



NextGen Global Resources
300 South Wacker Drive, Suite
1313 Chicago, IL 60606

Point of Contact Reference Guide

HR – HR@nextgengr.com

- Employment verification/ W2 requests
- Timecard login issues
- Benefits
- Information regarding background and/or drug screen process – including location of drug screenings
- Workplace complaints/harassment issues (also see employee handbook for more details)
- Documentation when 3+ sick days have been submitted in ADP (if applicable)
- Questions regarding on-boarding forms/documents (OB365)
- COVID/vaccination inquiries

Payroll – Payroll@nextgengr.com

- Inquiry on Paycheck - submit a [Payroll Service Request form](#)
- Inquiry on tax status on paycheck
- Inquiry on pay regarding hours and/or expenses
- Inquiry on per diem
- Inquiry on PTO payments (if applicable)
- Questions regarding garnishments

ADP-<https://www.workforcenow.adp.com/>

- Changes in personal details, i.e. address or name
- Changes in direct deposit, W4 form or state tax forms (IMPORTANT: DO NOT send full banking details via email. We have a secure process to help you get this completed)
- W2 Forms

IT – IT@nextgengr.com

- Office365/email issues
- NG issued computer issues

Support – support@nextgengr.com

- Issues picking up/dropping off reserved cars
- Issues checking into hotels