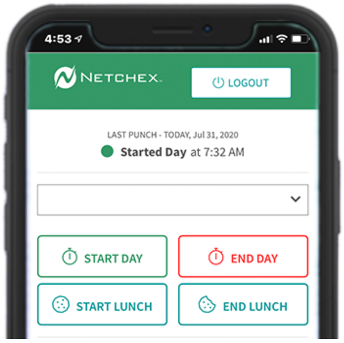
Employee Mobile App

Employees of companies with Netchex can download the Netchex Employee App on their mobile device to punch in and out, view their paycheck, pay history, and more. To get started,

- Access the app store on your iOS or Android device and search for **Netchex**
- Download the app to your mobile device
- Once you've opened the app, you'll be greeted by the same login screen you're used to and choose to sign in to your account or Punch In / Out. You'll still be able to select **Forgot Password?** from this screen, if necessary.
- For both options, you'll use the same credentials you use to log in to your Netchex Account on your desktop. You'll also be given the option of activating Biometric Sign-In capabilities to log-in (**Fingerprint or Facial Recognition)**

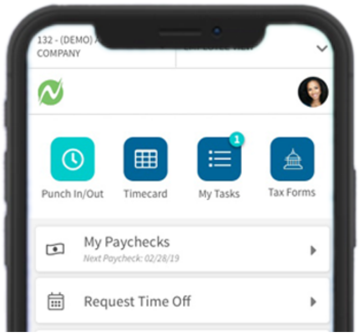
If you choose **Punch In/Out**, you'll be taken to our new punch screens.

From here, if applicable, you can choose the correct department from the dropdown, then the appropriate punch option. You'll see a **timestamp** above the department dropdown letting you know the last punch recorded on your account.



If you choose **Sign in**, you'll be taken to a condensed version of your Desktop dashboard. The **top menu** gives you access to:

- **Punch In/Out:** This will take you to the Punch In/Out screen, with the option to return back to your Dashboard once completed
- **Mobile Timecard:** View and approve your timecard directly from your device
- **My Tasks:** If your company utilizes NetGuide, NetBenefits or NetPerform, your tasks will appear here
- **Tax Forms**: Edit delivery settings related to your W-2 and 1095-Cs, as well as view any W-2s from years prior

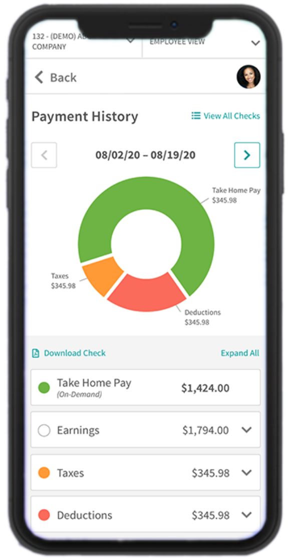


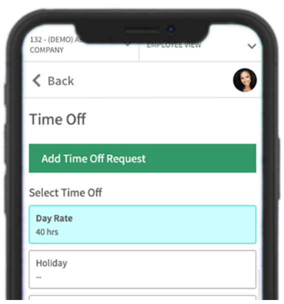
Underneath, you'll see a list of additional items. Many of these will depend on what your company utilizes with Netchex.

My Paychecks

My Paychecks is a deep dive of your payment history. The initial screen gives a breakdown of your most recent paycheck with the date range, and a visual breakdown of where your dollars went - **take home pay (payroll), earnings, taxes, and deductions -** as well as **Direct Deposit Distribution,** in the event your payments go to more than one bank account. Underneath the graph, you can click any of these options to **expand** for more insight on that section (or select **Expand All** on the right hand side).

In the top right corner, you can select **View All Checks** to see a list of all recent paychecks. If you select **Download Check** underneath the graph on the left, a new page will open with a copy of your Earnings Statement and Paycheck. Directional arrows are available on either side of the date range to navigate through past checks, and view those breakdowns individually.





Request Time-Off

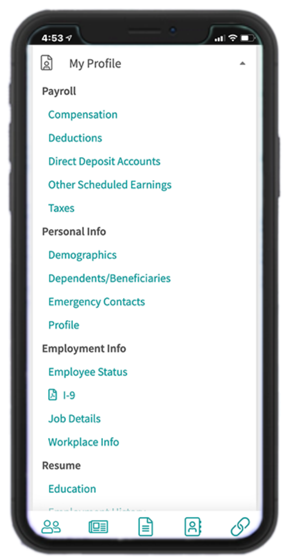
When you select **Request Time Off**, you'll be taken to the Time Off Request form. From here, you'll fill out the following:

- Type of time-off you're requesting
- How many day(s) you're requesting
- Any additional details about your request
- Then Add Request!

My Profile

The My Profile section is where the majority of your information lives, and where you can make any edits or changes:

- **Payroll**: Compensation, Deductions, Direct Deposit Accounts, Other Scheduled Earnings, Taxes
- **Personal Info**: Demographics, Dependents/Beneficiaries, Emergency Contacts, Profile
- **Employment Info**: Employee Status, I-9, Job Details, Workplace info
- **Resume**: Education, Employment History, Skills

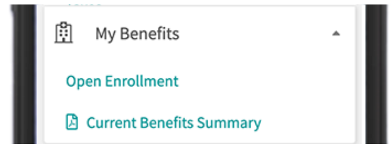


My Total Compensation

When you click this section, you'll be taken to a copy of your **Total Compensation Statement**. This is a breakdown of your annual wages and benefits (if applicable) from the current year.

My Benefits

If your company utilizes our NetBenefits platform, when it's time for Open Enrollment, you'll be able to complete this from your mobile device by selecting **Open Enrollment** from this menu.



If you select **Current Benefits Summary**, you'll be taken to a new screen with a PDF containing a complete summary of your current benefits elections.

My Performance

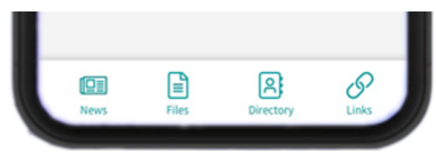
If your company utilizes NetPerform, your performance review history and tasks will be here.

Helping Hands

If your company has a Helping Hand campaign active, you'll be able to manage your donations from here.

Bottom Menu

The options in the icon menu at the bottom of your screen will also depend on what features your company utilizes with Netchex. Here are some you can expect:



- **My Team**: if your company has this feature active, this is where you can view the profiles of your co-workers
- **News**: if your company's HR team has any messages for you, you'll find those here
- **Files:** access file uploads from your HR team, like employee handbooks, forms, etc.
- **Directory**: this shows your company's employee directory with contact information
- **Links**: if your HR team needs to direct you to an external site, they'll list those links here

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If you have any questions about the app, please contact your internal Human Resources team.

For privacy reasons, the Netchex service team can only speak directly with your Human Resources administrator(s). Please contact them if you have any issues with the Employee App, and they will reach out to us if necessary.

Updated January 2021