

Accountant Knowledge Center

Powered by CCH, the Paychex Accountant Knowledge Center is a FREE and convenient tool designed to help accounting professionals access management tools and resources from the industry's leading provider, including:

- **HR, Payroll and Tax Resources** – quick but thorough answers to everyday issues faced by accounting professionals and hundreds of tool documents such as rates, tables, sample policies, forms, posters, checklists, charts and agreements.
- **'Hot Topics'** are right at your fingertips selected by our professional team!
- **Latest Industry News** – important daily developments in the fields of accounting, payroll, HR and taxes.
- **Email Alerts** – users can sign-up for customized email alerts covering issues on taxes, HR and payroll. In addition there are several newsletters that can be delivered via email. **Also be sure to check out the Paychex-CCH mobile news web site!**
- **Tools** – includes a *mobile link* to stay on top of the latest news wherever you are and an interactive forms software program accessible from your desktop covering HR and Payroll forms. Also, Financial Calculators covering tax, retirement, auto, and more.

The Paychex Accountant Knowledge Center has five basic sections (shown below).

Hot Topics
The *Hot Topics* section includes links that allow you to search for documents related to a trending topic. These are standard searches provided by the system that run against content in your Paychex subscription. Your search results page opens directly in IntelliConnect.

Exclusive CCH Search and Related Functions
CCH search looks for plurals and industry-related terms automatically! Also, the top of the Paychex window offers a variety of features that allow you to search for content in IntelliConnect, run saved searches, or view your research history.

Latest News
The *Latest News* section includes links to headlines, with the most recent articles on top. Click a link to view the full-text of the article.

Resources
The *Resources* section includes links that allow you to quickly access CCH publications.

Tools
The *Tools* section includes links to create forms, setup email alerts, and helpful calculators.

The *Tools* section includes these helpful features.

HR and Payroll Interactive Forms

Click the *HR and Payroll Interactive Forms* link to open a browser window where you can download and install IntelliForms on your computer. IntelliForms is software product from CCH that you can use to complete electronic forms quickly and easily for your clients, based on standard forms templates.

Report Letters & Newsletters via Email

Click the *Report Letters & Newsletters via Email* link to open a new browser window where you can sign up to receive by email regular professional newsletters and reports related to the accounting, tax, payroll and HR fields.

Customized Tracker News Emails

Click the *Customized Tracker News Emails* link to open the Tracker News tab in IntelliConnect. The Tracker News feature allows you to display headlines for current articles related to subjects you want to follow in addition to receiving these articles via email. Users can also customize their Tracker News articles for specific topics or specific states. Newly published articles are added each morning.

Calculators

Click the *Calculators* link to open the Calculators page. A wide variety of calculators is provided related to Auto financing, Debt & Credit Cards, Business, Insurance, Mortgage, and other areas. You could, for example, select a calculator to help determine whether it is better to buy a car or lease one, or to help you set up a loan amortization schedule.

Paychex Mobile News Central

Click the *Mobile* link from your mobile device to stay on top of the news no matter where you go! Paychex professionals have access to a mobile news portal; available to be added as a shortcut on your device, this convenient tool will provide a variety of news including HR Compliance, State Employment Law, Payroll, Federal and State Tax News Highlights, and CCH's exclusive Tax Briefings.

The *Resources* section includes the following links: (shown below).

CCH Tax Briefings

Provides tax legislation coverage you can count on. When there is an important development in tax legislation, you can count on CCH to stay on top of the story. Our up-to-date coverage is the best in the industry. Created by experts in their fields, our resources provide you with the facts, figures and analysis you can trust.

Federal Tax Day News

Provides daily updates of the latest new developments in federal taxes, compliance issues and legislation. Coverage includes IRS and Treasury rulings and guidance; U.S. Supreme Court, Tax Court and other federal court cases; White House and Congressional news stories; and other important federal tax news. Tax Day also provides links to the full text of primary source documents.

Federal Tax Weekly

Provides access the CCH Federal Tax Weekly; a newsletter that reports on the federal tax developments for the previous week.

HR Analysis

Provides access the HR Compliance Library, a comprehensive database that provides information related to benefits, compensation, risk management, employee development, and many other topics for HR professionals. Find both quick answers and detailed analysis along with sample documents, checklists, agreements, posters and more!

HR Daily News

Provides selected coverage of recent and relevant news, surveys, trends and legislation affecting HR practices and management. Coverage spans the past 90 days and ensures that subscribers receive updates on pivotal developments on a timely basis.

HR State Employment Daily Law News

Provides selected coverage of recent and relevant news, trends, and legislation affecting state employment law.

HR State Law Summaries

Provides access to a menu where you can browse information about state employment laws, sorted by state. Each state summary has a section marked "What the Employer Must Do".

Multistate Corporate Income Tax Review

Provides information about important corporate income tax developments. The publication covers all jurisdictions and offers detailed stories of recently enacted laws and regulations, recent cases, and other state documents. This publication enables practitioners to stay abreast of tax law changes in states where they practice, plus it keeps them aware of trends affecting multiple jurisdictions.

Payroll Daily News

Provides selected coverage of recent and relevant news, trends and legislation affecting Payroll practices. Coverage spans the past 90 days and ensures that subscribers receive updates on pivotal developments on a timely basis.

Payroll State & Local Withholding Rules

Provides access to a menu where you can look up details about payroll withholding issues for all states and the appropriate local, city county rules as well.

U.S. Master Tax Guide

Provides helpful and practical guidance on today's federal tax law. This latest edition reflects all pertinent federal taxation changes that affect returns and provides fast and reliable answers to tax questions affecting individuals and business income tax.

The top of the Paychex window and the footer area offers a variety of helpful features (shown below).

Search

Click the “Search/Browse” menu to make a selection, type your search term, and then click **Go** to perform a search.

You can also select specific content to search (such as individual topics), or you can target all of the content available in your Paychex subscription.

Document Tray

Click here to view documents that you found in previous searches that you have stored temporarily for access later.

History

Click here to display a list of your recent research history, including searches you performed and documents you viewed over the last 60 days.

The screenshot shows the Paychex Accountant Knowledge Center interface. At the top, there is a search bar with 'all content' selected and a 'Go' button. To the right of the search bar are links for 'Document Tray [0]', 'History', 'Saved Searches', 'Practice Areas', 'Preferences', and 'Help | Log Out'. Below the search bar, there are sections for 'Hot Topics' (New Hire Reporting, Social Media, Health Care Reform, etc.), 'Resources' (CCH Tax Briefings, Federal Tax Day News, etc.), and 'Accountant Knowledge Center - Latest News' (DOL launches virtual Workplace Flexibility Tools, etc.). A 'Tools' section is also visible. At the bottom, there is a navigation bar with links for 'Take A Tour', 'Getting Started', 'Quick Reference Guide', 'CCH SUPPORT: Phone | Chat | Email', and 'Payroll Client Referral Program'.

Saved Searches

IntelliConnect allows you to save a search that yielded particularly useful results to reuse later.

Click here to view your list of saved searches and re-run a particular search.

Practice Areas

This feature allows you to create your own customized, selectable practice areas (each with its own unique set of topics) to aid in searching for content. Click here to manage your Practice Areas.

Preferences

Click here to make changes to your various preference settings.

Tour / Getting Started / Quick Reference Guide / Support

- ‘Take a Tour’ offers a brief flash demo that describes the CCH IntelliConnect platform;
- ‘Getting Started’ is a link to a detailed pdf file
- ‘Quick Reference Guide’ is a short description of how to work with the new Paychex Accountant Knowledge Center.
- ‘CCH Support’ offers telephone, Chat and Email options

Payroll Client Referral Program

Click here to take advantage of the Paychex Referral Program!

Please visit the new Paychex Accountant Knowledge Center at:

<http://www.paychex.com/accounting-professionals/resources/knowledge-center/>