How to Enter your Full-Time Equivalent Instructions in Paychex Flex®

Follow these instructions to enter the information into Paychex Flex:

1. Log into Paychex Flex.
2. Select **Company Details** listed in the menu on the left side of the screen.
3. Select **Tax Information**, then scroll to Vermont and select **Edit**.
4. Scroll to "State Health Tax", select **Edit**, then enter the reportable FTE count from form HC-1 line D.
5. Select **Save**.

Paychex makes it simple.