



Paychex Oasis Employee Reference Guide



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Introduction and Overview

Paychex Oasis provides employees with access to compensation and benefits information, training resources, discounts, and other valuable resources.

Web Browser Requirements

To ensure an optimal experience on Paychex Oasis, we recommend using the following web browsers:

- Browsers for Windows Users:
- Chrome 60.x for optimal viewing
- Firefox 55.x

Browsers for Apple Macintosh Users:

- Chrome 60.x for optimal viewing
- Firefox 55.x
- Safari 8.x (32-bit mode for some PDF forms compatibility)

Minimum Browser Requirements:

- JavaScript is required.
- Browsers are required to support 256-bit encryption or greater.

Recommended Minimum Screen Resolution

- 1024 x 768 or greater for optimal viewing

Website Support

For difficulties registering, logging in or general website questions, please contact the Paychex Employee Service Center at 800-822-8704.

Logging In

Go to <https://portal.oasisassistant.com>, enter your username and password, and select “Sign In .”

Need Help Logging In?

If you do not remember your username or password, select the “Need help logging in?” link. This will guide you through the steps to retrieve your username and/or reset your password. A dropdown menu allows you to select your language preference.

Not Registered Yet?

If you have not previously registered, selecting the “Sign Up” button will guide you through the steps to register for the website.

Multi-Factor Authentication (MFA) Registration

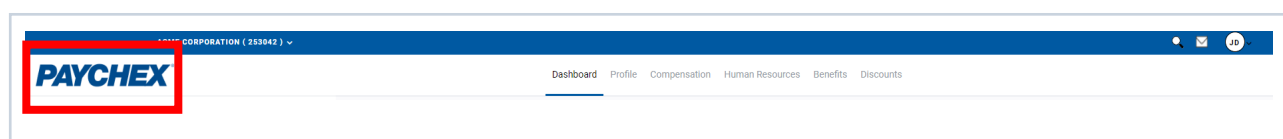
Paychex works hard to help keep your important company information secure by requiring a Multi-Factor Authentication (MFA) registration process for Paychex Oasis. When registering, a user will verify their identity using a unique passcode sent to their registered contact type (email or mobile phone number). After they are registered, users will occasionally be asked to validate their identity again during login using the same unique passcode process.

Navigating the Site

Top Navigation

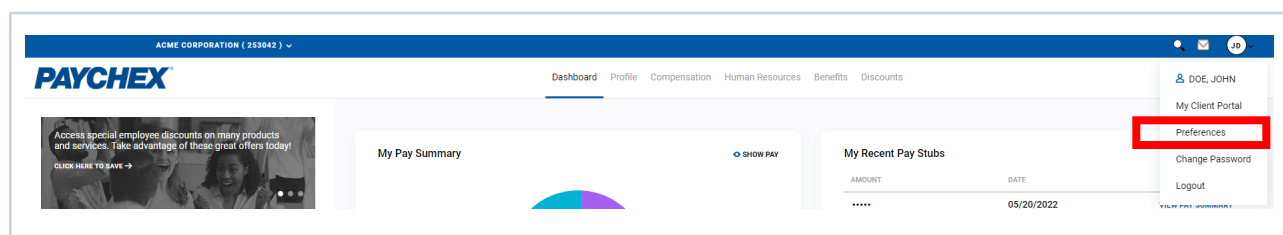
Navigate the website by using the menus at the top of the page. The Paychex logo is anchored across the site, returning you to the dashboard page from anywhere within the site.

Your company name appears here, if you have multiple companies you can easily toggle between them.



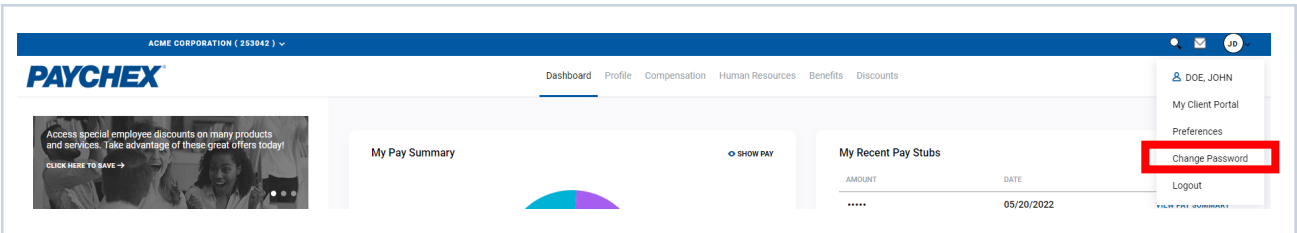
Preferences

Choose your preferred language by selecting the “User Name” in the upper right corner. Language options are available in a dropdown menu under “Preferences.” Once a language option is selected, you will be redirected back to the main dashboard. Please note, Spanish is available for the main data fields throughout the site, but it is not available for dropdown menus, documents, or attachments.



Changing Your Password

Change your password by selecting “Change Password” from the “User Name.” To change your password, enter your current password and confirm by re-entering the new password. Complete your changes by selecting the “Save New Password” button at the bottom of the form.



Change Password

Current Password

Current Password

New Password

New Password

Confirm Password

Confirm Password

Your new password must include at least:

- One uppercase and one lowercase letter
- One number
- One special character
- Eight characters (maximum of 16)

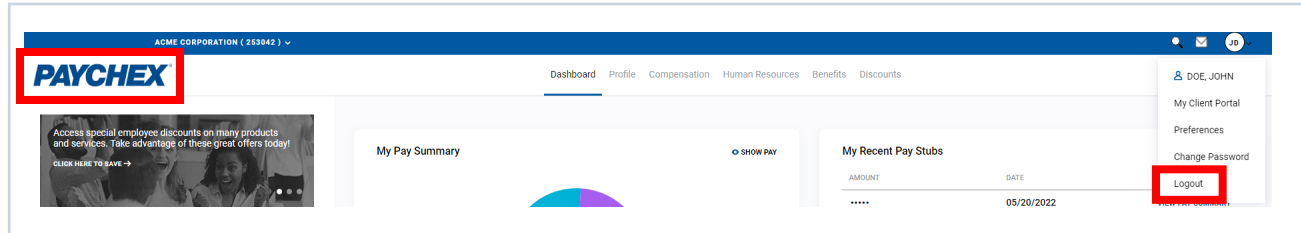
Note: Your new password must be different from your five previous passwords.

CANCEL

SAVE NEW PASSWORD

Logging Out

To log out of the website, select “User Name,” located in the top right, and then select “Logout.”



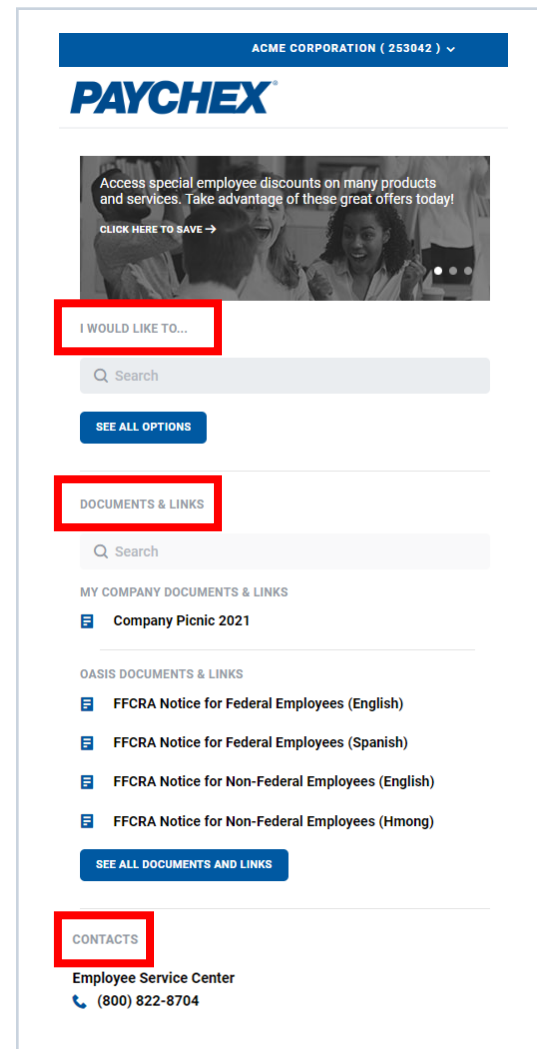
Left Navigation

A rotating carousel presents highlighted key items.

A time-saver here is the “I Would Like To...” section, with available shortcut links to popular topics, making it simple to complete common requests such as adding direct deposit, electronically updating your tax information, and viewing your recent W-2.

Documents and Links – “My Company Documents and Links,” and the “Paychex Documents and Links” will appear. Documents will publish chronologically, with the newest at the top, and the search function will scan across both libraries. Select “See All Documents & Links” at the bottom to view a pop-up with both the “My Company” and “Paychex” documents tabs.

Your dedicated Paychex Employee Service Center’s contact information is available in case you need a little extra help.



Dashboard Details

The Dashboard page includes recent pay stubs, time off balances, and benefits information. Your financial summary is integrated and presented in a clear, easy-to-use design. The unique, modern, graphic-rich design and widgets makes it easy to scan your personal data.

Preserving your privacy is important. On those pages displaying sensitive information such as pay, balance, and contribution information, we offer a “Show or Hide” icon in the upper right corner of the widget so you can mask sensitive information on screen.

ACME CORPORATION (253042)

Dashboard

profile

Compensation

Human Resources

Benefits

Discounts

It's easy to access your W-2 statement online! Register now to receive your W-2 electronically as soon as it's available.

CLICK HERE TO REGISTER NOW

I WOULD LIKE TO...

Q Search

SEE ALL OPTIONS

DOCUMENTS & LINKS

Q Search

MY COMPANY DOCUMENTS & LINKS

Company Picnic 2021

OASIS DOCUMENTS & LINKS

FFCRA Notice for Federal Employees (English)

FFCRA Notice for Federal Employees (Spanish)

FFCRA Notice for Non-Federal Employees (English)

FFCRA Notice for Non-Federal Employees (Hmong)

SEE ALL DOCUMENTS AND LINKS

CONTACTS

My Pay Summary

SHOW PAY

Gross Pay *****

Net Pay: *****

Pay Date: 05/20/2022

Pay Type: Direct Deposit

My Recent Pay Stubs

SHOW PAY

AMOUNT	DATE	
*****	05/20/2022	VIEW PAY SUMMARY
*****	05/13/2022	VIEW PAY SUMMARY
*****	05/06/2022	VIEW PAY SUMMARY
*****	04/29/2022	VIEW PAY SUMMARY
*****	04/22/2022	VIEW PAY SUMMARY
*****	04/15/2022	VIEW PAY SUMMARY
*****	04/08/2022	VIEW PAY SUMMARY

SEE ALL PAY STUBS

My Time Off

PTO

Remaining: 57.89 Hours

Used: 0 Hours

VACATION

Remaining: 120 Hours

Used: 0 Hours

SICK

Remaining: 10 Hours

Used: 0 Hours

Timekeeping

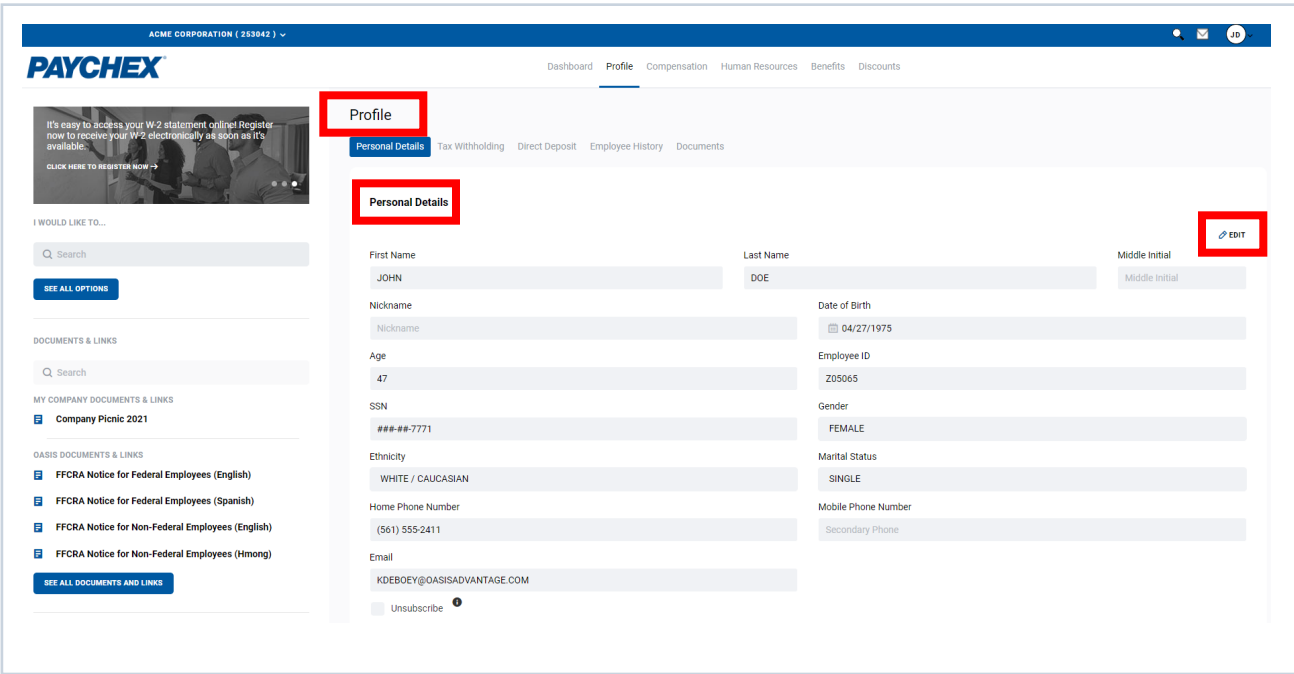
Access your timekeeping solution from anywhere, at any time!

Profile

Additional personal information is readily available through the “Profile” section of the website. Selecting “Profile” allows you to view or update your contact information, tax withholdings, and direct deposit accounts, as well as view your employment history or pay history.

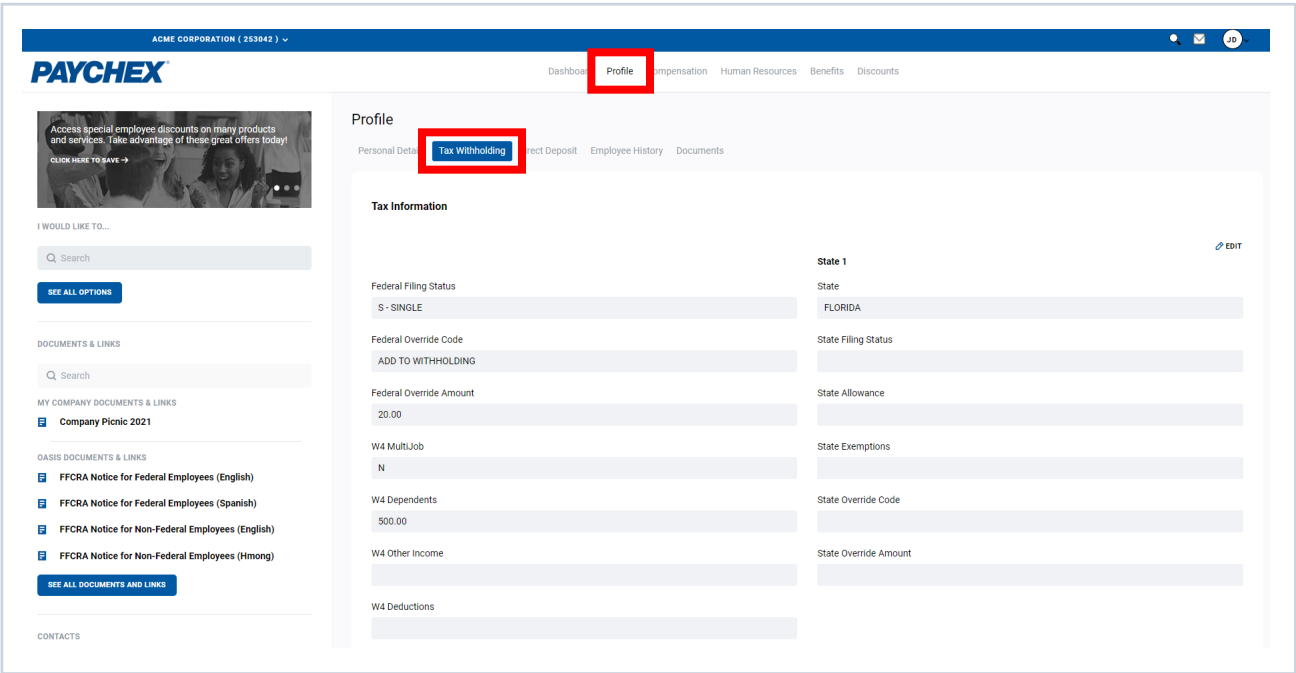
Viewing or Updating Your Contact Information

View your personal information by selecting “Personal Details” from the “Profile” menu. This displays your personal information, including your name, phone and email, home address, mailing address, emergency contact, and W-2 address. To update this information, select the pencil icon located on the top right, make the necessary changes, and then select “Save” at the bottom of the form.



Tax Withholding

View your tax withholding status by selecting “Tax Withholding” from the “Profile” menu. To make changes, select the pencil icon and complete the necessary changes.



Direct Deposit

View your direct deposit accounts and make changes by selecting “Direct Deposit” from the “Profile” menu. From this page, you may add, edit, or remove direct deposit accounts, and opt in/out of our “Paperless” pay stub solution.

Profile

Personal Details Tax Withholding **Direct Deposit** Employee History Documents

ADD DIRECT DEPOSIT PAPERLESS

TYPE	TRANSIT NUMBER	BANK NAME	ACCOUNT NUMBER	METHOD	AMOUNT/PERCENT	LIMIT	STATUS
****	XXXXXX0753	****	XXXXXX6789	B - BALANCE	****		D - DEPOSIT ACTIVE

EDIT DELETE

Employee History

View your employee history by selecting “Employee History” from the “Profile” menu. You are also able to view the status history and pay history associated with a change in job status.

Profile

Personal Details Tax Withholding Direct Deposit **Employee History** Documents

Employee History

DATE	JOB TITLE	JOB CODE	
Sep 01, 2018	CHIEF OPERATING OFFICER	CEO	VIEW STATUS HISTORY VIEW PAY HISTORY
Jan 06, 2014	WAIT STAFF	WAIT	VIEW STATUS HISTORY VIEW PAY HISTORY

Documents

View documents published by your employer by selecting “Documents” from the “Profile” menu. The “Search” feature allows you to scan all folders for a specific document or use the “Expand” feature to browse the contents of any folder. All documents are available to view on-screen or download.

Profile

Personal Details Tax Withholding Direct Deposit Employee History **Documents**

Documents

Q Search...

EXPAND/COLLAPSE ALL

- General
- New Hire
- Status Change
- Benefits
- Performance Review

Compensation

Access the “Compensation” section of the website by selecting “Compensation” from the menu. From this page, users may view compensation information, paid time off and garnishments.

The screenshot shows the Paychex Compensation page for ACME CORPORATION (253042). The 'Compensation' menu is selected in the top navigation bar. On the left sidebar, the 'Pay Stubs' link is highlighted with a red box. The main content area displays the 'Pay Stubs' report for the year 2022, generated on 05/20/2022 at 9:28:04 AM. The report includes a table with columns for Check Number, Pay Date, and Net Pay, listing several pay stubs with their respective dates and amounts.

CHECK NUMBER	PAY DATE	NET PAY	ACTIONS
33753	05/20/2022	\$1,236.35	ACTIONS
33497	05/13/2022	\$1,236.34	ACTIONS
33365	05/06/2022	\$1,236.34	ACTIONS
33229	04/29/2022	\$1,269.16	ACTIONS
33026	04/22/2022	\$1,236.34	ACTIONS
32841	04/15/2022	\$1,236.34	ACTIONS
32659	04/08/2022	\$1,236.34	ACTIONS
32474	04/01/2022	\$1,236.35	ACTIONS
32292	03/25/2022	\$1,236.35	ACTIONS

Pay Stubs

Access your “Pay Stubs” from the “Compensation” menu. From this page, you may access and print historical pay stubs. By default, the most recent pay stubs display. To view an older pay stub, choose the year, and select “View Report,” then select the pay stub, “Action,” and the “View Pay Stub” button. To print, select the “Print Report” button.necessary changes, and then select “Save” at the bottom of the form.

Annual Pay Summary

Access your “Annual Pay Summary” from the “Compensation” menu. This page displays a payroll summary for the entire year. By default, the most recent year is displayed. To view an annual pay summary from a prior year, choose the year, then select “View Report.”

Compensation

Annual Pay Summary

2022 [VIEW REPORT](#)

Earnings Summary	Deduction Detail	Earnings Detail	Tax Detail
Expense Reimbursements			0.00
Fringe Benefits			0.00
Reported Tips			0.00
Allocated Tips			0.00
Gross Earnings			57692.40
Payroll Deductions			18560.00
Federal Income Taxes			9908.87
Earned Income Credit			0.00
Social Security Taxes			3351.53
Medicare Taxes			783.83
State Income Taxes			0.00

Time Off

View your time off summary by selecting “Time Off” from the “Compensation” menu. These display time off by type, such as sick time or vacation time. The summary includes carryover hours, hours accrued, hours taken, and hours available. The time off summary does not include pending requests or approved requests that have not yet been taken. To view details on hours accrued and used, select the “View Details” button.

Compensation

Time Off

[VIEW DETAILS](#)

CARRY OVER HOURS	CARRY OVER EXPIRATION DATE	HOURS ACCRUED	HOURS TAKEN	HOURS AVAILABLE	ACCRUED THROUGH DATE	YEAR END DATE
0.00		57.89	0.00	57.89	05/17/2022	01/05/2023

CARRY OVER HOURS	CARRY OVER EXPIRATION DATE	HOURS ACCRUED	HOURS TAKEN	HOURS AVAILABLE	ACCRUED THROUGH DATE	YEAR END DATE
40.00		80.00	0.00	120.00	12/31/2022	12/31/2022

CARRY OVER HOURS	CARRY OVER EXPIRATION DATE	HOURS ACCRUED	HOURS TAKEN	HOURS AVAILABLE	ACCRUED THROUGH DATE	YEAR END DATE
0.00		10.00	0.00	10.00	05/17/2022	12/31/2022

Time Off

Time Off

REFERENCE	DATE	CODE	DESCRIPTION	HOURS TAKEN	HOURS ACCRUED	COMMENT
3685	05/20/2022	SICK			0.50	ACCRUED THRU 05-17-22
3684	05/20/2022	PTO			3.07	ACCRUED THRU 05-17-22
3669	05/13/2022	SICK			0.50	ACCRUED THRU 05-10-22
3668	05/13/2022	PTO			3.07	ACCRUED THRU 05-10-22
3653	05/06/2022	SICK			0.50	ACCRUED THRU 05-03-22
3652	05/06/2022	PTO			3.07	ACCRUED THRU 05-03-22
3637	04/29/2022	SICK			0.50	ACCRUED THRU 04-26-22
3636	04/29/2022	PTO			3.07	ACCRUED THRU 04-26-22
3621	04/22/2022	SICK			0.50	ACCRUED THRU 04-19-22
3620	04/22/2022	PTO			3.07	ACCRUED THRU 04-19-22

Garnishments

View your wage garnishments by selecting “Garnishments” from the “Compensation” menu. This page displays your court-ordered wage deductions. To view specific garnishment details, select the garnishment you wish to view, then choose either “Docket Report” or “History Report.” To print, select the “Print Report” button.

ACME CORPORATION (253942)

Dashboard
 Pay
 Compensation
Human Resources
 Benefits
 Discounts

Direct Deposit & W-4 changes are easy to make! Update your bank account information or make any changes to your Federal W-4 tax elections.

CLICK HERE TO UPDATE INFO

I WOULD LIKE TO...

SEE ALL OPTIONS

DOCUMENTS & LINKS

MY COMPANY DOCUMENTS & LINKS

Company Picnic 2021

OASIS DOCUMENTS & LINKS

FFCRA Notice for Federal Employees (English)

FFCRA Notice for Federal Employees (Spanish)

FFCRA Notice for Non-Federal Employees (English)

FFCRA Notice for Non-Federal Employees (Hmong)

SEE ALL DOCUMENTS AND LINKS

CONTACTS

Compensation

Pay Stubs

Annual Pay Summary

Time Off

Garnishments

Statements

Garnishments

81212002B - DOE, JOHN

VIEW REPORT

Docket Information

History

Docket Report

Docket Number

81212002B

Receipt Date

01/31/2014

Issuing Authority

STATE OF FLORIDA

Category

CHILD SUPPORT

Garnishment Limit

% of Gross Pay

Start Date

02/01/2014

Stop Date

Pay Period Limit

Payee ID

FL698

Deduction Code

CHDSUPP - CHILD SUPPORT

Garnishment Fee

2.00

Maximum Garnishment %

Maximum Basis

Suppress Pay Types

Annotation

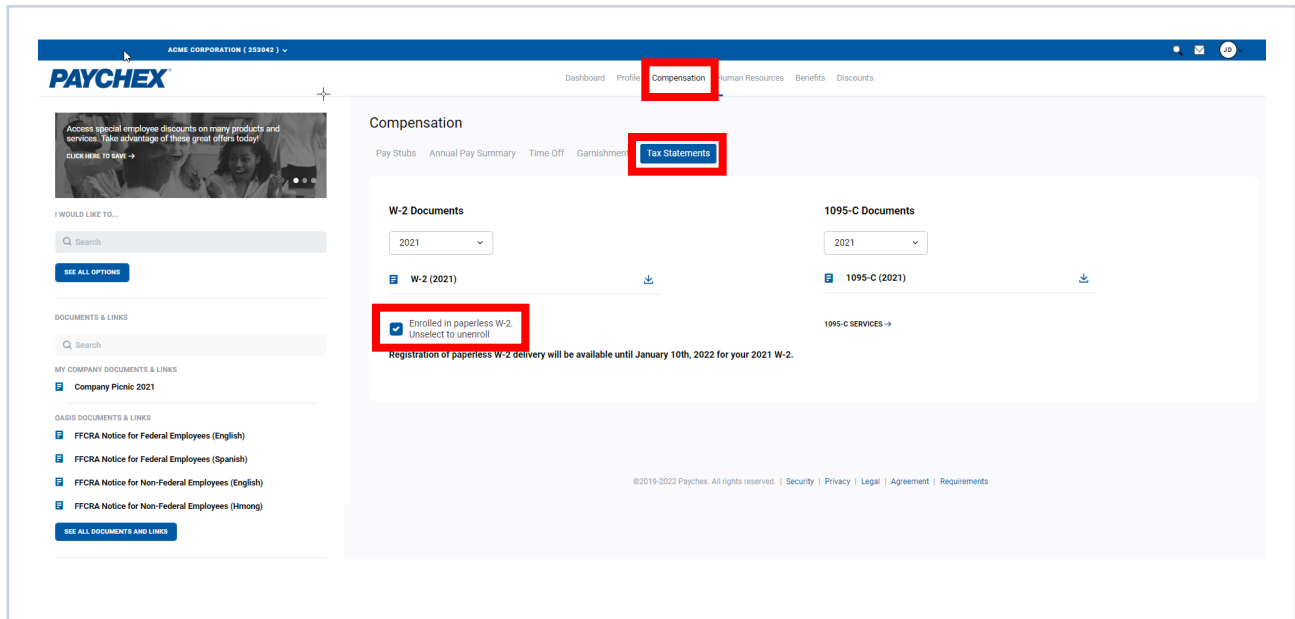
Annotation

PRINT

Paychex Oasis Employee Reference Guide 14

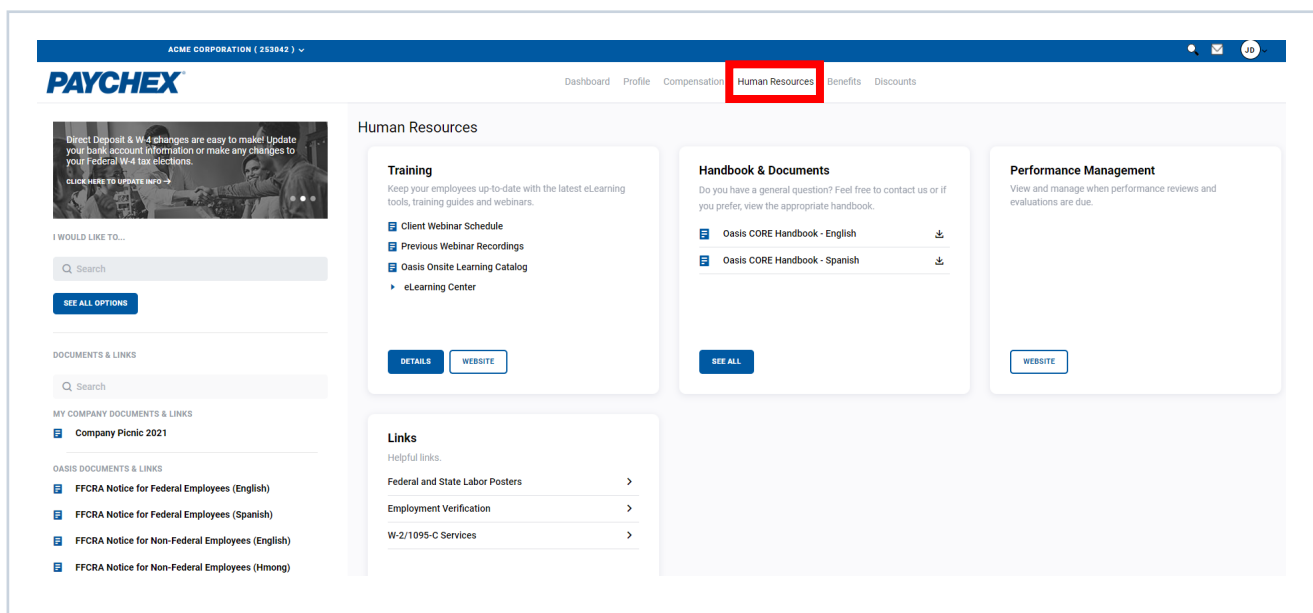
Tax Statements

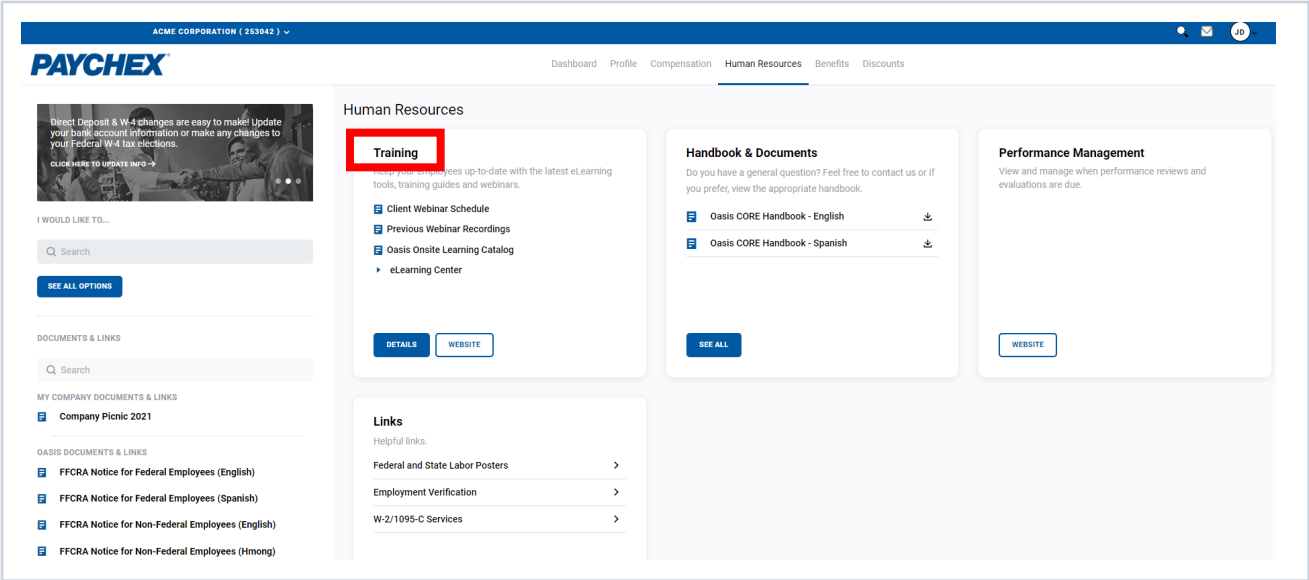
Select “Tax Statements” from the “Compensation” menu to display past and current W-2s and 1095-Cs. The ability to opt in/out of receiving W-2s by paperless delivery is also offered.



Human Resource

Access the Human Resource section of the website by selecting “Human Resource” from the menu. From this section, access tools to support your HR needs.





Training

Access “Training” resources, such as eLearning courses, and the All Client Webinar schedule to participate in classes or access an upcoming complimentary HR webinar.

Training

Keep your employees up-to-date with the latest eLearning tools, training guides and webinars.

FEATURES

- Client Webinar Schedule
- Previous Webinar Recordings
- Oasis Onsite Learning Catalog
- eLearning Center

ADDITIONAL INFO

Master Course Catalog

Complimentary Compliance Courses

Complimentary Professional Foundations Courses

Complimentary Management Courses

Complimentary Leadership Courses

Complimentary Productivity/Digital Skills Courses

Assign Courses Overview Skillport 8i

Create Groups Overview Skillport 8i

Client Overview Skillport 8i

Worksite Employees Overview Skillport 8i

Running Reports Overview Skillport 8i

CLOSE

To view the employee handbooks, select “Handbooks” from the “Human Resources” menu. This page displays all relevant handbooks, including state-specific handbooks or handbooks that have been translated to languages other than English.

Handbook & Documents				
Oasis Core Handbooks				
	STATE	LANGUAGE	HANDBOOK	
	ALL	English	Oasis CORE Handbook - English	
	ALL	Spanish	Oasis CORE Handbook - Spanish	

Access "Performance Management" to view and manage when performance reviews and evaluations are due.

ACME CORPORATION (253042)

PAYCHEX

DashboardProfileCompensationHuman ResourcesBenefitsDiscounts

Direct Deposit & W-4 changes are easy to make! Update your bank account information or make any changes to your Federal W-4 tax elections.

CLICK HERE TO UPDATE INFO

I WOULD LIKE TO...

Q Search

SEE ALL OPTIONS

DOCUMENTS & LINKS

Q Search

MY COMPANY DOCUMENTS & LINKS

Company Picnic 2021

OASIS DOCUMENTS & LINKS

FFCRA Notice for Federal Employees (English)

FFCRA Notice for Federal Employees (Spanish)

FFCRA Notice for Non-Federal Employees (English)

FFCRA Notice for Non-Federal Employees (Hmong)

Human Resources

Training

Keep your employees up-to-date with the latest eLearning tools, training guides and webinars.

Client Webinar Schedule

Previous Webinar Recordings

Oasis Onsite Learning Catalog

eLearning Center

DETAILS

WEBSITE

Handbook & Documents

You have a great question? Feel free to contact us or if you prefer, view the appropriate handbook.

Oasis CORE Handbook - English

Oasis CORE Handbook - Spanish

SEE ALL

Performance Management

View and manage when performance reviews and evaluations are due.

WEBSITE

Links

Helpful links.

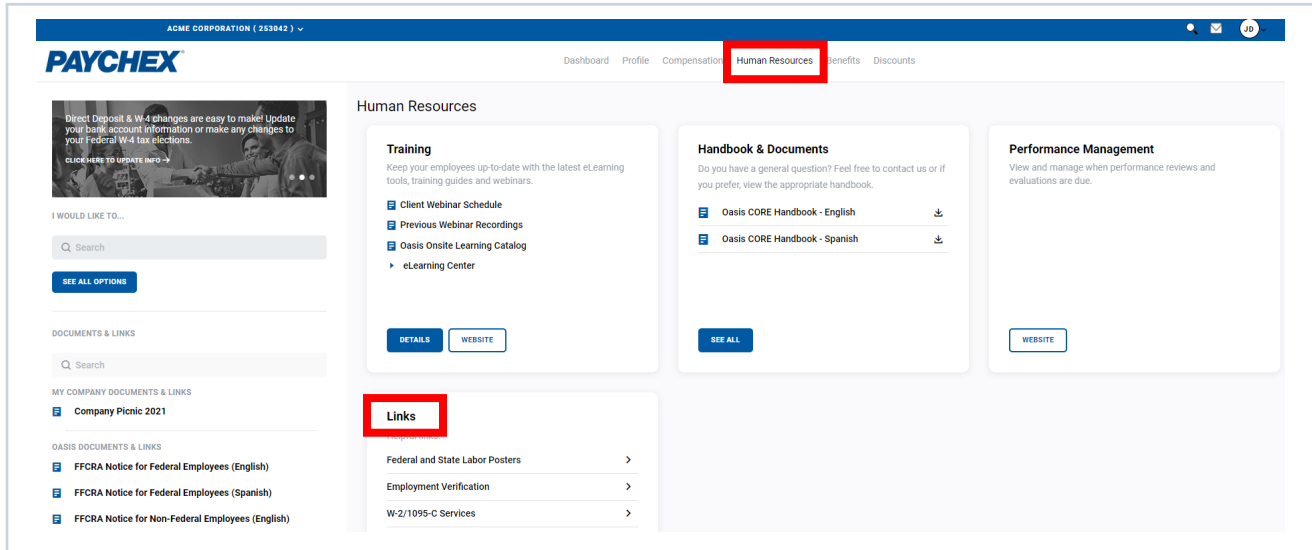
Federal and State Labor Posters

Employment Verification

W-2/1095-C Services

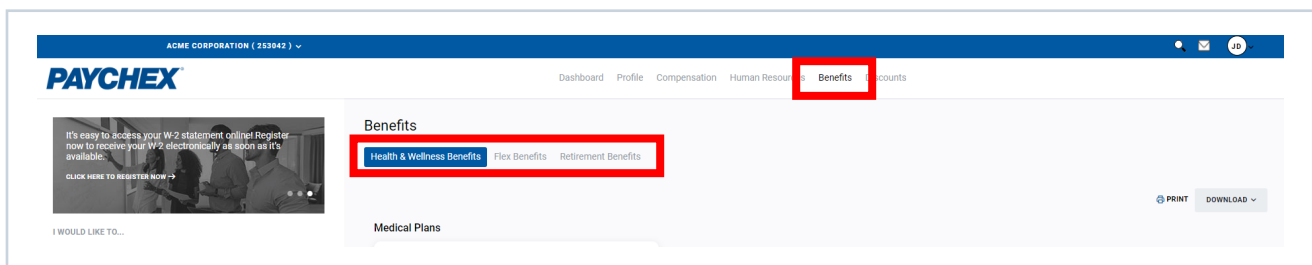
Links

This page provides helpful links to Employment Verification services, Federal and State Labor posters, and W-2 / 1095-C services.



Benefits

Access the Benefits section of the website by selecting “Benefits” from the menu. From this page, you may view your current benefit elections, access My Benefits Connect during open enrollment, as well as view information on Flexible Spending Accounts (FSAs), Health Savings Accounts (HSAs), and Retirement Accounts.



Current Benefit Elections

To view your current benefit elections, select “Health & Wellness Benefits” from the “Benefits” menu. This page displays benefit summaries and disclosures for each plan. You will find additional information on each plan that you have elected, including premiums, company and employee contribution amounts, and plan effective dates.



ACME CORPORATION (253042)

PAYCHEX

Dashboard Profile Compensation Human Resources **Benefits** Discounts

It's easy to access your W-2 statement online! Register now to receive your W-2 electronically as soon as it's available.
CLICK HERE TO REGISTER NOW →

I WOULD LIKE TO...

Q Search

SEE ALL OPTIONS

DOCUMENTS & LINKS

Q Search

MY COMPANY DOCUMENTS & LINKS

- Company Picnic 2021

OASIS DOCUMENTS & LINKS

- FFCRA Notice for Federal Employees (English)
- FFCRA Notice for Federal Employees (Spanish)
- FFCRA Notice for Non-Federal Employees (English)
- FFCRA Notice for Non-Federal Employees (Hmong)

SEE ALL DOCUMENTS AND LINKS

Benefits

- Health & Wellness Benefits**
- Flex Benefits
- Retirement Benefits

PRINT DOWNLOAD

Medical Plans

ENROLLED Plan Year 2021

MEDICAL PLAN 3 3000

Effective Date: 11/01/2020
Coverage Start Date: 05/01/2019
Section 125: Yes
Coverage Tier: EMPLOYEE

Total Pay Period Premium
\$196.50

Employee Contribution **\$39.25** Company Contribution **\$157.25**

DETAILS CARRIER WEBSITE

Ancillary Plans

ENROLLED Plan Year 2021

DENTAL PLAN 1

ENROLLED Plan Year 2021

VISION PLAN 1

ENROLLED Plan Year 2021

BASIC LIFE PLAN 1

Flex Benefits

View your FSA or HSA plan information by selecting “Flex Benefits” from the “Benefits” menu. This page displays information and the links for your FSA/HSA account activity, as well as how to enroll in each type of account.

ACME CORPORATION (253042)

PAYCHEX

Dashboard Profile Compensation Human Resources **Benefits** Discounts

Access special employee discounts on many products and services. Take advantage of these great offers today!
CLICK HERE TO SAVE →

I WOULD LIKE TO...

Q Search

SEE ALL OPTIONS

DOCUMENTS & LINKS

Benefits

- Health & Wellness Benefits
- Flex Benefits**
- Retirement Benefits

Flexible Spending Account (FSA)

ENROLLED Plan Year 2022

DETAILS CARRIER WEBSITE

Dependent Care Account

ENROLLED Plan Year 2022

DETAILS CARRIER WEBSITE

Flexible Spending Account (FSA) ✕

WageWorks FAQs >

WageWorks Quick Start Guide ↕

WageWorks Mobile App Brochure ↕

CLOSE

Retirement Benefits

View your 401(k) plan information by selecting “Retirement Benefits” from the “Benefits” menu. This page displays the 401(k) Payroll Summary. Select the “My 401(k) Plan Information” button to access the Paychex Retirement Savings Plan Portal.

401(k) Plan Information

To enroll in our 401(k) plan, make changes to your contributions, request a loan and review general 401(k) information, please click the link below.

MY 401(K) PLAN INFORMATION

401(k) Payroll Summary

For a summary of your 401(k) earnings and contributions select a year and click 'View Summary'. The figures shown are year-to-date amounts.

2022 VIEW REPORT

EMPLOYEE ID	EMPLOYEE NAME	QUALIFIED EARNINGS	PRE-TAX CONTRIBUTION	PRE-TAX CATCHUP	BOTH CONTRIBUTION	BOTH CATCHUP	POST-TAX CONTRIBUTION	401(K) LOAN PAYMENTS	EMPLOYER ELECTIVE MATCH	EMPLOYER NON-ELECTIVE CONTRIBUTION	EMPLOYER SAFE HARBOR MATCH	EMPLOYER SAFE HARBOR NON-ELECTIVE CONTRIBUTION
Z05065	DOE JOHN	\$57,692.40	\$2,884.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

My Benefits Connect

To make benefits changes and elections during open enrollment, access “My Benefits Connect” from the “Benefits” menu.

Benefits

Health & Wellness Benefits Retirement Benefits

MY BENEFITS CONNECT

Discounts

Employee Discounts

We make it easy to access specific discount programs from a wide range of categories. Simply select a particular category using the “Filter By” option to access deals and discounts on cell phones, travel, entertainment, and more!

The screenshot displays the Paychex Oasis Discounts page. The top navigation bar includes a 'Discounts' tab, which is highlighted with a red box. Below the navigation bar, the page is titled 'Discounts'. On the left side, there is a sidebar with a search bar and a list of documents and links. The main content area features a grid of discount cards. A 'Filter By' dropdown menu is open, showing a list of categories: ALL, CELL PHONES, EDUCATION/FINANCIAL SERVICES, HEALTH AND WELLNESS, PET PROGRAMS, RETAILERS/GIFTS/WORKPLACE APPAREL, and TRAVEL AND ENTERTAINMENT. The categories are listed in a vertical column, and the 'Filter By' dropdown is highlighted with a red box. The discount cards include AT&T Wireless, DMCC, USA Health Alliance, Medi-Weightloss, and FirstLight Home Care. Each card has a 'SEE DISCOUNT' button.



HR | Payroll | Benefits | Insurance

The Power of Simplicity®

Professional employer organization (PEO) services provided by Paychex Business Solutions, LLC (Florida employee leasing license GL7), Oasis Outsourcing, LLC (Florida employee leasing license GL42), and their affiliates, which are licensed or registered to provide PEO services where required by law.

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