Dear Employees and Contractors:

Our company has recently updated its payroll platform to Paychex Flex.  Paychex Flex is a secure, self-service online portal where you can easily view your pay stubs, health and benefits information, and tax documents.

You have on-the-go access to check stubs and more with the ***free*** [Paychex Flex mobile app](https://www.paychex.com/sites/default/files/2018-06/Mobile-App-for-Paychex-Flex.pdf). Securely log in to view your payroll and benefits data whenever and wherever you need it, all from a customized dashboard!

**An registration email from Paychex Flex will be sent to you after you have completed your hiring paperwork. You will be accessing information from the Paychex Flex site; therefore, please get registered as soon as possible.**

**Paystubs will not be distributed or sent to you in the mail.**

Please review these job aids to get started:

* [Paychex Flex Employee Registration](http://training.paychex.com/paychexflex/eedashboard/ee_registration.html)

Please register as soon as possible. It’s as easy as visiting [www.paychexflex.com](http://www.paychexflex.com) and clicking Sign-Up.

* [Viewing or Changing Your Personal Information](http://training.paychex.com/paychexflex/eedashboard/viewing_and_changing_personal_info.html)

After logging in, click the Employee icon to see your information.

* [Viewing and Accessing Your Tax Documents](http://training.paychex.com/paychexflex/eedashboard/viewing_tax_docs.html)

From the Documents icon, you can see your most recent check stubs and forms.

Thank you for your attention to these documents. We hope you’ll be excited about this online experience as we are.

If you have any questions, please contact Janelle Kupka at 402-502-4635 or email [janellek@rosetheater.org](mailto:janellek@rosetheater.org).