



## **New Hire General Information Sheet**

**Payroll** – Our week for payroll purposes run from Thursday–Wednesday with payday every Friday. Our payroll is provided by Paychex. You will receive an email on your first day of hire from the Paychex online enrollment site ([mystaffingpro.com](http://mystaffingpro.com)) with a link to login and complete your general information and the forms necessary to get you set up in the system. Your pay stubs are available each week on pay day and will be available on line for up to two years as well as your yearly W-2s.

**Health Benefits** – Medical benefits are provided through Blue Shield of California and Kaiser. Our dental and vision plan is provided through Guardian and VSP. Our Account Manager for these plans is Liliana Quiroz. You can contact her directly if you have any questions concerning the benefits or would like a recommendation on the plan that is right for you. Her number is (949) 334.8992 or if you prefer you can send her an email at [lquiroz@bxall.com](mailto:lquiroz@bxall.com). The effective dates for each of these plans are the first of the month. You have thirty days from the date you start to decide on coverage. If you decide not to enroll within the thirty days you won't have a chance to enroll again until our Open Enrollment, which takes place every year in November for a December 1<sup>st</sup> effective date. Enrollment for these plans is also completed online. You will receive an email from [employeenavigator.com](http://employeenavigator.com) to set yourself up and begin the enrollment process. The process needs to be completed if you do or do not choose to enroll. Shames Construction provides a \$600.00 monthly allowance to help pay for your benefits. If you choose not use all of the \$600.00 allowance or if you choose not to sign up for benefits that money is returned to you on your weekly paycheck and is taxable. The allowance is increased after 1 year of employment to \$900 a month with an effective date for the next plan year.

**Optional Benefits** – Supplemental insurance is offered through Colonial and our flexible spending and daycare reimbursement program is administered through WageWorks. If you are interested in the flex spending or dependent daycare please complete and return the application for processing. If you are interested in the supplemental insurance through Colonial please let me know so I can have a local representative contact you and schedule an appointment to get you enrolled. Enrollment in these plans has a 30 day waiting period with a first of the month effective date.

**Vacation/Sick Days** – Two weeks' vacation and three sick days are given each year. Vacation accruals begin after your ninety day waiting period with the accrual rate



being 1.54 hours each week. The sick days are available immediately and replenish January 1<sup>st</sup> of each year.

**401(k) and Profit Sharing** – Eligibility for the 401(k) portion of the plan is immediate. The effective date is the first of each month. If you are interested in participating please use the Ascensus website to enroll. Another side to the plan is profit sharing. This is a discretionary amount decided by the owner each year and based upon the profits of the company. Eligibility for this portion of the plan is being employed at the end of the year the contribution is made with a six year vesting schedule. Chuck Tyler ([ctyler@cap-plan.com](mailto:ctyler@cap-plan.com)) and Ken Noonan ([knoonan@cap-plan.com](mailto:knoonan@cap-plan.com)) are our plan advisors. They can be reached by phone or email if you have any questions regarding investments selections.

**Employee Handbook** – Please read through and then sign and return the last three pages.

**Company Email** – Your email address is the first initial of your first name and then your last name. For example: John Smith would be [jsmith@shames.com](mailto:jsmith@shames.com). The unique password set up for your address will be given to you on your first day. Please do not add a signature block to your email as the server is automatically set up to do this. You can view your signature block after you have sent an email. Our email based security program is called Sendio. Most of your outside emails will be put into this program until you start accepting them into your Shames inbox. You will be sent one email a day to let you know you have emails and it will show you who they are from. To access this site you will go to [shames.sendio.com](http://shames.sendio.com). Type in your email address and password and it will populate with the emails presently in there. You can then go through the emails and either delete or accept emails into your mailbox.



### **Supplemental Information (as it may apply to you)**

**Vehicle Allowance** – Checks for this benefit are issued the last payroll of each month. These checks are issued through our payroll service and are “live” checks. The checks will be released to you when you turn in your completed monthly Safety Meeting Notes. These notes should be sent via email in a pdf file to [ttom@shames.com](mailto:ttom@shames.com). The live check and Safety Meeting Notes only apply to Superintendents. All others who receive an allowance will have it issued as you do your weekly pay checks.

**Vehicle Insurance Declaration Page** – If you are receiving a vehicle allowance you will need to provide your current declaration page which will show the vehicle you are driving and the insurance limits for that vehicle. The minimum liability required is 100/300/100. In addition to providing the insurance your DMV record must be clean. The definition of a clean DMV record are:

1. Minor violations – No more than 2 in the last 3 years.
2. Combination – No more than two minor moving violations and an at fault accident in the past 3 years.
3. Major violations – None in the last 5 years.

**Mileage Log** – This spreadsheet will be sent to you via email to complete on a monthly basis to receive reimbursement for commuting miles over 80 in a day or any business related miles. This monthly file should be sent via email in its original file format to [ttom@shames.com](mailto:ttom@shames.com). Reimbursement is issued through your pay check as a non-taxable reimbursement around the 15<sup>th</sup> of the following month the expenses were incurred.

**Field Checks** – A batch of checks (three) is generally issued to you at a time with the approval of your project manager. The day you write the check it needs to be emailed to ([ttom@shames.com](mailto:ttom@shames.com)) and your current project manager. If necessary the information can also be faxed to (925.281.2847). A copy of the check and all receipts/backup is what will need to be sent. The checks you are given are issued out of a separate account which does not have a large balance kept in it so it is very important you provide check information the day you write the check.

**Labor Law Posters** – Each superintendent will be given a yearly laminated poster to be hung up in the job site trailer for the project they are on. Each superintendent is issued one poster for the year. This job poster is to stay with the superintendent and hung up on each job site they are on for that year.



**Home Depot and Visa Cards:** These cards are ordered after 30 days of employment and with the approval of your project manager. Please be sure when using the Home Depot card you alert the cashier of our Pro Rewards account so we are given the correct discount. Receipts for the Home Depot account are not needed as they are sent to Tricia Tom automatically via email. The visa card receipts should be sent pdf to your project manager and Tricia Tom. The preference is to send those receipts on a daily basis.