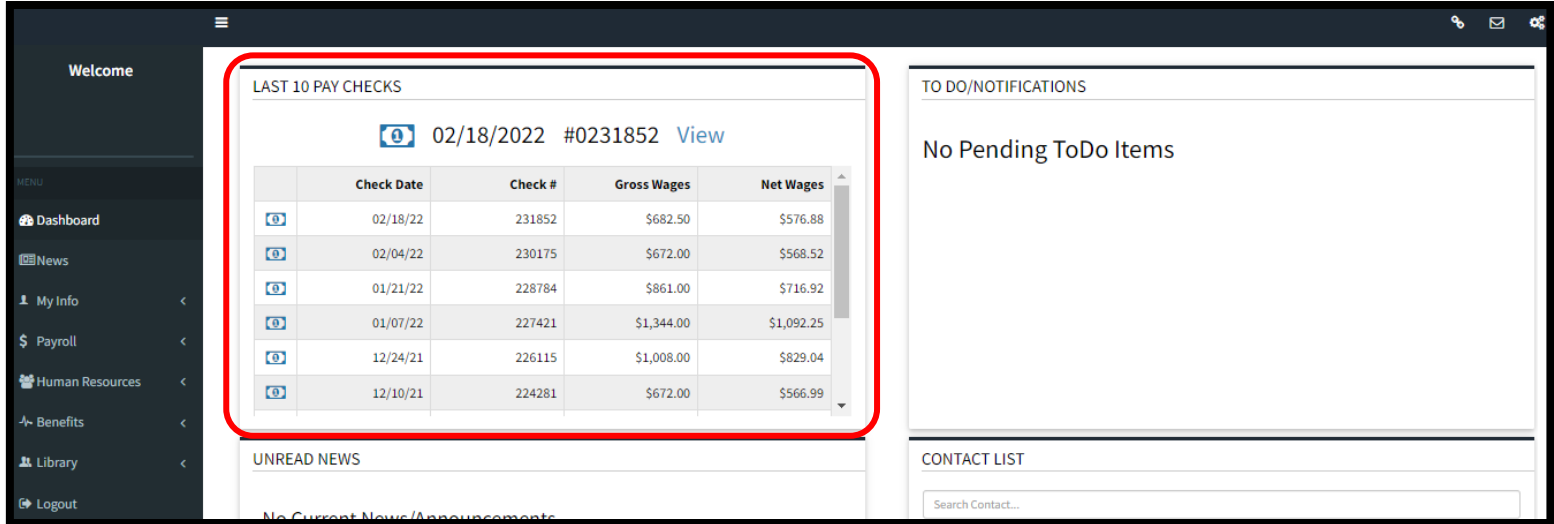


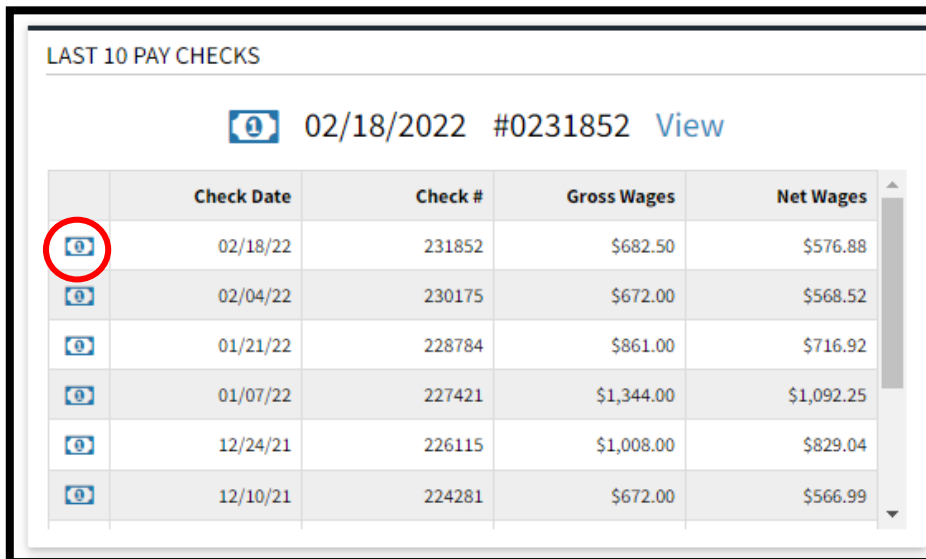
DNet Portal – Employee Guide

How to Access your Paystubs:

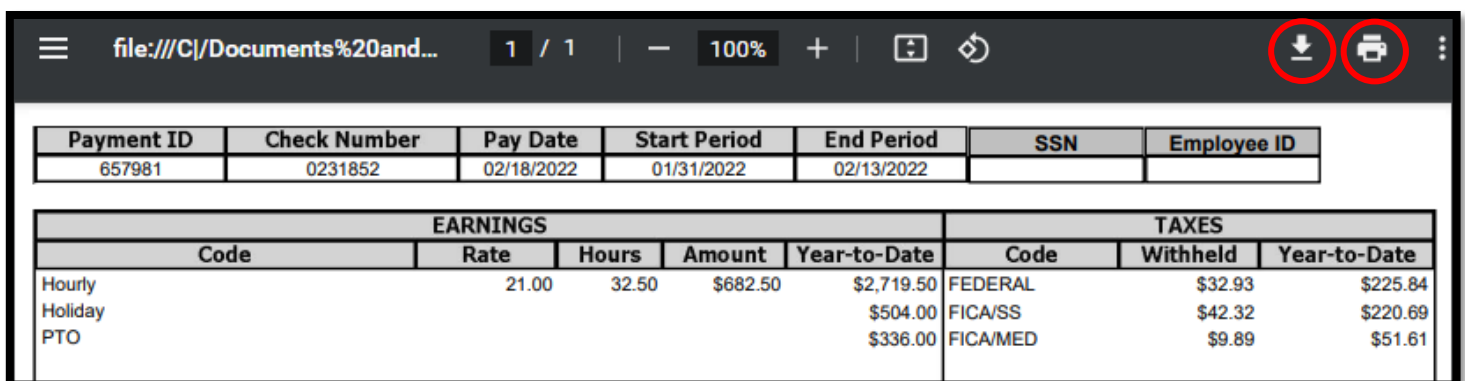
1. When you login to DNet, you will see your last 10 most recent paystubs on your dashboard.



2. To access any of these paystubs, simply click on the blue dollar icon next to the desired paystub.

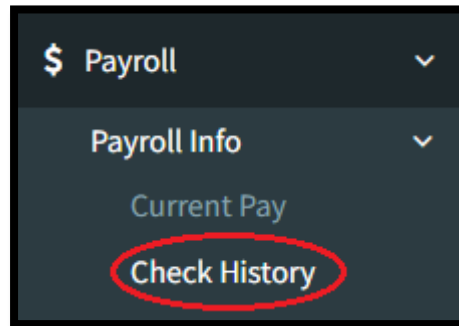


3. This will open a new tab on your browser with the selected paystub. From here, you may download or print your paystub.



- If you need to access any paystubs older than your last 10 paystubs, you may look for your complete history of paystubs by selecting the following options on your Main Menu on the left of your dashboard:

Payroll > Payroll Info > Check History



- This will show you your complete list of paystubs. To access any of these paystubs, simply click on the blue dollar icon next to the desired paystub.

Check History

Select Year: [Advanced Filters](#)

[Export to Excel](#)

Drag a column header and drop it here to group by that column

	View	Check Date	Gross Wages	Total Taxes	Total Deductions	Total Benefits	Net Wages
1		02/18/2022	\$682.50	\$85.14	\$20.48	\$20.48	\$576.88
2		02/04/2022	\$672.00	\$83.32	\$20.16	\$20.16	\$568.52
3		01/21/2022	\$861.00	\$118.25	\$25.83	\$25.83	\$716.92
4		01/07/2022	\$1,344.00	\$211.43	\$40.32	\$40.32	\$1,092.25
5		12/24/2021	\$1,008.00	\$148.72	\$30.24	\$30.24	\$829.04
6		12/10/2021	\$672.00	\$84.85	\$20.16	\$20.16	\$566.99
7		11/26/2021	\$672.00	\$84.86	\$20.16	\$20.16	\$566.98
8		11/12/2021	\$672.00	\$84.86	\$20.16	\$20.16	\$566.98
9		10/29/2021	\$672.00	\$84.85	\$20.16	\$20.16	\$566.99
10		10/15/2021	\$682.50	\$86.69	\$20.48	\$20.48	\$575.33

1 - 10 of 82 items

- This will open a new tab on your browser with the selected paystub. From here, you may download or print your paystub.

file:///C:/Documents%20and... 1 / 1 100% +

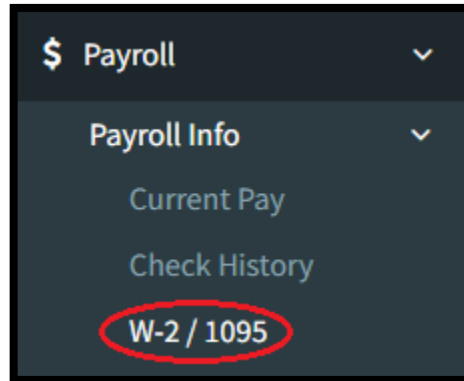
Payment ID	Check Number	Pay Date	Start Period	End Period	SSN	Employee ID
657981	0231852	02/18/2022	01/31/2022	02/13/2022		

EARNINGS					TAXES		
Code	Rate	Hours	Amount	Year-to-Date	Code	Withheld	Year-to-Date
Hourly	21.00	32.50	\$682.50	\$2,719.50	FEDERAL	\$32.93	\$225.84
Holiday				\$504.00	FICA/SS	\$42.32	\$220.69
PTO				\$336.00	FICA/MED	\$9.89	\$51.61

How to Access your W-2:

1. To access your W-2, select the following options on your Main Menu on the left of your dashboard:

Payroll > Payroll Info > W-2/1095



2. This will show you your complete list of W-2s. To access any of these paystubs, simply click on the red Adobe icon next to the desired paystub.

W-2 / 1095-c

Search Year

Drag a column header and drop it here to group by that column

View 1095C	View 1095B	View W2	Year	B...	B...	B...	B...	B...	B...
			2021	\$21,349.94	\$1,387.55	\$22,012.40	\$1,364.77	\$22,012.40	\$319.18
			2020	\$44,436.84	\$4,376.74	\$45,770.10	\$2,837.75	\$45,770.10	\$663.67
			2019	\$44,510.58	\$4,426.85	\$45,796.60	\$2,839.39	\$45,796.60	\$664.05

1 - 3 of 3 items

3. This will open a new tab on your browser with the selected W-2. From here, you may download or print it.

ShowW2

1 / 1 | 100%

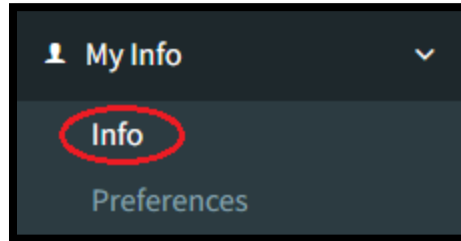
Copy B To Be Filed With Employee's Federal Tax Return		2021	OMB No. 1545-0008
a Control number	1 Wages, tips, other comp. 21349.94	2 Federal income tax withheld 1387.55	
b Employer ID number	3 Social security wages 22012.40	4 Social security tax withheld 1364.77	
	5 Medicare wages and tips 22012.40	6 Medicare tax withheld 319.18	
c Employer's name, address, and ZIP code Pinnacle SWUSA, LP P.O. Box 33698 San Antonio, TX 78265			
d Employee's social security number			
e Employee's name, address, and ZIP code			

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return		2021	OMB No. 1545-0008
a Control number	1 Wages, tips, other comp. 21349.94	2 Federal income tax withheld 1387.55	
b Employer ID number	3 Social security wages 22012.40	4 Social security tax withheld 1364.77	
	5 Medicare wages and tips 22012.40	6 Medicare tax withheld 319.18	
c Employer's name, address, and ZIP code Pinnacle SWUSA, LP P.O. Box 33698 San Antonio, TX 78265			
d Employee's social security number			
e Employee's name, address, and ZIP code			

How to Update your Personal Information:

1. To update your personal information, select the following options on your Main Menu on the left of your dashboard:

My Info > Info



2. This will take you to your Employee Profile. Here, you may update any of your personal information, except the fields highlighted in grey. Some of the personal information you may update are your address and email. Once you've entered the updated information, you may click the 'Save' button on the bottom right to save all changes.

Employee Info

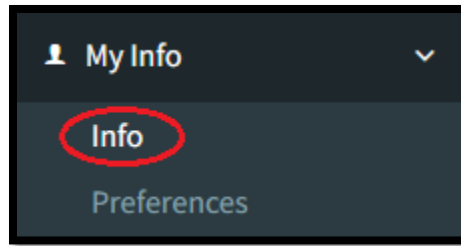
First Name	<input type="text" value="Karen"/>	Email	<input type="text" value="youremail@mail.com"/>
Middle Name	<input type="text"/>	Street Address	<input type="text" value="789 Valley Dr"/>
Last Name	<input type="text" value="Alton"/>	Address 2	<input type="text" value="Apt 202"/>
SSN	<input type="text" value="xxx-xx-9959"/> Click to Change SSN	Address 3	<input type="text"/>
Department	<input type="text" value="N/A (035000)"/>	City	<input type="text" value="Austin"/>
Position	<input type="text" value="Driver (DRIVER)"/>	State	<input type="text" value="Texas (TX)"/>
Birth Date	<input type="text" value="07/18/1986"/>	Zip	<input type="text" value="78211"/>
Start Date	<input type="text" value="09/14/2017"/>	Home Phone	<input type="text" value="(000) 000-0000"/>
Original Hire Date	<input type="text" value="09/14/2017"/>	Work Phone	<input type="text"/>
Marital Status	<input type="text" value="Single"/>	Employment Status	<input type="text" value="Part Time Regular"/>
Gender	<input type="text" value="Female"/>		
Ethnicity	<input type="text" value="N/A"/>		
Workers Comp	<input type="text" value="TX9063"/>		
SUTA State	<input type="text" value="TX"/>		
Supervisor	<input type="checkbox"/>		

Save

How to Update your Direct Deposit:

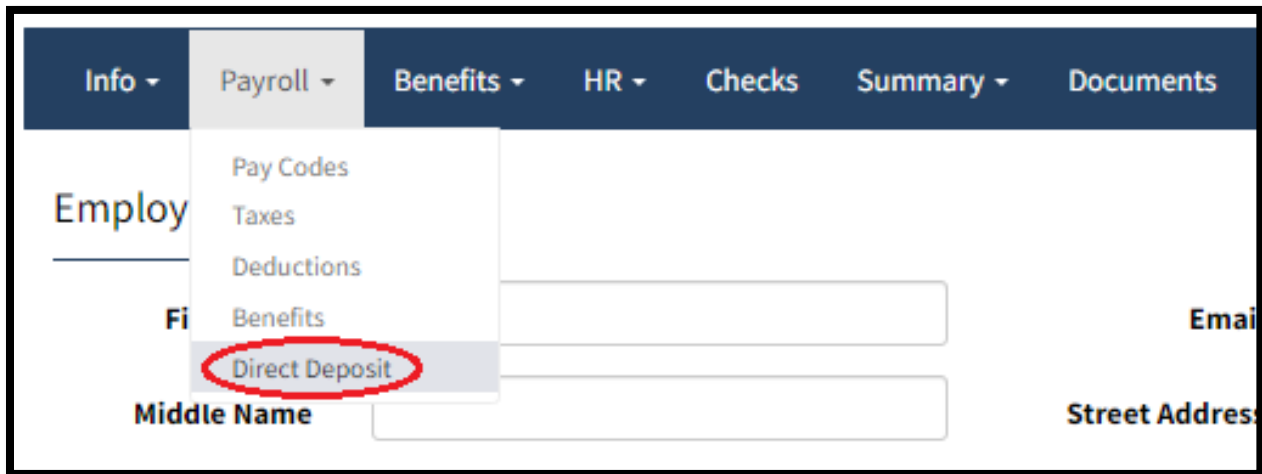
1. To update your direct deposit, select the following options on your Main Menu on the left of your dashboard:

My Info > Info



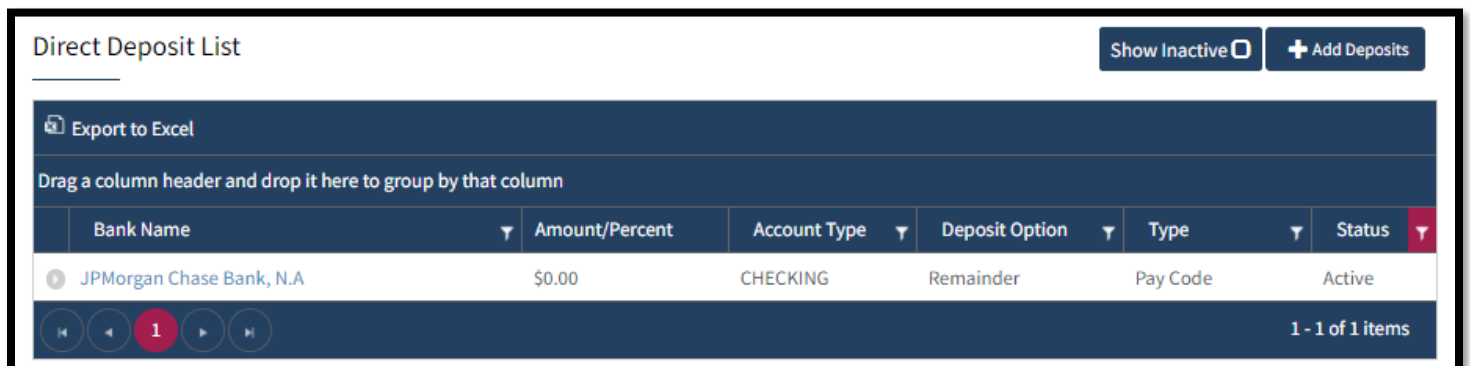
2. This will take you to your Employee Profile. From here, select the following option on the tabs on top:

Payroll > Direct Deposit



3. This will show you your direct deposit information, where you can do any of the followings:

- a. **Edit** your current direct deposit information
- b. **Inactivate** a direct deposit
- c. **Add** a new direct deposit



Direct Deposit List

Show Inactive + Add Deposits

Export to Excel

Drag a column header and drop it here to group by that column

Bank Name	Amount/Percent	Account Type	Deposit Option	Type	Status
JPMorgan Chase Bank, N.A	\$0.00	CHECKING	Remainder	Pay Code	Active

1 - 1 of 1 items

To **edit** your current direct deposit information, click on the bank's name, edit the necessary information, and then click the 'Save' button on the bottom right.

Direct Deposit List Show Inactive + Add Deposits

Export to Excel

Drag a column header and drop it here to group by that column

Bank Name	Amount/Percent	Account Type	Deposit Option	Type	Status
JPMorgan Chase Bank, N.A.	\$0.00	CHECKING	Remainder	Pay Code	Active

1 - 1 of 1 items

Details

Bank ID: 111000614

Account Description: CHECKING

Direct Deposit Options: Remainder

Account Number: 123456789

Inactive

Cancel Save

To **inactivate** a direct deposit, click on the bank's name, add a check mark next to 'Inactive', and then click the 'Save' button on the bottom right.

Direct Deposit List Show Inactive + Add Deposits

Export to Excel

Drag a column header and drop it here to group by that column

Bank Name	Amount/Percent	Account Type	Deposit Option	Type	Status
JPMorgan Chase Bank, N.A.	\$0.00	CHECKING	Remainder	Pay Code	Active

1 - 1 of 1 items

Details

Bank ID: 111000614

Account Description: CHECKING

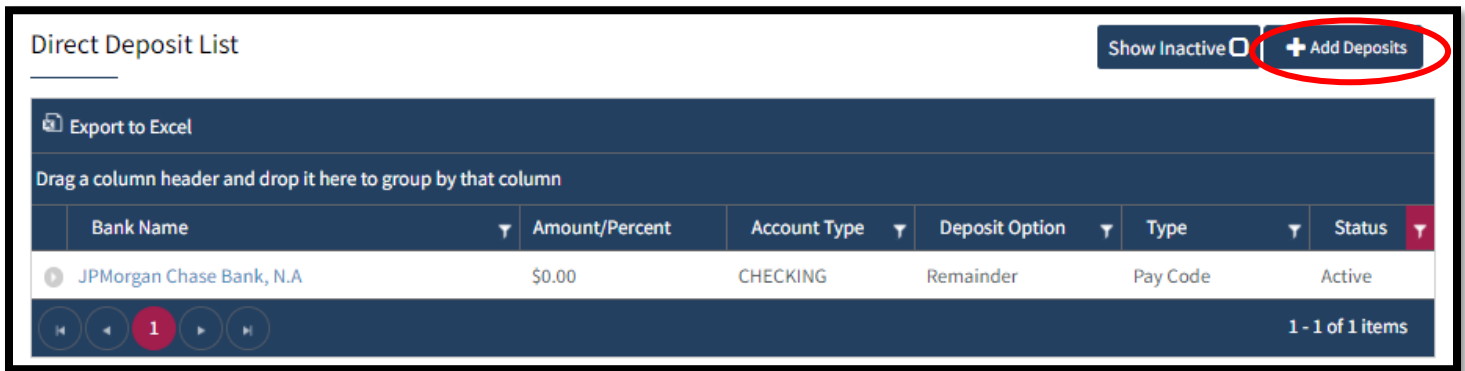
Direct Deposit Options: Remainder

Account Number: 123456789

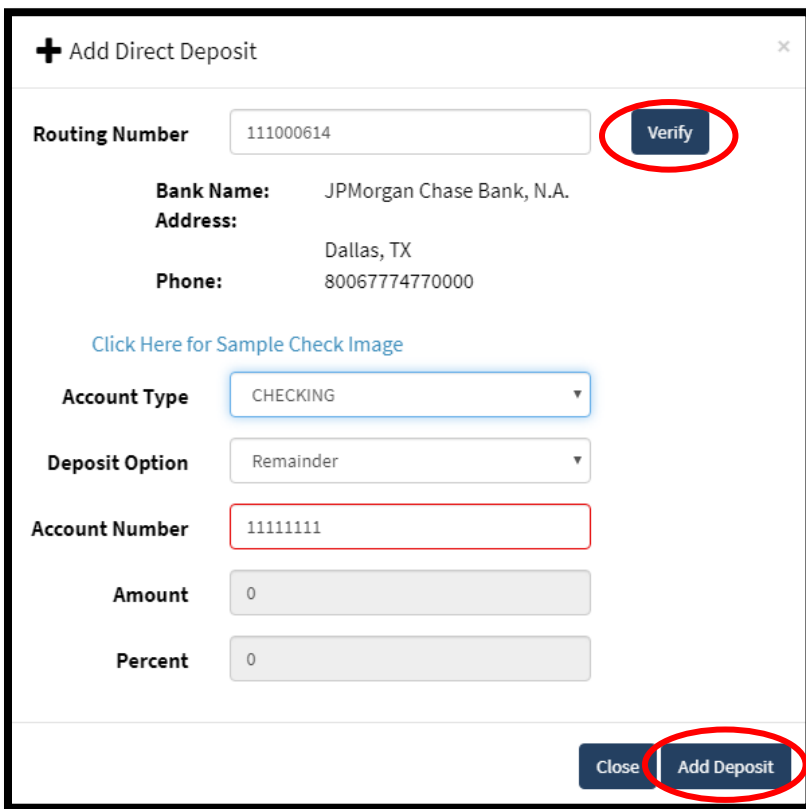
Inactive

Cancel Save

To **add** a new direct deposit, click on the '+Add Deposits' button on the top right.



You will need to enter your bank's Routing Number and then click the 'Verify' button. Then enter the requested information about your bank account and click the 'Add Deposit' button on the bottom right.



***NOTE:** When selecting the 'Deposit Option', please consider the following:

- If you want for your complete paycheck to be deposited into one account, select '**Remainder**'.
- If you want for a certain percent to be deposited into the bank account, select '**Percent--GROSS**' or '**Percent--NET**', and enter the percentage in the 'Percent' field.
- If you want for a certain amount to be deposited into the bank account, select '**Dollars**', and enter the amount in the 'Amount' field.