code to pick saves time and possible errors.
Reporting	<p>Reports are mostly PDF file output.</p> <p>Quarter End and Year End reports - paper only.</p>	<p>Many reports export directly to Excel, and they easily cross years.</p> <p>All Quarter End and Year End reports are available in the Reports icon.</p>
Payroll Entry	Payroll entry is limited to one employee on the screen at a time.	Payroll Entry is in an easy-to-use grid format.
Employee Self-Service	Employees need to log in for paystubs.	Flex has a mobile app that can be used from all smartphones. Admins and Employees can view paystubs, time off balances and more.
Human Resources	Functionality not in Preview.	Free Online HR Library (HR 360) updated by Paychex for all Human Resource questions/issues and updated laws.
Cost	No price increase to upgrade, your billing stays the same!	No price increase to upgrade, your billing stays the same!
Service	Dedicated Service Rep	Dedicated Service Rep