



NetSuite Employee Center

The NetSuite Employee Center is a team member access portal where you can find and edit your human resources information.

Users that have an assigned role, like *Retail Sales Rep, will only be able to access the Employee Center from a Leaders Holding Co™ computer. Team members that do not use NetSuite regularly and do not have a role assigned to their account will be able to access the Employee Center from any computer anywhere.

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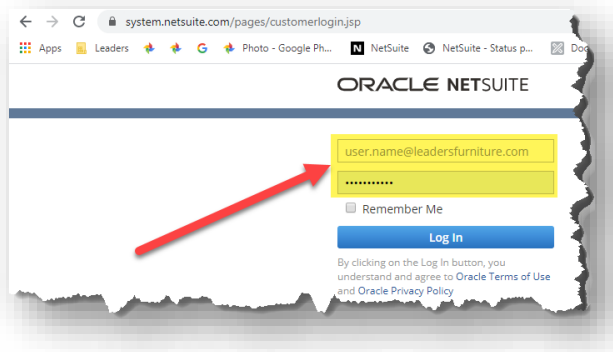
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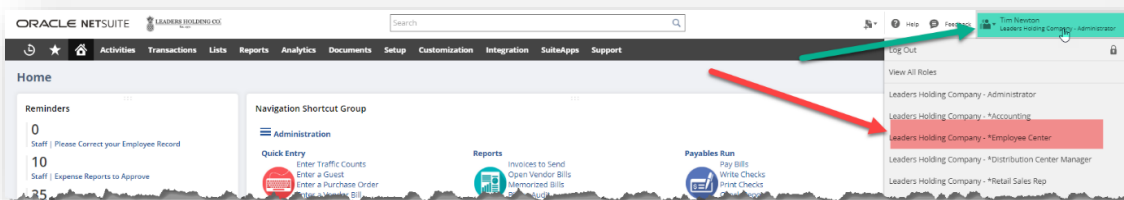
Logging In

If you have a role assigned to your user, then you will only be able to access the Employee Center from a Leaders computer.

1. Open a web browser and navigate to <https://system.netsuite.com/pages/customerlogin.jsp>
 - a. **Sales Team Member**
User Name: first.last@lcf.com
Password: **Leaders123**
 - b. **DC Team Member**
User name: your email address
Password: Leaders123



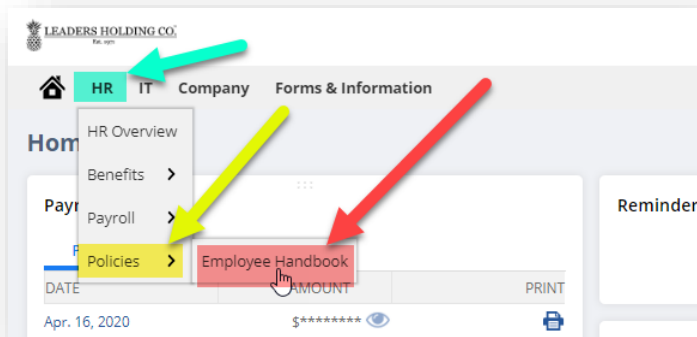
2. You will be prompted to change your password and complete your security questions. Do not bypass this step as you will not be able to reset your password in the future.
3. Select the Employee Center Role
Users with more than one role assigned to them will have to select the employee center role. Users with no role assigned to them will automatically go to the Employee Center role
 - a. From the user role drop-down select Employee Center



Employee Handbook

Path: NetSuite/Employee Center/HR Tab/Policies Subtab

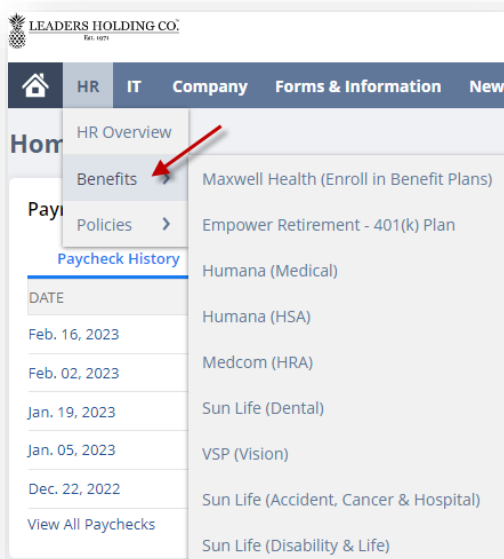
The Employee Handbook is where you will find all of the human resources policies and procedures.



Benefits


Path: NetSuite\Employee Center\HR\Benefits

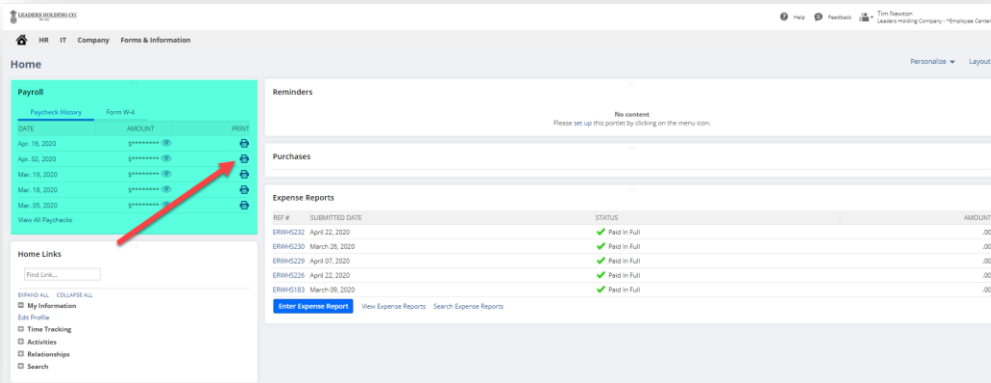
Links to Benefits Enrollment Portal (Maxwell Health) and benefit plan carrier sites are provided.



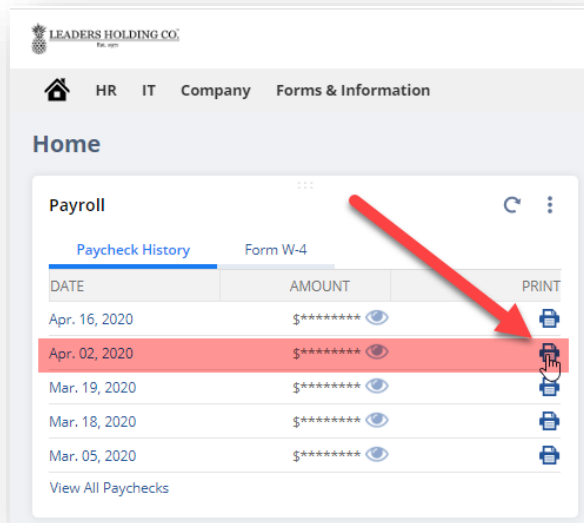
Paycheck History

Path: NetSuite\Employee Center\Payroll Suitlet

Choose the paycheck you would like to print and click the 

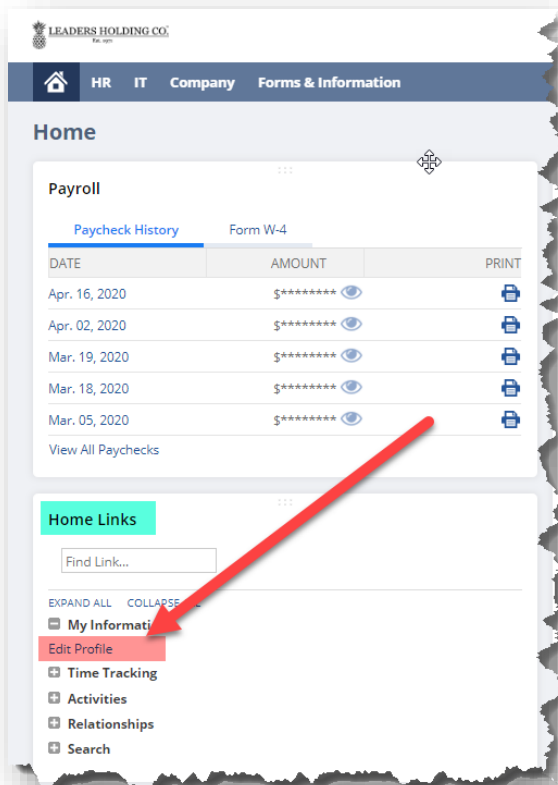


Print a paycheck

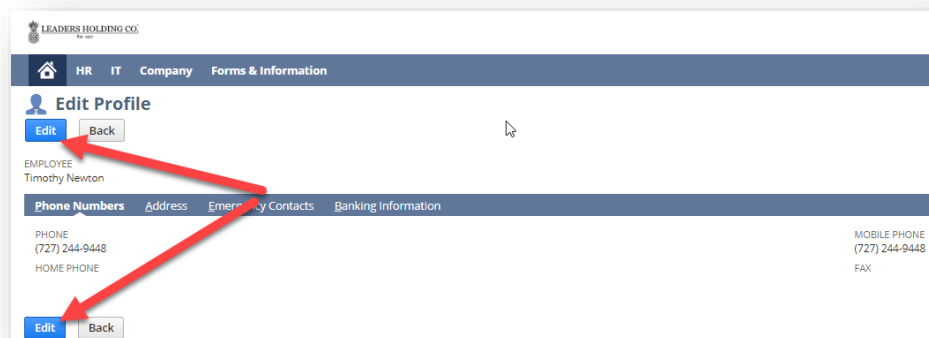


Update Your Profile

You can update your profile in the Home Links Suitlet and click Edit Profile. Here you will be able to change your address, phone number and emergency contacts.




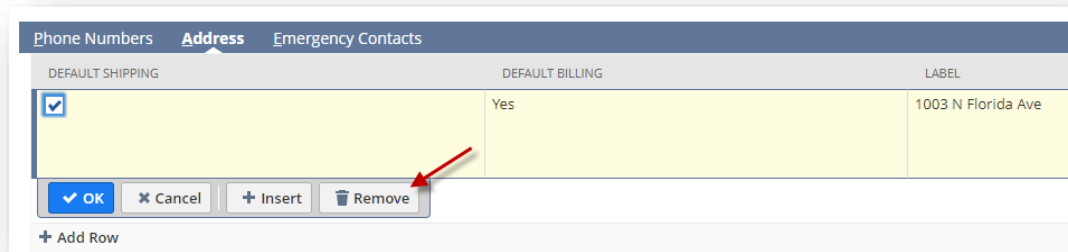
You must be in Edit mode. You can enter the “Edit” mode by clicking the [Edit](#) at the top or bottom of the window



Address Change


Path: NetSuite\Employee Center\Home Links Suitlet\Edit Profile\Edit Mode\Address Tab

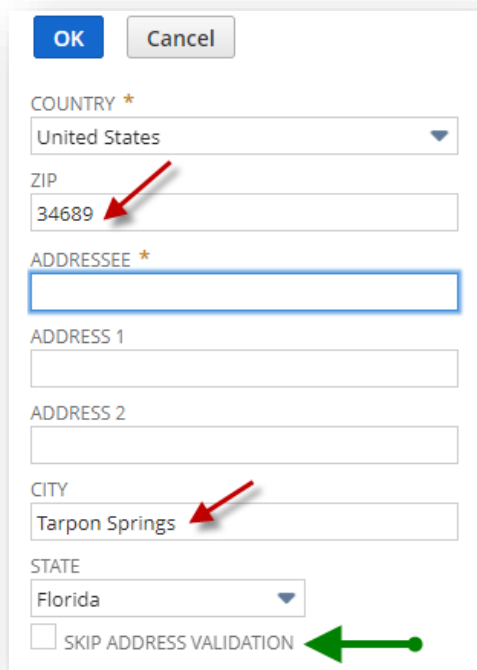
1. From the Address Tab in edit mode click on the  to the far right of the screen
 - a. Click the “Remove” button to remove the old address



Phone Numbers	Address	Emergency Contacts	
	DEFAULT SHIPPING	DEFAULT BILLING	LABEL
<input checked="" type="checkbox"/>		Yes	1003 N Florida Ave

+ Add Row

2. Click on  to enter your new address. Enter the Zip Code first and let the City populate automatically. Enter the street address in the Address 1 field and any lot, unit or apartment number in the Address 2 field. Be sure your name appears in the “Addressee” field. Click when your address is complete.



COUNTRY *
United States

ZIP
34689

ADDRESSEE *

ADDRESS 1

ADDRESS 2

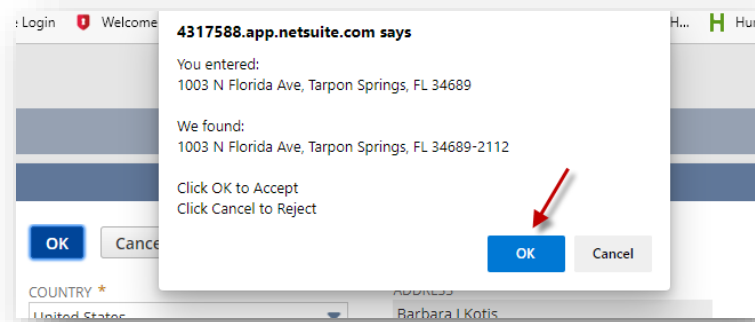
CITY
Tarpon Springs

STATE
Florida

☐ SKIP ADDRESS VALIDATION

3. The address is verified against a data base. Check your entry if you get an error. DO NOT click in the box “Skip Address Validation”.

4. pop up will appear with the address validation results. Click on **OK** to accept the validated address.



5. Click on **✓ Add** and **Save**

Phone Numbers Address Emergency Contacts		
DEFAULT SHIPPING	DEFAULT BILLING	LABEL
Yes	Yes	1003 N Florida Ave

✓ Add ✕ Cancel + Insert Remove

Save Cancel