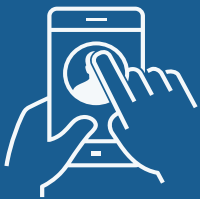


The Perks of Change



We are pleased to announce a change in your human resources and payroll processing. Our system offers an online, web-based employee self-service portal for you.



Employee Self-Service (ESS)

- ✓ YTD earnings
- ✓ Unlimited check detail history
- ✓ Online pay statements
- ✓ Electronic copy of Form W-2
- ✓ Access to change your personal information, dependents, etc.



Time Off Balances

View your PTO and accrual balances.

Pay History

View important pay history and pay information.



Our web punch is available at any time from anywhere, with payroll information, HR, and time and attendance in the same platform. If you have any questions regarding this change, please contact your dedicated service specialist.