



THANK YOU for selecting Netchex as your HCM provider!

Our co-founder and CEO, Will Boudreaux, has a special message for you...



OUR COMMITMENT TO YOU

Hello, and welcome to Netchex! We appreciate your business and look forward to partnering with your company so that you can successfully recruit, onboard, pay, and report on all of your employees. We are committed to providing you with not only a great web-based HCM solution, but also with world class service at all times.

YOUR SERVICE EXPERIENCE

The first thing you need to know is that if you ever need assistance or have questions, we are here to help. We have already assigned your account to a Service Team. There are three ways to communicate with your Service Team: 1) call, 2) email, or 3) submit a case via NetCommunity, our client community portal.

Each time you reach out to us, we track your question or request. This helps us ensure that we are meeting your needs while also allowing us to know areas that we may need to improve in.

YOUR IMPLEMENTATION EXPERIENCE

All new Netchex clients are also assigned an Implementation Project Lead. We already have your account ready for assignment based on your company size and scope. Your Implementation Project Lead will make sure that your company is configured properly, that all employees are loaded, and that you are able to login to begin training and utilizing the Netchex application. Once you have completed your Netchex training, you will be ready to process your first payroll with Netchex!

CONVERSION MILESTONES

Netchex's Implementation timeline is flexible. Your first live payroll processing can occur as early as five business days after completion of paperwork depending on your employee count and package—but in order for you to be prepared for that first payroll, you must provide us with all employee data and then let us to get you logged in for training.

Knowledge transfer from Netchex to you is an essential component for a successful Implementation and overall partnership. Education will enhance your ability to use the system in a manner that aligns your unique needs and objectives. Your Netchex Implementation team will work with you to achieve the milestones listed below:

- If you have the **CORE** package and **fewer than 20 employees...**
Expect a minimum of five (5) business days between signing your paperwork and submitting your first payroll
- If you have the **CORE** package and **more than 20 employees...**
Expect a minimum of two (2) weeks between signing your paperwork and submitting your first payroll
- If you have the **CONNECT** package...
Expect a minimum of four (4) weeks between signing your paperwork and submitting your first payroll
- If you have the **COMPLETE** package...
Expect a minimum of eight (8) weeks between signing your paperwork and submitting your first payroll



Implementation Documentation Cheat Sheet

Let us help you make this easy.

CHECKLIST AND IMPLEMENTATION GUIDE

To offer you the optimal Netchex conversion experience, we require the information listed below. Please provide your company's configuration for earnings, deductions, and department structure. Once we receive your completed packet, your Implementation Project Lead will review the details and determine your first payroll submittal date with Netchex.

* Descriptions for the below documentation are available on the following page.

Checklist

- Proposal Signed
- Master Service Agreement (MSA) Signed
- Funding Authorization Agreement Signed
- Conversion Analysis Document Completed
- Employee Masterfile Data Received
- Quarterly Reports Collected
 - * If you're a new business, please provide a letter from the IRS with your federal ID, legal name, address, and state proofs.
- Tax Form 8821 Signed

Other Documents Requested During Implementation Process

- Balance Set 1 Received (if applicable)
- Balance Set 2 Received (if applicable)
- Workers Comp Codes and Rates
- Proof of Direct Deposit
- Chart of Accounts
- List of Per Payroll Deductions for Each Employee
- List of Direct Deposit Information for Each Employee
- Company Vacation/Sick Policy from Handbook
- Paycard Application (if applicable)
- The Work Number Agreement (if applicable)
- E-Verify Form (if applicable) (Connect package)
- Benefit Plan Information (if applicable) (Complete package)
- ACA Import Data (if applicable)



DOCUMENT DESCRIPTIONS

1. Paperwork Signed

- a. **Proposal** – Client must sign off on Proposal agreeing to fees presented.
- b. **Master Service Agreement (MSA)** – The Netchex MSA must be completed and signed by any client starting with Netchex or upgrading to a higher Netchex solutions package.
- c. **Funding Authorization Agreement** – The Funding Authorization Agreement provides Netchex with the client bank account information to collect fees, taxes, and direct deposit funds. Clients may have a different bank account for each of these items, but a separate Funding Authorization Agreement must be completed for each account.
- d. **Form 8821** – The Form 8821 authorizes any individual, corporation, firm, organization, or partnership you designate to inspect and/or receive your confidential information verbally or in writing for the type of tax and the years or periods listed on the form.

2. **Conversion Analysis Completed** – This document will provide instructions for the Netchex Implementation Team regarding which earnings codes, deduction codes, tax codes, and departments to build for your company.

3. **Employee Masterfile Data Received** – The Employee Masterfile Data includes basic fields such as employee name, address, social security number, pay rate, and tax status. The client must provide all fields outlined in the attached spreadsheet for all active and terminated employees paid in the current calendar year.

4. **Collect Balances** – Based on the client's first check date with Netchex, the client will need to provide a minimum of one set of payroll balances and a maximum of two sets of payroll balances. If the business is NEW and no prior payrolls have occurred in the current calendar year, then no information is needed.

5. **Collect Quarterly Reports** – To ensure that Netchex is able to set up your company with the correct tax agencies, we ask that the client provide us with a copy of Quarterly Tax Reports filed for the company.



Conversion Analysis for Netchex Implementation

Setting up your company within the Netchex system is a key component of your Implementation. We need basic company information related to payroll processing and employee assignment.

* If you have any questions about the following information, you may discuss them with your Implementation Project Lead during your Kickoff Call.

CONTACT INFORMATION

Primary Payroll Contact:

Phone #:

Email Address:

KEY IMPLEMENTATION START DATES

For the below, use same set-up as the following company:

First Input Date:

First Period Ending Date:

First Pay Date with Netchex:

Payroll Frequency (check all that apply):

Weekly

Bi-Weekly

Semi-Monthly

Monthly

STATES REGISTERED IN TO PAY EMPLOYEES

For the below, use same set-up as the following company:

LIST OF LOCAL TAXES AGENCIES TO PAY EMPLOYEES (IF APPLICABLE)

For the below, use same set-up as the following company:



COMPANY DEPARTMENT STRUCTURE

For the below, use same set-up as the following company:

Netchex configures all companies with the standard department codes listed below. On the left, please deselect any department codes you do not wish to use. On the right, please enter in any additional department codes necessary.

Department Codes	Department Name
000	Main Department
100	Sales
200	Staff
300	Administration
400	Executive

Custom Dept Codes	Department Name

I'm unable to enter my company's department structure above due to its complexity. I will provide more information on the Kickoff Call with my Implementation Project Lead.

COMPANY EARNINGS

For the below, use same set-up as the following company:

Netchex configures all companies with the standard earnings codes listed below. On the left, please deselect any earnings codes you do not need to have built. On the right, please enter in any additional earnings codes necessary.

Earnings Codes	Entry Type
Regular	Hours
Regular Earnings *	Dollar
Overtime *	Hours
Holiday *	Hours
Bonus	Dollar
Commission	Dollar
Vacation	Hours
Sick	Hours
Paid Time Off	Hours
Personal	Hours
Rate 2 Overtime	Hours
Rate 2 Regular	Hours
Temp Rate	Hours/Rate
Tips (In/Out)	Dollar
Tips Shortfall	Dollar

Additional Earnings Codes	Entry Type



I'm unable to enter my company's earnings codes above due to their complexity. I will provide more information on the Kickoff Call with my Implementation Project Lead.

COMPANY DEDUCTIONS

For the below, use same set-up as the following company:

Please deselect any deduction codes you do not wish to use below.

Deduction Codes	Tax Method
401K \$	Pre-Tax
401K %	Pre-Tax
Child Support 1 \$	Post-Tax
Child Support 2 \$	Post-Tax
Dental Post-Tax	Post-Tax
Dental Pre-Tax	Pre-Tax
Garnishment 1 \$	Post-Tax
Garnishment 1 %	Post-Tax

Deduction Codes	Tax Method
Medical Post-Tax	Post-Tax
Medical Pre-Tax	Pre-Tax
Miscellaneous	Post-Tax
Roth 401K \$	Post-Tax
Roth 401K %	Post-Tax
Vision Post-Tax	Post-Tax
Vision Pre-Tax	Pre-Tax

Also, please add any deduction codes that you need that are not listed.

Additional Deductions	Tax Method

Additional Deductions	Tax Method

If you have a Retirement Plan Match, please outline the formula below. (Example: 100% on first 3% Contributed)

I'm unable to enter my company's deductions above due to their complexity. I will provide more information on the Kickoff Call with my Implementation Project Lead.

EMPLOYEE MASTERFILE DATA

Netchex will need key data points for ALL employees—both active and terminated—that have been paid with a check date in the current calendar year. We need the information in electronic format so that it can be imported directly into Netchex. **Please use the spreadsheet below to format your employee data.**

* If you have **less than 50 employees**, please provide your Employee Masterfile Data via the secure email portal.

* If you have **more than 50 employees**, you will be asked for your Employee Masterfile Data after your Kickoff Call.



EMPLOYEE HISTORICAL PAYROLL BALANCES

Each employee who has been paid in the current calendar year must have balances entered into Netchex. This is very important to make sure that Netchex reports the correct information to all tax agencies and that your employees' Year-End W-2s will be accurate.

Below is a chart outlining the date ranges for reports to provide to Netchex showing gross to net payroll information for each employee. These reports must have a company totals page if provided in hard copy format.

First Check Date with Netchex	Balance Set 1	Balance Set 2
January	No Balances	
February	Jan 1 - Jan 31	
March	Jan 1 - Feb 28	
April	Jan 1 to March 31	
May	Jan 1 to March 31	April 1 to April 30
June	Jan 1 to March 31	April 1 to May 31
July	Jan 1 to June 30	
August	Jan 1 to June 30	July 1 to July 31
September	Jan 1 to June 30	July 1 to August 31
October	Jan 1 to Sept 30	
November	Jan 1 to Sept 30	Oct 1 to Oct 31
December	Jan 1 to Sept 30	Oct 1 to Nov 30

If you are able to provide your employee balance information in electronic format, please use the below spreadsheet to format your employee balance data.



FEDERAL / STATE / LOCAL TAX PROOFS

Netchex needs copies of your quarterly tax reports. We will use these to set up your federal, state, and local tax IDs and rates in the Netchex system. Please reference the chart below, which is based on your first check date with Netchex, to determine the specific information you'll need to provide.

* If you're a new business that hasn't filed taxes, please provide a letter from the IRS with your federal ID, legal name, address, and state proofs.

Start Date	Fed/State Tax Documents – Existing Business
1st QTR	Quarterly tax packet from 3rd or 4th QTR prior year
2nd QTR	941 tax packet from 4th QTR prior year or 1st QTR current year
3rd QTR	941 tax packet from 1st QTR and 2nd QTR current year
4th QTR	941 tax packet from 1st QTR, 2nd QTR, and 3rd QTR current year

*** Each 941 tax packet must include federal, state and state unemployment, and local tax information.**

State Date	Fed/State Tax Documents – New Business
Any QTR	Federal proof showing legal name, legal address, and federal ID
Any QTR	State withholding proof showing account number
Any QTR	State unemployment proof showing account number and SUTA rate

QUARTERLY REPORTS

Please attach your quarterly reports below. If you have difficulty attaching documents, please contact your sales rep.

ADDITIONAL PREFERRED DOCUMENTATION

- Chart of Account for Payroll and Sample Journal Entry in Excel format (if applicable)
- Paid Time Off Accrual Policy (if applicable)