

## **REGISTRATION FOR PAYCHEX & 401k**

How to register with Paychex for online access. The Paychex online registration form is self-explanatory and can be done with little effort. New Era covers the administration fees for the 401k plan. Employees are eligible after 1,000 hours or one (1) year of employment. January 1<sup>st</sup> or June 1<sup>st</sup> are the two (2) enrollment dates after you have met this requirement.

Should you have problems enrolling, or have any questions, please feel free to call me.

Thanks,

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***Accounting***

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