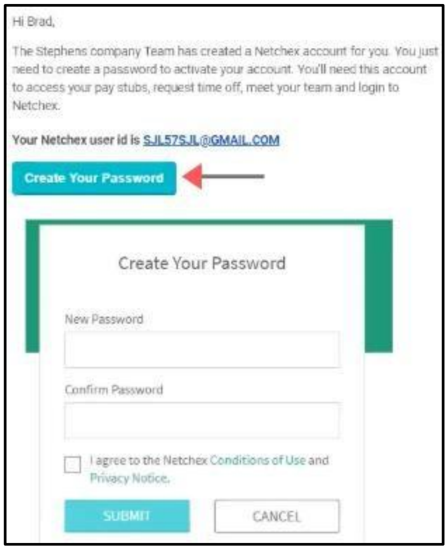
Employee Self-Service

Employee's Guide to Netchex *Revised February 2021*

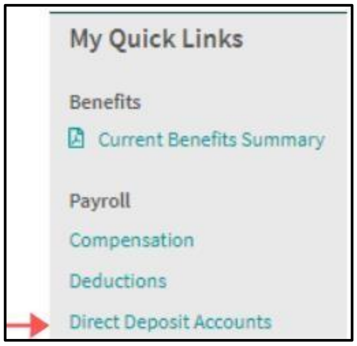
Employee Self Service is your secure, one-stop source for all employee-related information. This guide provides step-by-step instructions explaining how to access and update your personal information in Netchex.

How To Login To Netchex For The First Time



- You will receive a "Welcome to Netchex!" email from noreply@netchexonline.com.
- In 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 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 changes have been made, press the blue "Add Account" button.

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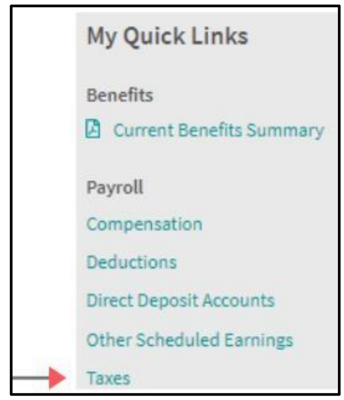
How To Change Your Tax Exemptions

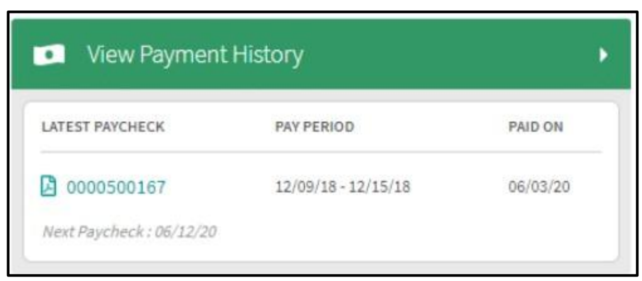
- Log in to Netchex.
- Under **My Quick Links**, choose **Taxes**.
- You can either complete your elections, or click **Edit Federal and State Forms**. ● Once you're finished, your taxes will update.

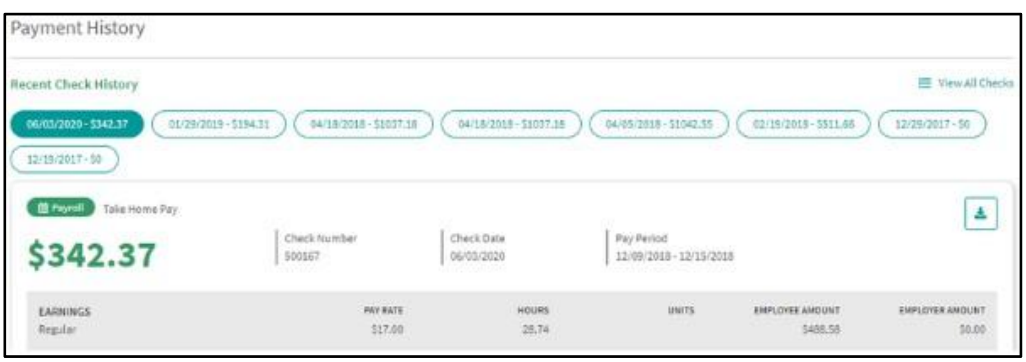


*Note: If your employer uses NetGuide, you can complete your taxes by clicking the **Edit Federal and State Forms** button to complete the digitized tax form solution.*

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.





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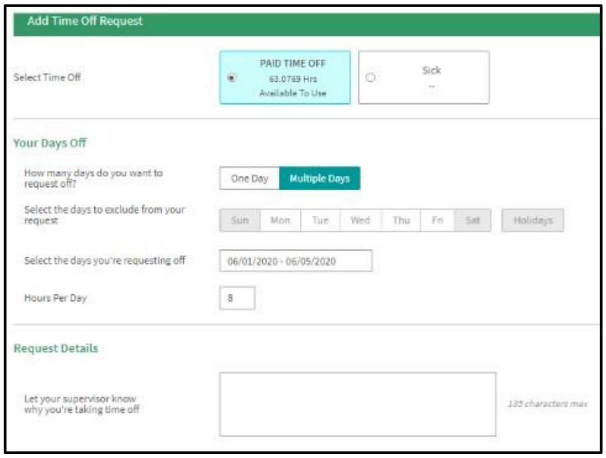
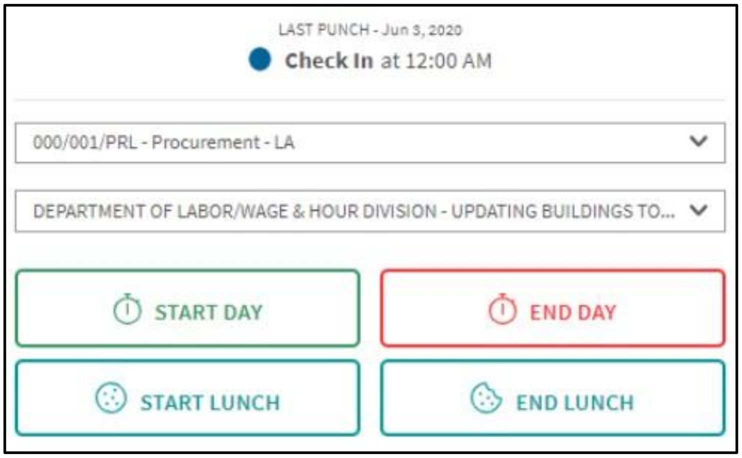
How to Request Time Off

- 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!



How to Clock In/Out

- Go to netchexonline.net, and enter in 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.



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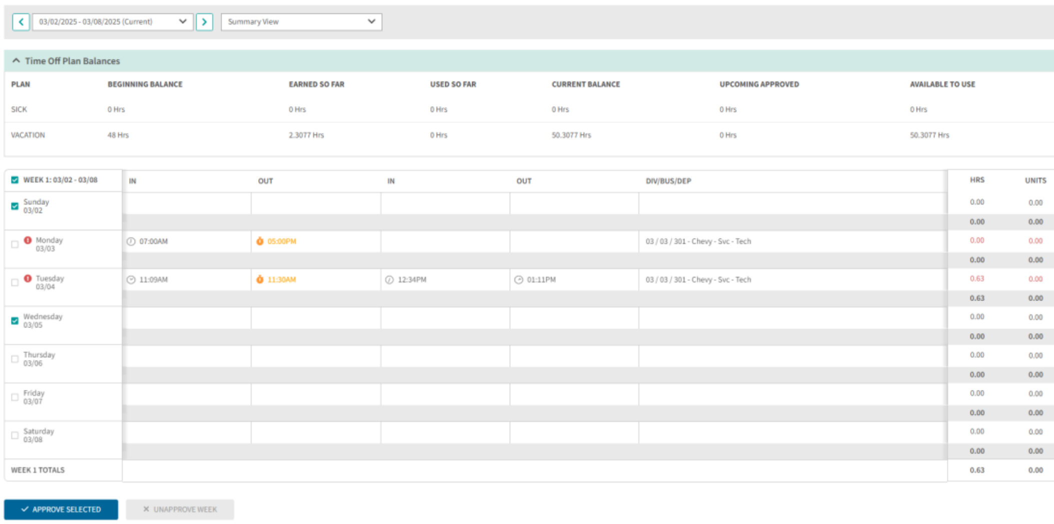
How to View Your Timecard

- Go to netchexonline.net, and **SIGN IN**.
- Select **View My Timecard ->**
- You can adjust the week or period you are viewing, but will default to the current week.



How to Request a Punch Fix

- Go to netchexonline.net, and **SIGN IN**.
- Select **View My Timecard ->**
- You can adjust the week or period you are viewing, but will default to the current week.
- Select the Missed Punch alert you wish to request a fix for, enter in the desired time and punch type then Submit Request.