



Employee Quick Reference Guide

Updated 11/16/2023.



Index in Alphabetical Order (*CLICK to go to page*)

[Change your Direct Deposit](#)

[Change your Mailing Address](#)

[Change your Password](#)

[Change your Tax Exemptions](#)

[How to Approve your Timecard](#)

[How to Clock In and Out](#)

[How to Request Time Off](#)

[Login to Netchex for the First Time](#)

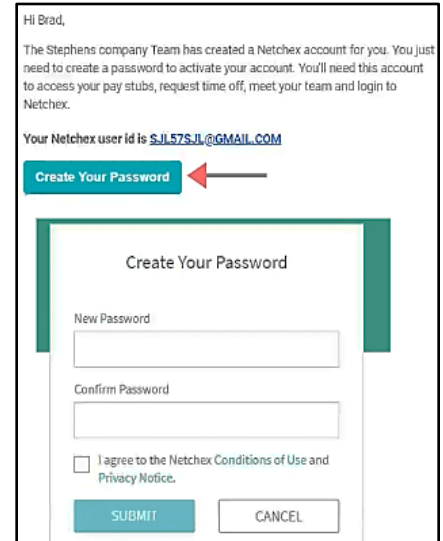
[View a Check Stub](#)

[View a W-2](#)



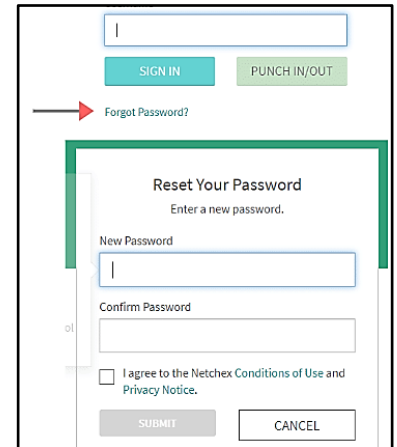
How To Login to Netchex for The First Time

- You will receive a "Welcome to Netchex!" email from noreply@netchexonline.com.
- In the email, click "**Create Your Password**".
- On the next screen, create a new password that meets the password guidelines. Enter your new password again in the Confirm New Password area, 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 email and new password to login to Netchex.



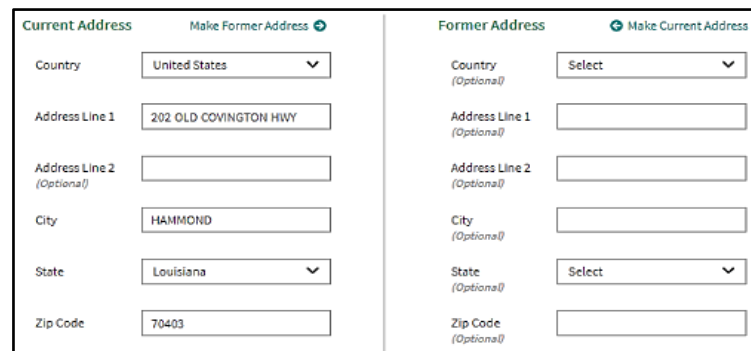
How To Change Your Password

- Go to netchexonline.net.
- Click **Forgot Password?**
- On the next screen, enter your email address.
- You will receive an email from Noreply@netchexonline.com with a **verification code**. Enter in your verification code on the Netchex screen.
- Enter a new password that meets the guidelines and confirm the password. Agree to the **Netchex Conditions of Use and Privacy Notice**.
- Press **Submit**. Once you have reset your password it will return you back to the login page where you'll enter in your email and new password.



How To Change Your Mailing Address

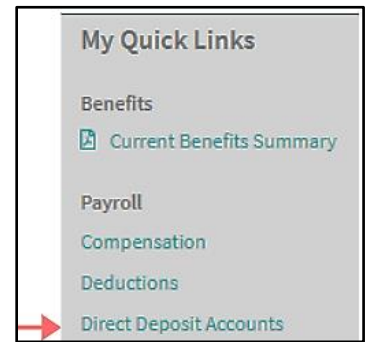
- Go to netchexonline.net, enter your email and password, and click **SIGN IN**.
- On the left-hand side under **MY QUICK LINKS**, select **Demographics**.
- Adjust under **Current** and **Former** Address. Once you have made all your changes, press the blue Save button.





How To Change Your Direct Deposit

- Log in to Netchex.
- Under **My Quick Links**, select the **Direct Deposit Accounts**.
- You can add new accounts by selecting the **+ADD button** on the right-hand corner. You can also **edit existing** ones by clicking on the **pencil** or delete old accounts by clicking the **trash can**.
- You will need your Account Type, Routing/Account Numbers and how much you want to go into each account.
- Once all the changes have been made, press the blue "Add Account" button.



Direct Deposit			
Account			+ ADD
☰ Prioritize Accounts			
PRIORITY	ACCOUNT	AMOUNT	STATUS
1.	xxx4098	\$5	Active <small>Beginning Jun 20, 2018</small>
2.	xxx5908	\$50	Active <small>Beginning Apr 27, 2018</small>

How To Change Your Tax Exemptions

- Log in to Netchex.
- Under **My Quick Links**, choose **Taxes**.
- You can either complete your elections or click **Edit Federal and State Forms**.
- Once you are finished, your taxes will update.

*Note: If your employer uses NetGuide, you can complete your taxes by clicking the **Edit Federal and State Forms** button to complete the digitized tax form solution.*



Taxes

[EDIT FEDERAL AND STATE FORMS](#)

Federal

Income Tax Withholding

[Form W-4](#) Completed on Jan 6, 2020 at 11:10 AM

Have you filled out a Form W-4 in 2020 or later? Yes No

Are you exempt from federal taxes? Yes No



How To View a Check Stub

- Log in to Netchex.
- View your payment history by clicking your **View Payment History Widget** or view your most recent check stub by clicking on **the check number**.
- You can view your payment history by check, or all check history in chronological order.

View Payment History
▶

LATEST PAYCHECK	PAY PERIOD	PAID ON
0000500167	12/09/18 - 12/15/18	06/03/20
<i>Next Paycheck : 06/12/20</i>		

Payment History

Recent Check History View All Checks

06/03/2020 - \$342.37
01/29/2019 - \$194.31
04/18/2018 - \$1037.18
04/18/2018 - \$1037.18
04/05/2018 - \$1042.55
02/19/2018 - \$511.66
12/29/2017 - \$0

12/19/2017 - \$0

Take Home Pay

\$342.37

Check Number
500167

Check Date
06/03/2020

Pay Period
12/09/2018 - 12/15/2018

EARNINGS	PAY RATE	HOURS	UNITS	EMPLOYEE AMOUNT	EMPLOYER AMOUNT
Regular	\$17.00	20.74		\$488.58	\$0.00

How To View a W-2

- Log in to Netchex.
- Under My Quick Links, select the "Year End Tax Forms."
- It is recommended to select electronic delivery for the next tax year.
- To view previous W-2's; you will see it at the bottom of the screen.

My Quick Links

- Benefits
- [Current Benefits Summary](#)
- Payroll
- Compensation
- Deductions
- Direct Deposit Accounts
- Other Scheduled Earnings
- Taxes
- [Total Comp Statement](#)
- [Year End Tax Forms](#)

How would you like to receive your 2020 W-2?

W-2 Electronic Delivery Consent Notice

I consent to receive my W-2 form electronically.

I want to receive a printed W-2 form in the mail.

SAVE

1095-C Delivery Settings

I consent to receive my 1095-C form electronically.

2019

W-2



How to Request Time Off

- Log in to Netchex.
- Select the "**Request Time Off**" button under the View Time Off section.
- You will then be able to **select the plan, one/multiple days, date range and your request details (if applicable)**.
- You will be able to see your balance as well prior to entering in the request.
- Once your manager receives and approves, it pushes the request to your timecard.
- Please make sure and put your request for time off within 24 hours of occurrence to ensure you get paid for your time off!

View Time Off

PAID TIME OFF
-0.9231
HOURS

REQUEST TIME OFF

Add Time Off Request

Select Time Off: PAID TIME OFF (63.0759 Hrs Available To Use) | Sick

Your Days Off

How many days do you want to request off? One Day Multiple Days

Select the days to exclude from your request: Sun Mon Tue Wed Thu Fri Sat Holidays

Select the days you're requesting off: 06/01/2020 - 06/05/2020

Hours Per Day: 8

Request Details

Let your supervisor know why you're taking time off (133 characters max)

If for any reason you need to edit your request for time off, you will need to do so ***before*** your manager approves your request. Once the request is approved, your manager/administrator will need to edit the request. To edit your request, please do the following:

- On your dashboard, click on the **View Time Off** widget.
- This will take you to your dashboard with the pending request under the "Requested Time-Off" section.

View Time Off

PAID TIME OFF
15.0769
HOURS

REQUEST TIME OFF

REQUESTED TIME-OFF							
Type	ALL	Status	ALL	Start Date	01/01/2020	End Date	12/31/2020
							<input type="checkbox"/> Apply <input type="checkbox"/> Add
Type	Request Date	Start Date	End Date	Total Time Requested	Status	Status Date	Status Updated By
PAID TIME OFF	6/23/2020 11:14:51 AM	06/22/2020	06/24/2020	24	Approved	6/23/2020 11:22:33 AM	VENKMAN, PETER M
PAID TIME OFF	6/29/2020 11:41:56 AM	06/29/2020	06/29/2020	8	Pending	n/a	n/a
Total Number of Requests: 2							



Edit Employee Requested Time Off

Requested Time Off

Requested Type: Hours Per Day:

Start Date: End Date:

Current Status:

Days to **EXCLUDE** in Requested Period:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Holiday

Total Time Requested **8**

Comments:

Beginning Balance (Hrs)	Plan Year Accrued (Hrs)	Plan Year Taken (Hrs)	Available (Hrs)	Future Approved Time-Off (Hrs)	Adjusted Available (Hrs)
100	43.0769	80	63.0769	49	15.0769

- Once you click the request type, it will take you to the screen where you can adjust. You can change the following: hours Per Day, start/end date of your request, update or delete the request, and even type in additional comments.
- When you're finished, press **Update** or **Delete** to change your request. Your manager will see the most recent changes on the request when they review it.

How to Clock In/Out

- Go to netchexonline.net and enter your email and click **PUNCH IN/OUT**.
- Enter your password on the next screen, and press **PUNCH IN/OUT**.
- Select your punch type, and it will automatically register your punch once the popup appears.
- You will be automatically logged out after your punch has been registered.

NETCHEX

Username:

Password:

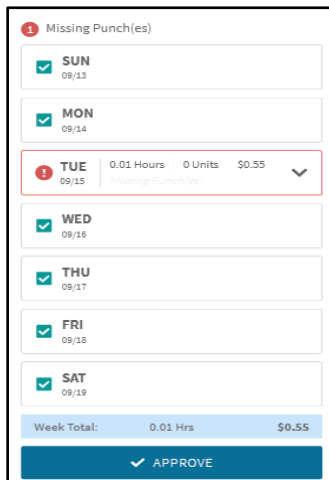
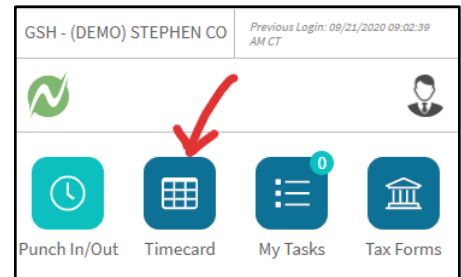
LAST PUNCH - Jun 3, 2020

Check In at 12:00 AM



How to Approve your Timecard

- Log in to Netchex via the mobile app.
- Click your “**Timecard**” widget. This will take you directly to where you can see your digital timecard.
 - Note: As an employee, you cannot “edit” or “Add” your own punches. You must reach out directly to your direct supervisor or administrator for them to fix/edit/delete any items off your timecard.



- This will bring you to your timecard where you can move to the pay period you would like to review.
- Once this loads, you will be able to see your entire digital timecard.
- Move through the screen to find the dates you’re looking for.
- Any days with a “Blue” checkbox will be days you can approve.
- If you have a Missing Punch on your timecard, you will be unable to approve the timecard for this specific date. You must get with your manager/supervisor or administrator to fix the punch.
- Once you select the date(s) you would like to approve, you can click on the “Approve” button. If your employer puts a disclosure statement for timecard approvals, you will see an “I Accept” button.

- As soon as you approve your timecard, you will see a silver lock within the timecard to show you have approved your timecard.



- You will be unable to “Unapprove” your timecard. Your manager/supervisor or administrator can unapprove your timecard if needed.

