



Subject: Tri State Nursing Enterprises, Inc. is Transitioning to Paychex Flex®. **Action Required!**

Dear Employees:

We are pleased to announce that, effective with the beginning of the pay period **March 6, 2023**, Paychex, Inc. will begin processing payroll and providing other payroll services for us.

You can easily view your paystubs using **Paychex Flex®**, a secure, self-service online portal. Click [here](#) to watch video tutorials.

For your reference, you'll also find a Paychex Flex® Employee Registration document attached with registration steps and a link to an [Employee Registration job aid with details](#) on how to register for your Paychex Flex® account. Access the full video tutorial on employee trainings by clicking on this link: [Employee Access Online Training](#).

Please plan to register for your Paychex Flex® online portal access at <https://myapps.paychex.com> beginning today!. You should have received a text/email inviting you to join as well. If you already have a paychex portal with a different or previous employer, you can log into that one and just find us!

You'll be able to login and view your first Paychex paystub on or after **March 17, 2023**. To ensure accuracy, we ask that you take a few moments to review the following information on your first paystub:

- Current name and address
- Accurate deductions such as insurance and 401(k)
- Tax Filing status is accurate (Single or Married)
- Direct deposit account information

Please stay tuned for future updates and developments.

If you have any questions, please contact our Accounting/Human Resources Department.

Thank you for your partnership and support as we finalize our conversion to Paychex services.

Sincerely,

A handwritten signature in black ink that reads "Bridget Hoefling".

Bridget Hoefling, President and Owner