



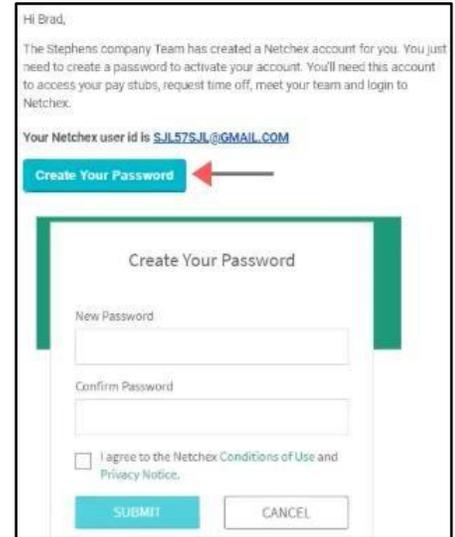
Employee Self-Service

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.

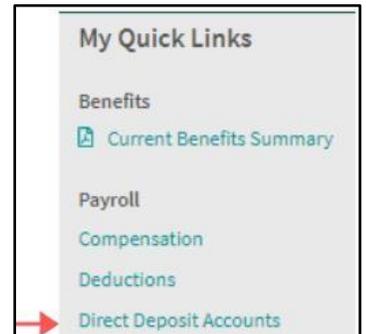
How To Login To Netchex For The First Time

- 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.



Direct Deposit

Account [+ ADD](#)

[Prioritize Accounts](#)

PRIORITY	ACCOUNT	AMOUNT	STATUS
1.	xxx4098	\$5	Active <i>Beginning Jun 20, 2018</i>
2.	xxx5908	\$50	Active <i>Beginning Apr 27, 2018</i>



Employee Self-Service

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.*

My Quick Links

Benefits

- [Current Benefits Summary](#)

Payroll

- [Compensation](#)
- [Deductions](#)
- [Direct Deposit Accounts](#)
- [Other Scheduled Earnings](#)
- [Taxes](#)

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

Next Paycheck : 06/12/20

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 - \$511.68 12/29/2017 - \$0

12/15/2017 - \$0

Payroll Take Home Pay

\$342.37

Check Number	500167	Check Date	06/03/2020	Pay Period	12/09/2018 - 12/15/2018
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EARNINGS	PAY RATE	HOURS	UNITS	EMPLOYEE AMOUNT	EMPLOYER AMOUNT
Regular	\$17.00	25.74		\$488.58	\$0.00



Employee Self-Service

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!

The screenshot shows two parts of the Netchex interface. The top part, titled "View Time Off", displays a balance of "PAID TIME OFF -0.9231 HOURS" and a "REQUEST TIME OFF" button. The bottom part, titled "Add Time Off Request", includes a "Select Time Off" dropdown (set to "PAID TIME OFF"), a "Your Days Off" section with "One Day" and "Multiple Days" options, a calendar for selecting dates, and a "Request Details" text area.

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.

The screenshot shows the clock-in/out interface. At the top, it says "LAST PUNCH - Jun 3, 2020" and "Check In at 12:00 AM". Below are two dropdown menus for department selection. At the bottom, there are four buttons: "START DAY" (green), "END DAY" (red), "START LUNCH" (teal), and "END LUNCH" (teal).

The screenshot shows the Netchex login interface. It features the Netchex logo at the top, followed by "Username" and "Password" input fields. The username field contains "stephenleitz@icloud.com". Below the fields is a large teal "PUNCH IN/OUT" button.



Employee Self-Service

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.

The screenshot shows the 'Time Off Plan Balances' section with a table of plans and their balances. Below that is a weekly timecard for 'WEEK 1: 03/02 - 03/08'.

PLAN	BEGINNING BALANCE	EARNED SO FAR	USED SO FAR	CURRENT BALANCE	UPCOMING APPROVED	AVAILABLE TO USE
SICK	0 Hrs	0 Hrs	0 Hrs	0 Hrs	0 Hrs	0 Hrs
VACATION	48 Hrs	2,3077 Hrs	0 Hrs	50,3077 Hrs	0 Hrs	50,3077 Hrs

WEEK 1: 03/02 - 03/08	IN	OUT	IN	OUT	Div/BUS/DEP	HRS	UNITS
Sunday 03/02						0.00	0.00
Monday 03/03	07:00AM	05:00PM			03 / 03 / 301 - Chevy - Sec - Tech	0.00	0.00
Tuesday 03/04	11:09AM	11:30AM	12:34PM	01:11PM	03 / 03 / 301 - Chevy - Sec - Tech	0.63	0.00
Wednesday 03/05						0.00	0.00
Thursday 03/06						0.00	0.00
Friday 03/07						0.00	0.00
Saturday 03/08						0.00	0.00
WEEK 1 TOTALS						0.63	0.00

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.

The screenshot shows a 'Create Time Punch Update' modal form overlaid on a timecard. The form has the following fields:

- Punch Date *: 03/05/2025
- Punch Type *: In Day
- Punch Time *: 08:00 AM
- Client/Project: SAME CLIENT 1/SAMPLE PROJECT 1 - SAMPLE PROJECT 1
- Div/Bus/Dept *: 03/03/301 - Chevy - Svc - Tech
- Reason *: (empty)

Below the form, there is a warning message: "Changes will not be reflected on your timecard until a manager approves this request". At the bottom, there are two buttons: "REQUEST TIME PUNCH UPDATE" and "CANCEL".