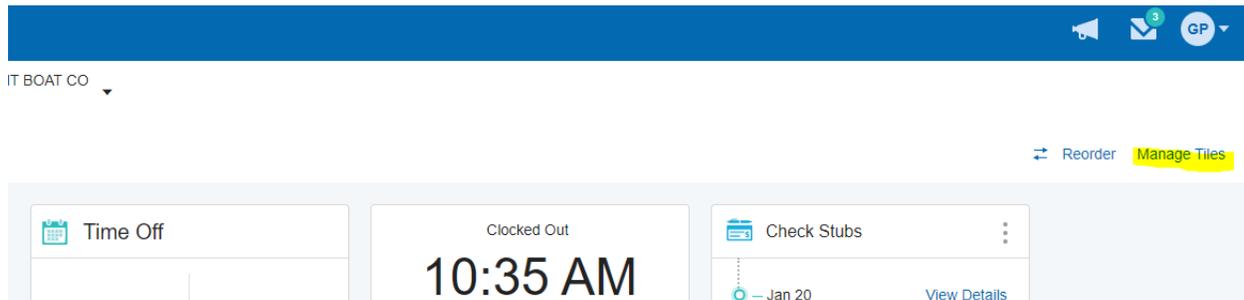


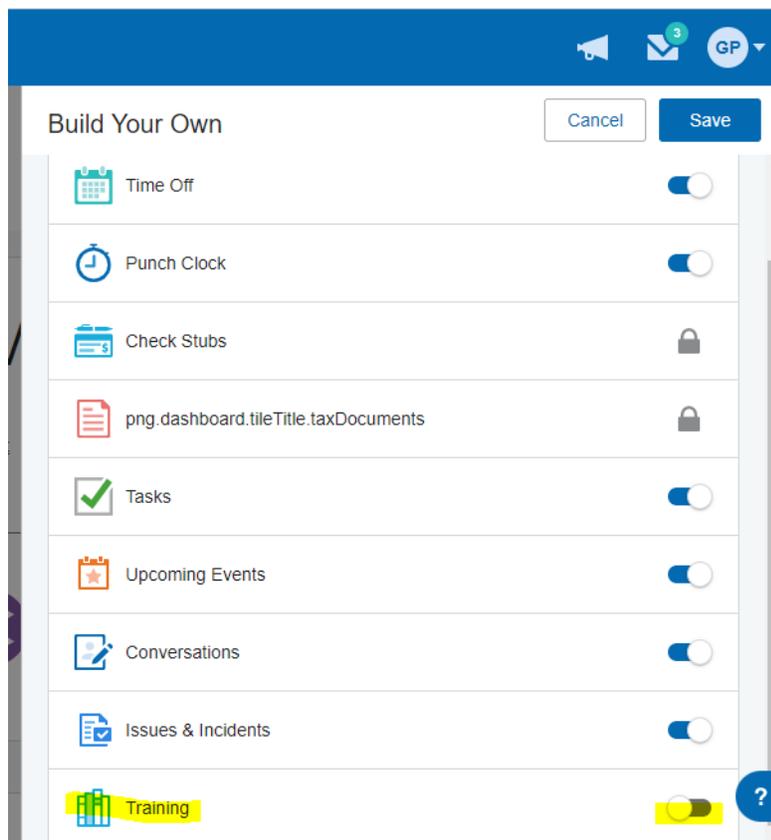
HOW TO REARRANGE TILES IN PAYCHEX

Once you have log into your Paychex account navigate over to your dashboard. Managers, please make sure you switch over to your personal account. Trainings will only be accessible through your personal account.

On the top right side locate “Manage Tiles” and click on it.



You should see this:



Scroll down the list until you find “Training”. Toggle it on and click save at the top. The training tile should now be displayed on your dashboard. Please note that trainings assigned will only appear in your training tile, not in your task tile.