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)
- Questions regarding on-boarding forms/documents (OB365)
- COVID/vaccination inquiries

Time and Expense- kttimeexpense@nextgengr.com

- Expense and timesheet submittal in BTE
- Inquiry on status of pending expense report submission

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
- 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 Form

IT – IT@nextgengr.com

- Office365/email issues
- GTA issued computer issues

Support – support@nextgengr.com

- Issues picking up/dropping off reserved cars
- Issues checking into hotel/ reservation