



# Employee Portal Guide

# TO ACCESS THE EMPLOYEE PORTAL

Step 1- go to [www.nexehr.com](http://www.nexehr.com)

Step 2- Login NexeoHR Employee Login

The screenshot shows the NexeoHR website homepage. At the top, there is a navigation bar with links for HOME, SOLUTIONS, FOR JOB SEEKERS, ABOUT US, and LOGIN. A "NOW HIRING - APPLY NOW!" button is also present. The main header features the Nexeo logo and the tagline "simplicity. service. results." Below this, a large banner image shows a person's hands clasped in front of a computer monitor, with the text "Simplicity. Service. Results." and a sub-headline: "Today's successful companies face a similar and game-changing challenge. How to cost effectively attract, support and develop top-tier human capital?". On the right side of the banner, there is a vertical menu with links: Employee WebClock, Employee View Time Card, Employer Login (WebClock), NexeoHR Employee Login, Document Center, and Corporate Login. Below the banner, the "Complete HR Solutions" section is highlighted, with a sub-headline: "Nexeo is a proven leader in simplifying business through complete HR solutions resulting in lower costs, increased productivity, and reduced risk." This section is divided into three columns: "JOB SEEKERS" (Search for opportunities. Employers are seeking your help.), "PAYROLL SOLUTIONS" (We help accurately and effectively manage payroll.), and "HR MANAGEMENT" (We assist in managing your people and processes.). Each column has a "LEARN MORE" button. Below this, the "Services" section is shown, with the sub-headline: "A trusted extension of your HR department."

The screenshot shows the NexeoHR Employee Portal login page. The URL in the browser is <https://staff.nexehr.com>. The Nexeo logo and tagline "simplicity. service. results." are at the top. Below the logo, the text "Employee Portal" is displayed. A "Home" button is visible. The page is currently "Logged Out". There are two main login options: "Log In" and "Forgot Your Password?". The "Log In" form has fields for "User Name" (containing "SMITH1234") and "Password" (masked with asterisks), and a "Log In" button. The "Forgot Your Password?" form has a "User Name" field and a "Submit" button.

## STEP 3

You will be brought to the employee portal login.

## Initial Login:

Once you have completed all of the onboarding documents required, you should receive an email from us with the subject line "Your Login ID and Password". This email will list your User Name and Password.

Use the user name and password in the email to login to the employee portal

## Employee Portal



### STEP 4

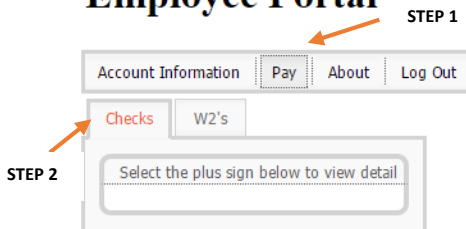
Once logged in you will come to the following screen. From here you can view/edit your account information and view paystubs and W-2's.

# Checks/Paystubs:



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## Employee Portal



### Pay Checks:

To view your paystubs you must first click "Pay" on the menu. Then you will see the option to view your W-2 or Checks. **Click on "Checks"** and the portal will bring up all of your paystubs by payroll date

Checks | W2's

Select the plus sign below to view detail

	Check Date	Net Pay	Check	YTD
+	10/01/2010	\$512.00		
+	10/01/2010	\$262.57		
+	10/14/2005	\$250.40		
+	10/07/2005	\$250.40		
+	03/19/2004	\$67.35		
+	03/12/2004	\$190.52		
+	03/09/2004	\$244.56		
+	03/09/2004	\$322.28		
+	03/05/2004	\$322.28		
+	02/09/2004	\$322.28		
+	01/30/2004	\$272.84		
+	01/20/2004	\$48.88		
+	10/10/2003	\$4.56		
+	10/03/2003	\$183.44		
+	09/19/2003	\$229.74		
+	09/12/2003	\$254.74		

You can view your paystubs by pay period (Check) or by year to date (YTD) by click the icon.



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## Employee Portal

Account Information | Pay | About | Log Out

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Back to Checks



Gross		Hours	Rate	Amount	
HECHT'S	REGULAR PAY	R	40.00	\$8.00	\$320.00
HECHT'S	REGULAR PAY	R	40.00	\$8.00	\$320.00
HECHT'S	OVERTIME PAY	OT	27.85	\$12.00	\$334.20
				<b>Gross</b>	<b>\$974.20</b>
Withholding				Amount	
	FICA DEDUCTION	FI		\$40.56	
	FICA DEDUCTION	FI		\$19.84	
	MEDICARE DEDUCTION	MD		\$4.64	
	MEDICARE DEDUCTION	MD		\$9.49	
	FEDERAL WITHHOLDING DEDUCTION	FW		\$44.38	
	FEDERAL WITHHOLDING DEDUCTION	FW		\$3.06	
	STATE WITHHOLDING DEDUCTION	SW		\$4.89	
	STATE WITHHOLDING DEDUCTION	SW		\$22.77	
	401(K) PLAN	D_Z		\$25.00	
	401(K) PLAN	D_Z		\$25.00	
				<b>Withholding</b>	<b>\$199.63</b>
Net Pay				Amount	
	NET PAY PAYMENT	NET		\$512.00	
	NET PAY PAYMENT	NET		\$262.57	
				<b>Net Pay</b>	<b>\$774.57</b>

Here you may view your Check aka paystub. The Check section allows the user to search within a check, print the check, print the current page, export and save, or export and Save within a new window.

You can see how your check is broken down from regular to overtime hours, the different withholdings or deductions that are taking place, and finally your net pay.

# W2's



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## Employee Portal

To view your W-2's through our portal you must enroll and agree to receive your W-2 electronically.

To do this go to **Account Information** and then fill out the **Online W2** section. Be sure to **Submit All Changes** to complete the process.



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## Employee Portal

Year	W2
2014	
2015	

To view your W2's click on the **Pay** tab and then click **W2's**. This will pull up all the available years to view.