

Paychex HR: Training Seminars & E-learning Catalog



PAYCHEX[®]
HR | Payroll | Benefits | Insurance

Paychex Learning

Create a culture of engaged employees to help increase productivity and improve retention. Your dedicated HR professional can conduct instructor led virtual seminars and help create a training program to enhance employee development.

In a 2022 Pulse of HR Survey, More than 1 in 3 HR leaders say some of the most effective tactics for keeping employees engaged include, offering training and development opportunities, having career conversations, and implementing good onboarding processes.¹

Paychex Learning Management System

Managers and employees have 24/7 anywhere access to a best-in-class learning management system while providing online access to instructor led and e-learning seminars.

Paychex Learning Essentials provides:

- Access to over 100 seminars
- An e-commerce site where you can purchase additional libraries of training content
- The ability to assign and track training
- Insights reporting
- A calendar for scheduling live training sessions

Paychex Learning Enhanced provides all the components of Paychex Essentials plus:

- Upload your own courses
- Create/author your own courses
- Create tests/quizzes
- Add checkpoints







Paychex Learning Essentials and Learning Enhanced are included within the Paychex Flex® system.

For more information about Paychex Learning or for help creating a learning and development plan for your managers and employees, contact your HR professional.



¹ Source: Paychex Pulse of HR Report – 2022




















Learning Libraries Include:

Business Skills	Human Resources
<p>Provide employees with tools to help them be successful. Improving these skills can assist in building a positive work culture and help to increase productivity while reducing inefficiencies.</p> <p><i>Examples of courses: Listening Effectively, Winning Partnerships: Managing Up, Conflict Resolution</i></p>	<p>Increase management’s ability to be better prepared when performing HR functions. Trainings can be geared to fit the needs of your organization, based on management’s HR experience.</p> <p><i>Examples of courses: Behavioral Interviewing, Hiring Practices, Effective Employee Discipline and Termination</i></p>
Employment Law	Leadership
<p>Improve awareness of the various employment laws that affect business today. This can help to educate managers and supervisors when making employment decisions, which may help reduce liability.</p> <p><i>Examples of courses: Americans with Disabilities Act, Avoiding Employment Discrimination, Workplace Harassment Prevention, Family Medical Leave Act, Form I-9: Employment Eligibility Verification</i></p>	<p>Develop leadership skills to help employees become positive contributors to the organization.</p> <p><i>Examples of courses: Introduction to Management, Effectively Managing Employees, Managing Effective Teams, Retaining Top Performers, Strategic Planning</i></p>
Health and Safety	
<p>Help keep employees safe on the job and at home.</p> <p>Learning modules include over 80 topics— consult with your dedicated Safety Representative to receive a customized safety program and training plan for your business based on services subscribed to.</p> <p><i>Examples of courses: OSHA Recordkeeping, Back Safety, Accident Investigation, Bloodborne Pathogens Including Personal Protective Equipment, Fall Protection General Industry Awareness</i></p>	



















Audio	E-learning	Spanish	Virtual Instructor Led
			























Learning Delivery Reference Chart












Title	Description	eLearning	Virtual Led	Audio	Spanish
Accident Investigation (Supervisor)	This training reviews the information and techniques that are key components of a thorough Accident Investigation.				
Active Threat: Run, Hide, Fight	This learning provides best practices for responding to an active shooter threat that may help save lives. Once the course is completed, the learner will be able to: define the term "active shooter", recognize some of the warning signs before an incident occurs, identify the situations to run, hide, or fight, and identify what to do when law enforcement arrives.				
A Guide to Using Correct Gender Pronouns	This learning first defines and explains terms like transgender and nonbinary, with a special focus on utilizing they/them pronouns. Next, the learning dives into using correct gender pronouns at work as a civil rights issue to be taken very seriously. Finally, participants will learn key steps they can take to create a safer and more inclusive work environment for transgender, non-binary, and gender non-conforming individuals.				
Americans with Disabilities Act (ADA)	This learning will educate managers and supervisors on the basic requirements of the Act, and help employers understand their role in the employment of workers with disabilities.				
Anti-Racism: Because 'Not Racist' is Not Enough	This learning defines the importance of the anti-racist movement and explains common misconceptions around what it means to be "racist" or "not racist." The learning also provides active steps learners can take to become anti-racist individuals, such as learning about microaggressions, identifying inequities and disparities, and speaking out against prejudice and injustice.				
Avoiding Employment Discrimination	This learning explains what federal anti-discrimination laws may apply to a company and the provisions of each.				
Back Safety	This training discusses the mechanics of the back and muscles as well as the use of proper lifting techniques to avoid back injuries on the job.				
Behavioral Interviewing	This learning provides an overview of what behavioral interviewing is, and how to prepare for and conduct a behavioral interview.				
Being an Ally at Work: 10 Tips to Live By	This learning defines what it means to be an ally (someone who is not a member of a marginalized group, but supports inclusion) and why it's important in the modern workforce.				
Being an Effective Team Member	This learning will help your work groups collaborate effectively and efficiently.				






















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Being an Inclusive Coworker	This seminar is designed to help employees understand why being an inclusive coworker can make their organization stronger while also increasing their personal career success and workplace satisfaction.				
Bloodborne Pathogens Including Personal Protective Equipment	This training is for medical employees covering OSHA requirements on bloodborne pathogens and includes information on Personal Protective Equipment specific to preventing bloodborne pathogen exposure.				
Business Ethics for Employees	This learning will help learners understand that ethical behavior begins with the employee and how to make that happen; what doesn't work with ethics; creating an environment that requires ethics; common elements of establishing organizational ethics; professional ethical standards; personal ethical standards; and how to handle ethical situations.				
Business Ethics for Managers	This learning discusses how you should set up and encourage an ethical workplace and how to follow up with any ethics concerns you see or hear about from your team.				
California's Leave Laws: A Guide for Managers	This learning explains the different California-specific job-protected leaves that are available to California employees with respect to employer coverage and eligibility, reasons for and length of leave, and posting and notice requirements.				
California's Sexual Harassment Prevention for Employees	This learning is based on the criteria set forth in the Final Sexual Harassment Training and Education Regulations as adopted by the Fair Employment and Housing Commission in California. It is designed to meet the required hour of sexual harassment and abusive conduct training for employees in California. This training is highly recommended for all employees in California and supervisors who supervise any employees or independent contractors in the state of California.				
California's Sexual Harassment Prevention for Managers	This learning is based on the criteria set forth in the Final Sexual Harassment Training and Education Regulations as adopted by the Fair Employment and Housing Commission in California. It is designed to meet the required second hour of sexual harassment and abusive conduct training for supervisors. This training is highly recommended for all supervisors who supervise any employees or independent contractors in the state of California.				
California's Wage and Hour Laws	This learning introduces an overview of the Fair Labor Standards Act, and compares federal and CA state wage and hour laws.				

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California's Wage Orders and Exemptions	This learning introduces California's wage orders and outlines the requirements in California for classifying exempt and non-exempt employees.				
Communication Skills	The purpose of this learning is to help managers, supervisors, and employees communicate more effectively with each other. There are two e-learning's available: <ul style="list-style-type: none"> • Customer Service Communication Skills: Customer Service and DISC Styles -Powered by BizLibrary • Customer Service Communication Skills: Basics of a Great Customer Conversation -Powered by BizLibrary 				
Conducting Workplace Investigations	This learning assists the employer with the details of conducting in-depth workplace investigations.				
Conflict Resolution	This learning helps employers raise awareness about workplace conflict, helps managers deal with conflict on their teams and helps employees understand conflict in the workplace and how to better overcome conflicts they are likely to encounter on a day-to-day basis.				
Connecticut Sexual Harassment Prevention	Training course provided by the CT Commission on Human Rights and Opportunities (CHRO) designed to meet the requirements of the CT Time's Up Act.				
Customer Service	This learning is comprised of seven lessons that cover everything from defining who your customers are to figuring out how to secure their loyalty for years to come. The series focuses on areas such as: forces of change that affect customer expectations, how to connect with customers, and how to tactfully handle customers who are upset. The following e-learning courses are available: <ul style="list-style-type: none"> • Customer Service 101 • Customer Service 101: Defining Your Customers • Customer Service 101: Factors of the Customer Experience • Customer Service 101: Do You Have What It Takes? • Customer Service 101: Steps for Success • Customer Service 101: Connecting with Customers • Customer Service 101: Assisting Upset Customers • Customer Service 101: Securing Customer Loyalty 				
Effective Employee Discipline and Termination	This learning focuses on how to effectively discipline and/or terminate employees.				

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Effectively Managing Employees	Managers may contribute to employee retention by improving overall job satisfaction. Losing good employees affects both productivity and morale. By effectively managing employees, managers can make a positive difference in the organization.				
Emergency Action	This training reviews emergency action plan requirements, and what employees need to do if an emergency occurs.				
Eyewash and Safety Shower	This training reviews requirements for eyewash and safety showers and how to use them.				
Facilitating Effective Meetings	This learning provides an overview for facilitating effective meetings. Topics include evaluating the need for a meeting, delivering an effective meeting, and being a valuable meeting participant.				
Fair Labor Standards Act (FLSA)	This learning reviews the impact the FLSA has on an employer's business. Specifically, it reviews the provisions of the act and provides preventative measures your business can take to avoid paying costly penalties.				
Fall Protection General Industry Awareness	This training reviews the fall protection systems required in general industry. Provides information on guardrails, PFAS, safety nets, and other systems.				
Family and Medical Leave Act (FMLA)	This learning reviews the basic provisions of the FMLA and how it interacts with other federal and state laws.				
Fire Extinguisher	This training describes the different types of fires and the safe use of fire extinguishers.				
First Aid (Basic)	Basic first aid training provides knowledge for an initial response to an emergency, and addresses symptoms and procedures for injuries or illness that can occur in the workplace.				
Forklift	Forklift operator safety training covers general rules, parts of the truck, inspection requirements, stability, attachments, and use of the vehicle.				
Form I-9: Employment Eligibility Verification	The Form I-9: Employment Eligibility Verification resource guide and learning educates managers about when and how to complete Form I-9, the employer's review and verification of acceptable documents, the process of updating and reverification of Form I-9, and filing and storage of the company's Forms I-9.				
Generational Differences in Today's Workforce	This learning is designed to educate and increase self-awareness of the characteristics and values of multi-generational employees in today's workplace.				

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Hazard Communication	This training covers hazardous chemical handling and storage, general requirements, chemical labels, chemical hazard categories and hazards, safety data sheets (SDS), chemical spills, and exposure incident reporting.				
Health Insurance Portability and Accountability Act (HIPAA): Basics	This learning is designed to provide an overview of the basic principles in HIPAA, HITECH, and Omnibus. The three principal areas of HIPAA will be covered: privacy, security, and breach notification.				
Hiring Practices	This learning helps managers and supervisors understand the benefits of good hiring practices by providing steps for implementing an effective recruiting and hiring process. This learning also reviews some of the federal laws that may affect the hiring practices.				
Human Trafficking Awareness and Prevention	This learning includes tips on what to do when you notice signs of trafficking within your company and prevention methods to apply to your business.				
Illinois Sexual Harassment Prevention Training	This learning is designed to meet the requirements of section 2-109 of the Illinois Human Rights Act (IHRA). It is highly recommended to conduct this training following the general Workplace Harassment Prevention training to satisfy the Equal Employment Opportunity Commission (EEOC) component as well as the state requirement.				
Introduction to Management	The learning helps new managers become familiar with management and leadership concepts.				
Ladder Safety	This training discusses the OSHA requirements for ladder safety on all types of ladders and mobile stairs.				
Leading Inclusive Organizations	This learning prepares leaders to define key terms associated with diversity, equity, and inclusion (DEI); explain why organizations are implementing DEI initiatives, and take steps to attract and retain quality talent.				
Legal Social Media in the Workplace Video Module for Employees	This learning discusses how to use social media in the workplace while keeping activities legal.				
Legal Social Media in the Workplace Video Module for Managers	This learning discusses how to use social media in the workplace while keeping activities legal from a management perspective.				
Listening Effectively for Leaders	The Pay Attention and Listen! -Powered by BizLibrary learning teaches managers and supervisors an eight-step process on how to truly pay attention and listen to their employees and anyone they want to better communicate with.				

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Lockout / Tagout	This training covers the OSHA Lockout/Tagout requirements to provide a level of safety to anyone who is performing service or maintenance on machinery or equipment				
Machine Guarding	This training reviews some of the various hazards of mechanical motion and presents some techniques for protecting these hazards				
Managing Effective Teams	Managing a team of employees requires a different set of skills than managing individual employees. This interactive learning is designed to help managers better direct their work groups.				
Managing Virtual Work Teams: Introduction to Virtual Work Teams	The Introduction to Virtual Work Teams program is best suited for organizations who are interested in receiving an overview of virtual work teams with the goal of determining if and how to use them.				
Managing Virtual Work Teams: Building a Virtual Work Team	The Building a Virtual Work Team program is designed to help organizations develop the competencies and skills required to build and effectively manage virtual work teams.				
Managing Virtual Work Teams: HR Considerations for Remote Employees	The HR Considerations for Remote Employees program is designed for organizations who want to learn more about the application of employment laws and other human resources considerations for remote workers or workers in alternate locations.				
Microaggressions at Work: Recognizing and Overcoming Biases	This learning covers what microaggressions are, what different forms they come in, and how to respond to one if it happens. It also dives into how to react as a bystander if a microaggression occurs and what to start doing to prevent committing a microaggression.				
New York State Paid Family Leave	This resource guide provides an overview of the benefits law, along with information about the process for requesting Paid Family Leave.				
New York State Sexual Harassment Prevention	New York employers are required to establish and distribute a sexual harassment prevention policy and provide employees with sexual harassment prevention training. The Department of Labor in consultation with the Division of Human Rights has established standards for sexual harassment prevention policies and training. Review this training for more information about combating sexual harassment in the workplace. This learning has been designed to meet the interactive sexual harassment prevention training requirements for covered New York State and New York City employers				

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OSHA Recordkeeping (Supervisor)	This training covers how to determine if an incident is OSHA recordable, completing the 300 log and 300A form, and requirements for electronically submitting information to OSHA.				
Overview – Construction	This training provides an overview of construction safety requirements				
PEO Workers' Compensation – Non-California	This training covers PEO Workers' Compensation for locations outside of California including injury reporting and common questions.				
Performance Appraisals	This learning examines the steps for implementing a performance appraisal process and discusses common errors and potential legal concerns.				
Performance and Behavioral Issues	This seminar reviews various performance and behavioral issues and discusses how they may impact the workplace.				
Personal Protective Equipment	This training provides information on the different types of personal protective equipment (PPE), when PPE is required, use and care of the equipment, and storage.				
Planning a Reduction-in-Force (RIF): Considerations for Management	This learning is designed to assist employers who may be considering the difficult task of reducing their workforce.				
Preventing Bullying and Violence in the Workplace – Employees	In this learning, employees identify what bullying is and how it could potentially impact the workplace.				
Preventing Bullying and Violence in the Workplace – Managers	This learning expands on the employee version by discussing ways to manage workplace bullying and the challenges involved with that. This learning also reviews the similarities and differences between workplace bullying, unlawful harassment, and workplace violence.				
Professionalism in the Workplace	This learning gives examples of both professional and unprofessional behaviors. It provides tips for employees on how to behave professionally at work and tips for managers on how to address unprofessional behaviors.				
Protecting Confidential Information	The purpose of this learning is to understand the importance of protecting confidential information and provide effective strategies for identifying and handling confidential information.				
Requirements and Best Practices for Managing Employee Files	This learning highlights aspects to consider when creating and maintaining employee files, developing policies and practices that ensure privacy and confidentiality, controlling access, guarding against discrimination, and minimizing the potential for identity theft.				
Respirators – Air Purifying	This training covers the requirements for the use of air purifying full and half face respirators.				

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Retaining Top Performers	This learning is designed to help managers and supervisors recognize characteristics of top performers, the benefits they bring to the business, and reasons why they might leave.				
Riding the Wave... Change Management for Your Organization	This learning defines change and the process for managing it, including analyzing the current situation, defining the desired state, creating and implementing a plan for change, addressing the impact of the change, and identifying ways to provide ongoing support.				
Safe Driving	This training discusses four steps to decision driving and the six conditions that can contribute to motor vehicle accidents and how you can avoid them.				
Slips, Trips and Falls	This training discusses the causes and prevention of slip, trip, and fall injuries in the workplace.				
Social Media in the Workplace	This learning defines social media and its practical uses by a company, explores the internal and external risks associated with the use of social media in the workplace, and discusses how to mitigate such risks.				
Strategic Planning	This learning, designed for business owners and decision makers, discusses life cycles of organizations, functions of a small business, the definition of strategic planning, writing mission and vision statements, the role of owners, managers, and employees in the strategic planning process, and how Paychex can help.				
Time and Task Management	This learning introduces time and task management, to help clients and their employees maximize the efficiency of their workday. Regardless of industry, this information can help people develop a personal approach to managing their time.				
Top HR Issues	The Top HR Issues learning provides a high-level overview of the top human resource-related issues commonly experienced by employers.				
Welding	This training covers the requirements for welding, cutting & brazing including fire prevention methods, cylinder handling, PPE, special hazards, and warnings.				
Winning Partnerships: Managing Up	This learning illustrates managing up and stresses the importance of communication and taking responsibility for one's own success.				
Workplace Harassment Prevention for Employees	This learning assists in educating employees on non-harassment.				
Workplace Harassment Prevention for Managers	This learning assists in educating managers and supervisors on non-harassment.				

