



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 CoTM 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.

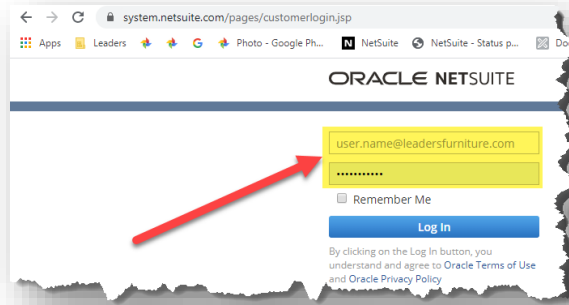
Table of Contents

Logging In	2
Employee Handbook.....	2
Paycheck History	3
Print a paycheck.....	3
Update Your Profile.....	4
Address Change.....	5

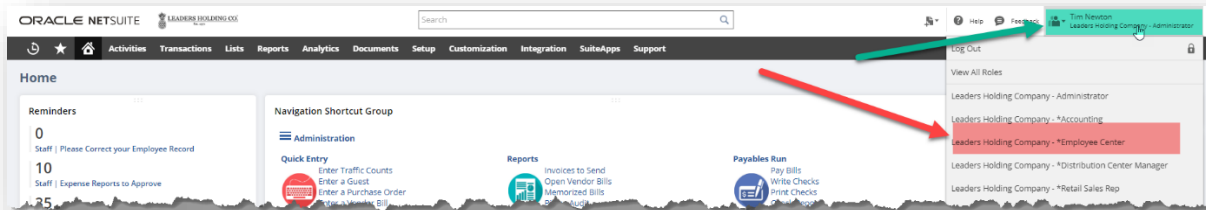
Logging In

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. User Name: Your email address
 - b. Password: Set by you the first time you logged in



2. 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

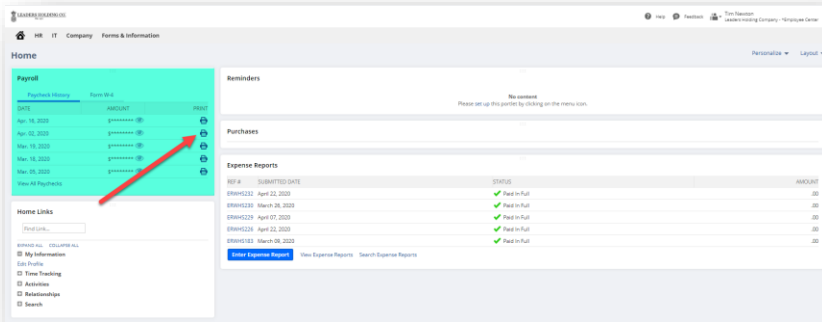
The Employee Handbook is where you will find all of the human resources policies and procedures.



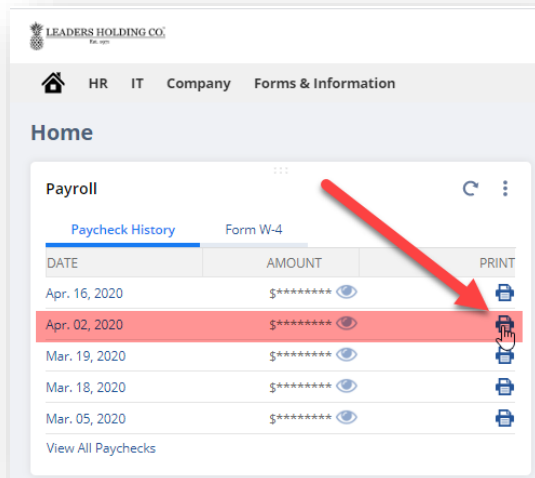
Paycheck History

Path: NetSuite\Employee Center\Payroll Suitlet

Choose the paycheck you would like to print and click the 

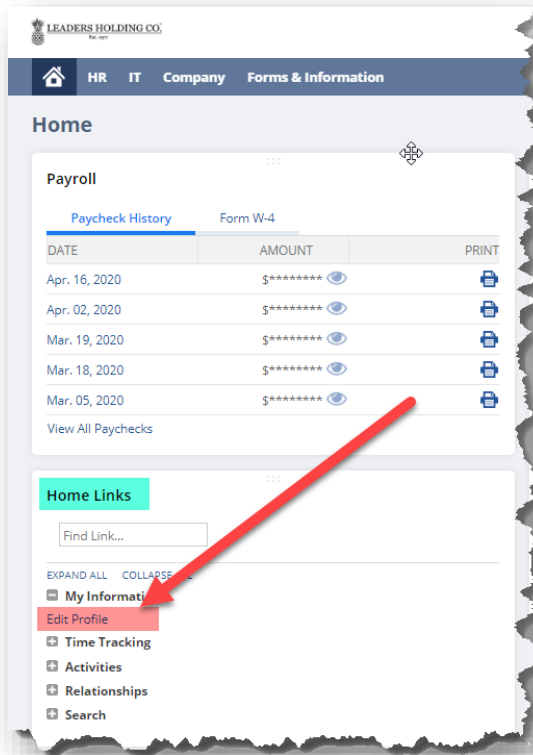


Print a paycheck

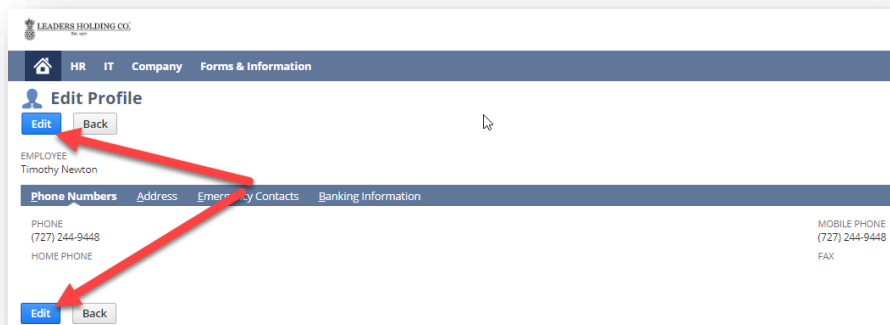


Update Your Profile

You can update your profile in the Home Links Suitlet and click Edit Profile





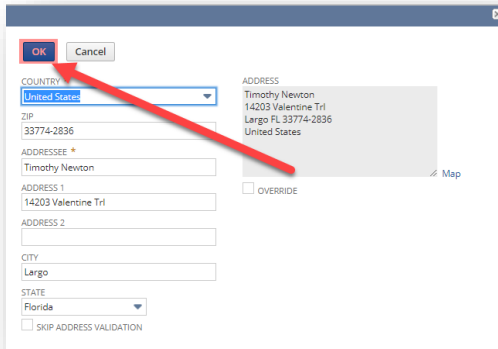
You must be in Edit mode. You can enter the “Edit” mode by clicking the [Edit](#) at the top or bottom of the window



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
2. Edit the address and click 



The screenshot shows a dialog box for editing an address. At the top left are 'OK' and 'Cancel' buttons. Below them are fields for 'COUNTRY' (a dropdown menu showing 'United States'), 'ZIP' (containing '33774-2836'), 'ADDRESSEE' (containing 'Timothy Newton'), 'ADDRESS 1' (containing '14203 Valentine Trl'), 'ADDRESS 2' (empty), 'CITY' (containing 'Largo'), and 'STATE' (a dropdown menu showing 'Florida'). There is also a 'SKIP ADDRESS VALIDATION' checkbox. On the right side, there is a preview of the address: 'Timothy Newton', '14203 Valentine Trl', 'Largo FL 33774-2836', and 'United States'. A 'Map' link is next to the preview. A red arrow points from the 'OK' button to the 'COUNTRY' dropdown menu.

3. The address is verified against a data base. Check your entry if you get an error.