

Employee Resource Center

Welcome to our Employee Resource Center!

We have created the following videos and guides as a reference for you. You will find step-by-step instruction for the Paychex Oasis Employee Portal, as well as Electronic Onboarding.

Recorded Demo Videos

Employee Connect Mobile App

[Mobile App & Website Overview](#) 3:57 min

[Direct Deposit Changes \(App\)](#) 1:44 min

[Time Off Request \(App\)](#) 1:37 min

[Personal Information Change \(App\)](#) 0:44 min

Electronic Onboarding

[Electronic Onboarding Overview](#) 10:04 min

[Remote Employee Overview](#) 8:06 min

Paychex Oasis (Employee Website)

[Employee Website Overview](#) 6:17 min

[Personal Information Change](#) 2:19 min

[Tax Withholding Change](#) 1:15 min

[Direct Deposit Change](#) 2:41 min

[Pay Stubs, Tax Statements & Compensation Overview](#) 3:27 min

[Time Off Request](#) 3:36 min

[My Benefits Connect](#) 5:52 min

User Guides

[Paychex Oasis Employee Reference Guide](#)

[Electronic Onboarding – Employee Walk-Through](#)

[Multi-Factor Authentication Training](#)

[Employee Time Off Request](#)

Employee Discount Programs

As a Paychex client employee, you and your family have access to a wide range of discounts through various businesses. Some of our employee discount programs are listed below.

- **AT&T Wireless** – up to 22% off eligible wireless plans and \$10 off unlimited elite and a 25% discount on accessories.
- **TMobile Wireless**– 15% off TMobile Magenta Max Plan.
- **Office Depot** – discounts on a large selection of office supplies, school supplies, and copy/finishing services
- **Prescription Drug Card** – discount (not insurance) card for prescriptions.

- **Pet Discounts** – pet insurance, pet health discounts and pet medicine discounts.
- **DentaChoice** – discounts on dental and vision services.
- **1-800-Flowers.com** – 20% discount on flowers and gifts.
- **BrooksBrothers.com** – 15% off clothing.

Please log in to Paychex Oasis to view and take advantage of all employee discounts. It's easy and convenient!

- **Step 1:** Go to <https://portal.oasisassistant.com/>
- **Step 2:** Click "Sign in" or "Sign up"

You'll need a pay stub to register, so have one handy!