

Payroll Information

Paystubs, W2 reprints, Histories, etc
myAccess.adp.com

Click on "Employee Login"

**Direct deposit information can be updated there

** If you **cannot** login successfully, make sure that Joe has an updated/current email address for you. *Most of the time*, this will sve the problem.

Healthcare Information:

Amerihealth Silver Tier 1 800-275-2583

<https://www.amerhealth.com/pdfs/custom/ffm/individual/epohsatier1advantage/silver.pdf>

**New employees are eligible to enroll for the first 30 days that they are hired. All full time payroll employees are eligible to enroll between Nov 15 and Dec 1 annually.

401(k) Information:

https://www.mykplan.com/participantsecure_net/login.aspx

800-695-7526

- 100% Company Match on first 4% that you put in.
- You can withdraw penalty-free after 59 1/2 years old.
- Pre-tax and after-tax options available.

Enrollment & Beneficiary Information:

<http://www.adp.com/participationomics/download/Enrollment-Materials.pdf>

401k Investments Selection:

Here are the funds that Joe uses personally, but these may or may not not be suitable for you based on your age, objectives, goals, situation,"

- Blackrock Large Cap Value 20%
- Blackrock Large Cap Growth 20%
- ALger Small Cap Value 20%
- Alger Small Cap Growth 20%
- SSga Int'l Index Securities Lending 20%

Emergency Contacts:

- John Carroll Cell 516-322-9169
- Tom Carroll Cell 516-322-9164
- Joe Carroll Cell 516-322-9173
- Thomas Carroll 516-
- Office Phone 973 465 1600
- Office Fax : 973 556 1630

Holiday List:

<http://easternwarehouse.com/holiday.php>

Upcoming Paid Holidays

- Thanksgiving Day, Thurs, November 24, 2016
- Christmas Day, Monday, December 26, 2016
- New Year's Day: Monday, January 2, 2017
- Good Friday, April 14, 2017
- Memorial Day, Monday, May 29
- Independence Day, Tuesday, July 4, 2017
- Labor Day, Monday, September 4, 2017

Vacation/Sick/Personal Time:

-Every Full-Time person who has been *on the payroll* for at least a year earns: 10 Vacation, 6 Sick, & 2 Personal Days.

Each of these is earned "as we go"

At the end of the year, up to 5 unused vacation Days and 3 unused Sick days may be sold back.

Sick Days: If you are sick, and cannot function at a high level, please take the sick day and recover. If you come to work and cannot operate as usual, you're still going to be charged for the sick-day.

New Hires: For the first 90 days, there is no holiday, sick, personal, or vacation time.

Cell-phones: I don't want to have to ban them at work, but if people have them out while on a forklift or while working, we will explore collecting phones at punch in. Please handle the phone responsibly and with safety in mind.

Gossip: Please do not gossip. Gossip is unprofessional, unkind, and it speaks more of the person *doing the talking* than the person it is intended to talk *about*.

- Gossip always involves a person who is not present.
- Unwelcome and negative gossip involved criticizing another person
- Gossip often is about conjecture that can injure another person's credibility, reputation.

Warehouse Lunch Policy :

We allow 60 minutes of breaks per workday. The company is **not required** to pay you for breaks, and **can** require you to punch out. Our **company is willing to pay you for these breaks** if you take them:

1. during less-busy breaks in the day,
2. they don't last more than 20-25 minutes each,
3. we are loading trucks consistently (not loading them "after lunch"and
4. Everyone from the same section is not "on lunch" at the same time

Please keep in mind that *you are always welcome to take a longer break* than 20-25 minutes for lunch, **but please punch out (and back in) if you do**. And please check back in with the office when you are ready to return to work.

Reading Bonus Program:

Teach Joe for 30 minutes (your time) any book here:

\$50 per Book

- A Message to Garcia
- Go Getter (Peter Kyne)
- Secrets of Great Rainmakers (Jeff Fox)
- Go Giver

\$100 Per Book

- E Myth Revisited: Why Most Small Business Dont Work
- Entreleadership (Dave Ramsey)
- What They Don't Teach at Harvard Bus. School (McCormack)
- Hug Your Customers (Jack Mitchell)
- Gitomer's Little Red Book of Selling (Jeffrey Gitomer)
- Beware the Naked Man Who Offers You His Shirt (Mackay)
- Swim with the Sharks Without Being Eaten Alive (Mackay)
- No BS Business Success (Dan Kennedy)
- Raving Fans (Ken Blanchard)

Have another book in mind that should be on this list?? Ask Joe about it.