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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**

Work from home

Selecting this will not change taxation and may only be used for reporting purposes

Does this employee work from home?

☐

Yes

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No