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How to Update the Ohio Work From Home (WFH) Indicator

1. Check the RITA Municipalities website if you don't know if your Ohio employees who have worked from home in 2024, have affected locals.

2. Log in to Paychex Flex®. *Don't have an account?* Sign up *today.*

3. Use the instructions below to update the Ohio WFH indicator in Paychex Flex.

    - Go to **People List**
    - Select the affected employee
    - Select the **Employment** drawer on the employee
    - Select the **Summary** tab
    - Select **Yes**
    - Select **Save**