

Analyzer International Inc.

Online Employee's Manual

Section - Payroll

Updated: Nov 6, 2015

- 1. Analyzer hires Paychex as payroll agency to prepare all payroll.**
- 2. Employees MUST register with Paychex to view and retrieve their biweekly pay stubs ONLINE.**
- 3. All paychecks ARE direct-deposited.**
- 4. All employees must notify Analyzer of address change for proper mailing tax information.**
- 5. All employees are responsible to check their pay stubs and bank accounts to ensure correct paid hours and amount deposited.**