

GRI and SASB Indices

GRI Index

| Disclosure Number | Description | Page Number(s) and/or URL |
|-----------------------------------|--|---|
| GRI 2: GENERAL DISCLOSURES | | |
| 2-1 | Organizational details | <p>Paychex, Inc. is a publicly traded corporation. Page 3 of 2024 Annual Report on Form 10-K The Company's headquarters are located at 911 Panorama Trail South, Rochester, NY 14625. The Company operates in United States, Denmark, Germany, and India.</p> |
| 2-2 | Entities included in the organization's sustainability reporting | <p>Some metrics included in the 2024 Corporate Responsibility Report are provided for international operations, others for United States operations only. Page 1 of 2024 Corporate Responsibility Report Annual Report on Form 10-K includes consolidated financial statements for all subsidiaries. List of material subsidiaries is available here.</p> |
| 2-3 | Reporting period, frequency and contact point | <p>Paychex publishes an Annual Report on Form 10-K and an annual Corporate Responsibility Report for the most recent fiscal year. The Annual Report on Form 10-K and Corporate Responsibility Report referenced in this index are for fiscal year 2024: June 1, 2023 – May 31, 2024. The Corporate Responsibility Report was published online on September 26, 2024. public_relations@paychex.com</p> |
| 2-4 | Restatements of information | <p>Page 41 of 2024 Corporate Responsibility Report</p> |

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| 2-6 | Activities, value chain and other business relationships | <p>Paychex, Inc. (NASDAQ: PAYX) is a leading provider of integrated human capital management solutions for human resources, payroll, benefits, and insurance services.</p> <p>https://www.paychex.com/corporate</p> <p>https://www.paychex.com/business-solutions</p> <p>Our Primary Sustainable Industry Classification System (SICS®) Industry is Software & IT Services.</p> <p>The Company serves small- and medium-sized businesses primarily in the private sector. Paychex, Inc. serves markets in the United States, Germany, and Denmark.</p> <p>https://www.paychex.com/locations</p> <p>Pages 3-8 of 2024 Annual Report on Form 10-K</p> |
| 2-7 | Employees | <p>Page 8 of 2024 Annual Report on Form 10-K</p> <p>Page 31 of 2024 Corporate Responsibility Report</p> |
| 2-9 | Governance structure and composition | <p>Corporate Governance webpage</p> <p>Corporate Governance documents</p> <p>Pages 6–13, 20–26 of 2024 Proxy Statement</p> <p>Charter of the Nominating and Governance Committee of the Board of Directors</p> <p>President & CEO John Gibson is the only executive member of the Board of Directors, and all others are non-executive members.</p> <p>Independence status of members of the Board of Directors</p> |
| 2-10 | Nomination and selection of the highest governance body | <p>Pages 22-23 of 2024 Proxy Statement</p> <p>Page 3 of the Charter of the Nominating and Governance Committee of the Board of Directors</p> |
| 2-11 | Chair of the highest governance body | <p>Board of Directors overview</p> |
| 2-12 | Role of the highest governance body in overseeing the management of impacts | <p>Page 2 of the Charter of the Nominating and Governance Committee of the Board of Directors</p> <p>Pages 18-23 of 2024 CDP Climate Change Response</p> <p>Page 28 of 2024 Proxy Statement</p> |

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| 2-13 | Delegation of responsibility for managing impacts | Page 10 of 2024 Corporate Responsibility Report Pages 19-24 of 2024 CDP Climate Change Response |
| 2-14 | Role of the highest governance body in sustainability reporting | The CEO formally reviews and approves the organization's sustainability report. |
| 2-15 | Conflicts of interest | Pages 8-13, 18-19, 27 of 2024 Proxy Statement Any reportable related-party transactions in the reporting year that are in excess of \$120,000 are disclosed in Transactions with Related Persons section of Proxy Statement. |
| 2-16 | Communication of critical concerns | Page 14 of Code of Business Ethics and Conduct |
| 2-18 | Evaluation of the performance of the highest governance body | Page 4 of Corporate Governance Guidelines |
| 2-19 | Remuneration policies | Pages 14-17, 30-52 of 2024 Proxy Statement |
| 2-20 | Process to determine remuneration | Pages 14-17, 30-52 of 2024 Proxy Statement Results of shareholder vote on Say on Pay proposal from prior year |
| 2-21 | Annual total compensation ratio | Page 67 of 2024 Proxy Statement |
| 2-22 | Statement on sustainable development strategy | Pages 2-3 of 2024 Corporate Responsibility Report |
| 2-23 | Policy commitments | Paychex Code of Business Ethics and Conduct Code of Business Ethics and Conduct was approved by the CEO, CFO and Vice Presidents responsible for Corporate Responsibility initiatives at Paychex. Paychex Third Party Code of Conduct Third Party Code of Conduct was approved by the Corporate Responsibility Steering Committee. Paychex Environmental Policy Environmental Policy was approved by the Corporate Responsibility Steering Committee. |

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| 2-23 | Policy commitments | <p>Paychex’s GHG emissions reduction targets The targets were approved by the CEO, CFO, COO and Vice Presidents responsible for Corporate Responsibility initiatives at Paychex.</p> <p>Paychex Fair Wage Policy Fair Wage Policy was approved by Human Resources & Organizational Development.</p> <p>Paychex Inclusion and Diversity Policy Inclusion and Diversity Policy was approved by Human Resources & Organizational Development.</p> <p>The policy commitments are publicly available on our company website. The Paychex Code of Business Ethics and Conduct and the Paychex Human Rights Policy are referenced in the Right Way Training: Employees webpage, Training & Development tab, The Right Way Training and Other Training Modules of the Right Way Training sections</p> |
| 2-24 | Embedding policy commitments | <p>The Corporate Responsibility Steering Committee includes senior executive representation from Human Resources and Organizational Development, Legal, External Reporting, Investor Relations, Corporate Marketing, Corporate Communications, Risk, Compliance and Data Analytics, Information Technology, Business Operations, Sustainability and Internal Audit. This group assists in the development of policies to drive responsible and ethical business conduct.</p> <p>Page 10 of 2024 Corporate Responsibility Report Employees webpage, Training & Development tab, The Right Way Training and Other Training Modules of the Right Way Training sections</p> |
| 2-25 | Processes to remediate negative impacts | <p>Page 14 of Paychex Code of Business Ethics and Conduct</p> |
| 2-26 | Mechanisms for seeking advice and raising concerns | <p>Employees webpage—Training & Development tab, The Right Way Training, Ethics Module of the Right Way Training, and Other Training Modules of the Right Way Training sections</p> <p>Employees webpage—Non-Discrimination tab</p> <p>Pages 14, 16 of Paychex Code of Business Ethics and Conduct</p> |

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| 2-28 | Membership associations | National Payroll Reporting Consortium (NPRC) National Association of Professional Employer Organizations (NAPEO) |
| 2-29 | Approach to stakeholder engagement | Pages 4, 6 of 2024 Corporate Responsibility Report Pages 28-29 of 2024 Proxy Statement |
| 2-30 | Collective bargaining agreements | Page 8 of 2024 Annual Report on Form 10-K |

GRI 201: ECONOMIC PERFORMANCE

| | | |
|-------|--|--|
| 3-3 | Management of material topics | Employees webpage—Employee Benefits tab Pages 6-16 of 2024 CDP Climate Change Response Ethics webpage—Government Relations tab |
| 201-1 | Direct economic value generated and distributed | 2024 Annual Report on Form 10-K |
| 201-2 | Financial implications and other risks and opportunities due to climate change | Pages 6-16 of 2024 CDP Climate Change Response |
| 201-3 | Defined benefit plan obligations and other retirement plans | Page 17 of 2024 Corporate Responsibility Report Employees webpage—Employee Benefits tab |
| 201-4 | Financial assistance received from government | Ethics webpage—Government Relations tab, Financial Assistance Received from the Government section Page 8 of 2024 Corporate Responsibility Report |

GRI 203: INDIRECT ECONOMIC IMPACTS

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| 3-3 | Management of material topics | Pages 21-24 of 2024 Corporate Responsibility Report Community webpage—Community Initiatives and Paychex Charitable Foundation tabs |
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| 203-1 | Infrastructure investments and services supported | Pages 20-25 of 2024 Corporate Responsibility Report Empowering Businesses webpage |
| 203-2 | Significant indirect economic impacts | Pages 12-13 of 2024 Corporate Responsibility Report 2024 Client Impact Report |

GRI 205: ANTI-CORRUPTION

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| 3-3 | Management of material topics | Ethics webpage—Anti-Corruption tab Employees webpage—Training & Development tab, The Right Way Training and Ethics Module of the Right Way Training sections |
| 205-2 | Communication and training about anti-corruption policies and procedures | Page 16 of 2024 Corporate Responsibility Report Employees webpage—Training & Development tab, The Right Way Training and Ethics Module of the Right Way Training sections |

GRI 206: ANTI-COMPETITIVE BEHAVIOR

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| 3-3 | Management of material topics | Ethics webpage—Anti-Corruption tab, Free and Fair Competition section |
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GRI 207: TAX

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|-------|--|---|
| 207-1 | Approach to tax | Ethics webpage—Tax tab, Approach to Tax section |
| 207-2 | Tax governance, control, and risk management | Ethics webpage Ethics webpage—Tax tab Pages 14, 16 of Code of Business Ethics and Conduct |
| 207-3 | Stakeholder engagement and management of concerns related to tax | Ethics webpage—Tax tab, Professional Integrity section |

GRI 302: ENERGY

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|-------|--|---|
| 3-3 | Management of material topics | Pages 35-36 of 2024 Corporate Responsibility Report |
| 302-1 | Energy consumption within the organization | Pages 35-38 of 2024 Corporate Responsibility Report |
| 302-3 | Energy intensity | Page 38 of 2024 Corporate Responsibility Report |

GRI 303: WATER AND EFFLUENTS

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|-------|-------------------------------|---|
| 3-3 | Management of material topics | Page 43 of 2024 Corporate Responsibility Report |
| 303-3 | Water withdrawal | Page 43 of 2024 Corporate Responsibility Report |

GRI 305: EMISSIONS

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|-------|---|---|
| 3-3 | Management of material topics | Pages 35-36 of 2024 Corporate Responsibility Report |
| 305-1 | Direct (Scope 1) GHG Emissions | Pages 38-39 of 2024 Corporate Responsibility Report |
| 305-2 | Energy indirect (Scope 2) GHG Emissions | Pages 38-39 of 2024 Corporate Responsibility Report |
| 305-3 | Other indirect (Scope 3) GHG emissions | Pages 40-42 of 2024 Corporate Responsibility Report |
| 305-4 | GHG emissions intensity | Page 40 of 2024 Corporate Responsibility Report |

GRI 306: WASTE

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|-----|-------------------------------|---|
| 3-3 | Management of material topics | Environment webpage—Resource Use tab, Waste Management section Page 44 of 2024 Corporate Responsibility Report |
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| 306-3 | Waste generated | Page 44 of 2024 Corporate Responsibility Report |
| 306-4 | Waste diverted from disposal | Pages 44-45 of 2024 Corporate Responsibility Report |
| 306-5 | Waste directed to disposal | Pages 44-45 of 2024 Corporate Responsibility Report |

GRI 401: EMPLOYMENT

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| 3-3 | Management of material topics | Employees webpage—Employee Benefits tab |
| 401-3 | Parental leave | Pages 17-18 of 2024 Corporate Responsibility Report |

GRI 403: OCCUPATIONAL HEALTH AND SAFETY

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|-------|---|--|
| 3-3 | Management of material topics | Occupational Safety webpage—Approach tab |
| 403-1 | Occupational health and safety management system | Occupational Safety webpage—Approach tab |
| 403-2 | Hazard identification, risk assessment, and incident investigation | Occupational Safety webpage—Approach tab |
| 403-3 | Occupational health services | Occupational Safety webpage—Resources tab Employees webpage—Well-Being tab, Protecting Employees' Personal Health Information section |
| 403-4 | Worker participation, consultation, and communication on occupational health and safety | Occupational Safety webpage—Approach tab |
| 403-5 | Worker training on occupational health and safety | Occupational Safety webpage—Approach tab |

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| 403-6 | Promotion of worker health | Page 19 of 2024 Corporate Responsibility Report Employees webpage—Employee Benefits and Well-Being tabs |
| 403-8 | Workers covered by an occupational health and safety management system | Page 47 of 2024 Corporate Responsibility Report |

GRI 404: TRAINING AND EDUCATION

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|-------|--|---|
| 3-3 | Management of material topics | Page 15 of 2024 Corporate Responsibility Report Employees webpage—Training & Development tab |
| 404-1 | Average hours of training per year per employee | Page 15 of 2024 Corporate Responsibility Report |
| 404-2 | Programs for upgrading employee skills and transition assistance programs | Page 15 of 2024 Corporate Responsibility Report |
| 404-3 | Percentage of employees receiving regular performance and career development reviews | Page 16 of 2024 Corporate Responsibility Report |

GRI 405: DIVERSITY AND EQUAL OPPORTUNITY

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|-----|-------------------------------|---|
| 3-3 | Management of material topics | Pages 26-31 of 2024 Corporate Responsibility Report Diversity, Equity, and Inclusion webpage—Action Plan, Employee Business Resource Groups, Leadership, Training, and Supplier Diversity tabs |
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| 405-1 | Diversity of governance bodies and employees | Page 7 of 2024 Proxy Statement Page 31 of 2024 Corporate Responsibility Report Diversity, Equity, and Inclusion webpage—Performance tab |
| 405-2 | Ratio of basic salary and remuneration of women to men | Page 31 of 2024 Corporate Responsibility Report |

GRI 406: NON-DISCRIMINATION

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| 3-3 | Management of material topics | Employees webpage—Non-Discrimination tab |
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GRI 415: PUBLIC POLICY

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| 415 | Management of material topics | Ethics webpage—Government Relations tab, Lobbying section |
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| 415-1 | Political contributions | Page 8 of 2024 Corporate Responsibility Report |
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GRI 418: CUSTOMER PRIVACY

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|-----|-------------------------------|--|
| 3-3 | Management of material topics | Privacy & Security webpage—Privacy tab, Retention and Destruction of Hard Copy and Electronic Information, and Client Privacy sections |
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SASB Index

INDUSTRY GROUP: SOFTWARE & IT SERVICES

| Topic | Code | Accounting Metric | Page Number |
|--|--------------|--|---|
| Environmental Footprint of Hardware Infrastructure | TC-SI-130a.1 | (1) Total energy consumed (2) percentage grid electricity (3) percentage renewable | Page 37 of 2024 Corporate Responsibility Report |
| | TC-SI-130a.2 | (1) Total water withdrawn (2) total water consumed; percentage of each in regions with High or Extremely High Baseline Water Stress | Page 43 of 2024 Corporate Responsibility Report |
| | TC-SI-130a.3 | Discussion of the integration of environmental considerations into strategic planning for data center needs | Page 36 of 2024 Corporate Responsibility Report |
| Data Privacy & Freedom of Expression | TC-SI-220a.1 | Description of policies and practices relating to behavioral advertising and user privacy | Privacy & Security webpage— Privacy tab, Retention and Destruction of Hard Copy and Electronic Information, and Client Privacy sections |
| | TC-SI-220a.3 | Monetary losses as a result of legal proceedings associated with user privacy | Page 8 of 2024 Corporate Responsibility Report |
| | TC-SI-220a.5 | List of countries where core products or services are subject to government-required monitoring, blocking, content filtering, or censoring | Page 8 of 2024 Corporate Responsibility Report |

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| Data Security | TC-SI-230a.1 | (1) Number of data breaches (2) percentage involving personally identifiable information (PII) (3) number of users affected | Page 33 of 2024 Corporate Responsibility Report |
| | TC-SI-230a.2 | Description of approach to identifying and addressing data security risks, including use of third-party cybersecurity standards | Privacy & Security webpage— Cyber Security tab |
| Recruiting & Managing a Global, Diverse & Skilled Workforce | TC-SI-330a.3 | Percentage of gender and racial/ethnic group representation for (1) management, (2) technical staff, and (3) all other employees | Page 31 of 2024 Corporate Responsibility Report Diversity, Equity, and Inclusion webpage—Performance tab |
| Intellectual Property Protection & Competitive Behavior | TC-SI-520a.1 | Total amount of monetary losses as a result of legal proceedings associated with anti-competitive behavior regulations | Page 8 of 2024 Corporate Responsibility Report |
| Managing Systemic Risks from Technology Disruptions | TC-SI-550a.1 | Number of (1) performance issues and (2) service disruptions; (3) total customer downtime | Privacy & Security webpage— Business Continuity Planning tab |
| | TC-SI-550a.2 | Description of business continuity risks related to disruptions of operations | Privacy & Security webpage— Business Continuity Planning tab |