

Employee's Guide to Netchex

Employee Self Service is your secure, one-stop source for all employee-related information. This guide provides step-by-step instructions explaining how to access and update your personal information in Netchex.

How to login to Netchex for the first time

- You will receive a "Welcome to Netchex!" email from Noreply@netchexonline.com. In that email, click the Complete Your Netchex Account Setup button. You are then brought to the Password Reset screen.
- Create a new password that meets the password guidelines displayed on your screen. Enter your new password again in Confirm New Password. Then agree to the Netchex Conditions of Use and Privacy Notice and click Submit.
- A message will appear on your screen confirming your password has been successfully reset. You can now enter your username and new password to login to Netchex.

How to change your password

- Go to netchexonline.net.
- Click Employee under Forgot Password?
- Enter your User Name, Birth Date and Social Security Number. Create new password that meets the password guidelines displayed on your screen. Enter your new password again in Confirm New Password. Then agree to the Netchex Conditions of Use and Privacy Notice and click Submit.
- A message will appear on your screen saying that your password has been successfully reset. You can now enter your username and new password to login to Netchex.

How to change your mailing address

- Go to netchexonline.net.
- Enter your username and password and click SIGN IN.
- At the top left of your screen, hover over People and click My Profile.
- You are brought to your Netchex profile. In your profile click Payroll then Demographics.
- On the Demographics screen, scroll to the address section. Replace your old address with your new address.
- Click Update at the top right of the screen when you're done.

How to change your direct deposit

- Go to netchexonline.net.
- Enter your username and password and click SIGN IN.
- At the top left of your screen, hover over People and click My Profile.
- You are brought to your Netchex profile. In your profile click Payroll then Direct Deposit.
- On the Employee Direct Deposit screen, enter the routing number, account number and your signature.
- Click Update at the top right of the screen when you're done.

NETCHEX FUJ - (DEMO) KALEY

People Reports

My Profile

MICHAEL SCOTT
NIGHT MANAGER
Hire Date: 08/05/2015
Primary Mgr: JENNY A
Login ID: MSCOTT

General Payroll Human Resources

Demographics
Direct Deposit
Payment History

Employee Direct Deposit Accounts

Direct Deposit Accounts

Please choose how funds will be allocated to accounts. A partial account will be allocated using either the specified amount or a percentage up to the remaining available funds. A balance account will receive the remaining funds after all partial amounts have been allocated.

Order	Routing Number	Account Number	Account Type	Effective Date	Status	Amount	Percent
1	45555555	4444	Bank Account for Checking	09/14/2016	Deposit	Balance	

Direct Deposit will take place for any payroll processed by your company after the effective date. The undersigned (hereafter referred to as the "Employee") hereby authorizes and requests NETCHEX to make deposits from time to time in the account identified above and authorizes the bank to accept such deposits. It is agreed that these deposits may be made electronically and under the Rules of the National Automated Clearing House Association. It is agreed that NETCHEX is only responsible for direct deposit of funds that have previously been received from (DEMO) KALEY BOUTEREAUX COMPANY hereafter referred to as the "Employer".

NSF's or Employer Withdrawals: In the event funds received by NETCHEX from the employer are withdrawn from NETCHEX's account by reason of insufficient funds, or otherwise, the employee hereby authorizes NETCHEX to withdraw funds from employee's bank account designated above or any other bank utilized by employee as reimbursement to NETCHEX. Employee shall continue to be liable to NETCHEX for all amounts paid to employee by NETCHEX, which have not been paid to NETCHEX by employer.

I can edit this at time:

Signature: Michael Scott

How to change your tax exemptions

- Go to netchexonline.net.
- Enter your username and password. Click SIGN IN.
- At the top left of your screen, hover over People and click My Profile.
- You are brought to your Netchex profile. In your profile click Payroll then Wage & Tax.
- On the Wage and Tax screen, scroll down to the Tax Exemptions section. As needed, change your marital status and/or tax exemptions.
- Click Update at the top right of the screen when you're done.

NETCHEX FUJ - (DEMO) KALEY

People Reports

My Profile

GARTH BROOKS
CHEF
Hire Date: 08/05/2015
Primary Mgr: PHIL D
Login ID: GBROD

General Payroll Human Resources

Demographics
Wage & Tax
Payment History

General Info

Work Email
Work Phone

Location
Main Location
111 Main Street
Mandeville, LA 70433

Tax Exemptions

	Marital Status	Exemptions	Special Exemptions	Extra Tax	Extra Tax Type
Federal Income Tax	Single	3	0	0.00	Percent Dollars
State Income Tax (LA)	Married	1	0	0.00	Percent Dollars
Primary Local Income Tax	Single	0	0	0.00	Percent Dollars
Secondary Local Income Tax	Single	0	0	0.00	Percent Dollars

How to view a check stub

- Go to netchexonline.net.
- Enter your username and password. Click SIGN IN.
- At the top left of your screen, hover over People and click My Profile.
- You are brought to your Netchex profile. In your profile click Payroll then Payment History.
- In the Other Links section of the screen, select the year next to Check Listing and click Go.
- Click on the date of the check stub you want to view.
- The check stub will automatically appear on your screen.

NETCHEX FUJ - (DEMO) KALEY

People Reports

My Profile

GARTH BROOKS
CHEF
Hire Date: 08/05/2015
Primary Mgr: PHIL D
Login ID: GBROD

General Payroll Human Resources

Demographics
Wage & Tax
Payment History

General Info

Work Email
Work Phone

Location
Main Location
111 Main Street
Mandeville, LA 70433

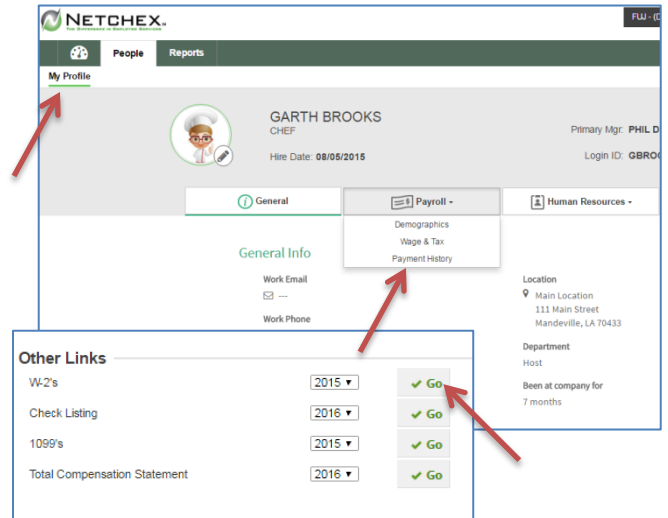
Department
Host
Been at company for 7 months

Other Links

W-2's	2015	Go
Check Listing	2016	Go
1099's	2015	Go
Total Compensation Statement	2016	Go

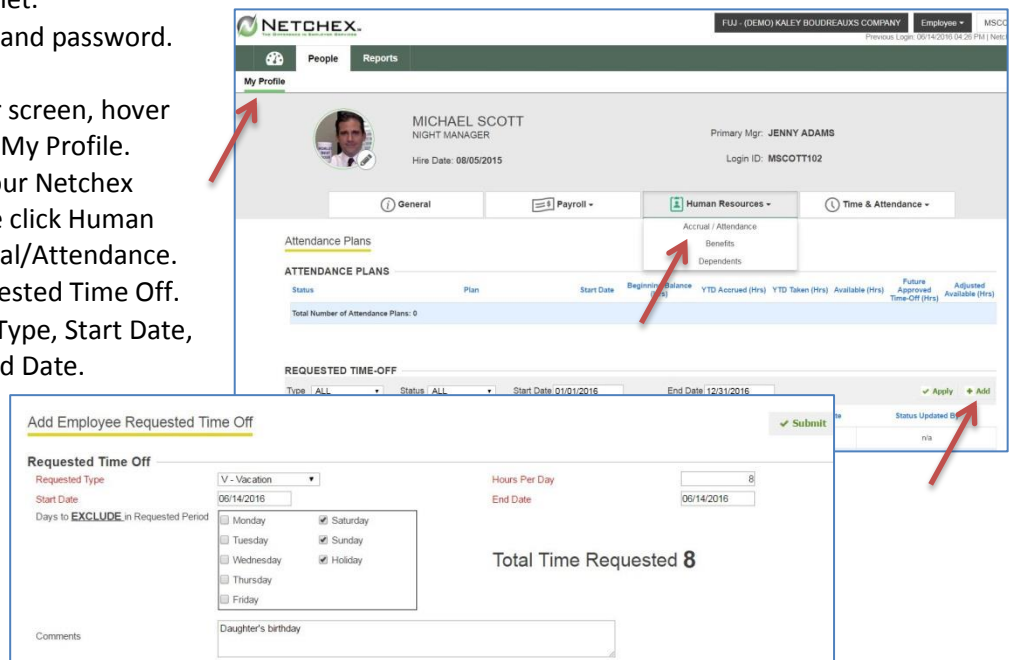
How to view a W-2

- Go to netchexonline.net.
- Enter your username and password. Click SIGN IN.
- At the top left of your screen, hover over People and click My Profile.
- You are brought to your Netchex profile. In your profile click Payroll then Payment History.
- In the Other Links section of the screen, select the year next to W-2's and click Go.
- The W-2 will automatically appear on your screen.



How to Request Time Off

- Go to netchexonline.net.
- Enter your username and password. Click SIGN IN.
- At the top left of your screen, hover over People and click My Profile.
- You are brought to your Netchex profile. In your profile click Human Resources then Accrual/Attendance.
- Click Add under Requested Time Off.
- Enter the Requested Type, Start Date, Hours Per Day and End Date.
- Click Submit at the top right of your screen when you're done.



How to clock in/out

- Go to netchexonline.net.
- Enter your username and password and click PUNCH IN/OUT.
- Choose Day In-Punch, Day Out-Punch etc.

