



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

Point of Contact Reference Guide

HR – HR@nextgengr.com

- Changes in personal details, i.e. direct deposit, address, name (*IMPORTANT: DO NOT send full banking details via email. We have a secure process to help you get this completed*)
- Employment verification/W2 requests
- Timecard login issues
- Inquiry on tax status on paycheck
- 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 garnishments

Payroll – Payroll@nextgengr.com

- Inquiry on hours and/or expenses
- Sick time notifications

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

SterlingOne/Talentwise support

- Talentwise login issues/password reset issues – 877-982-9888