



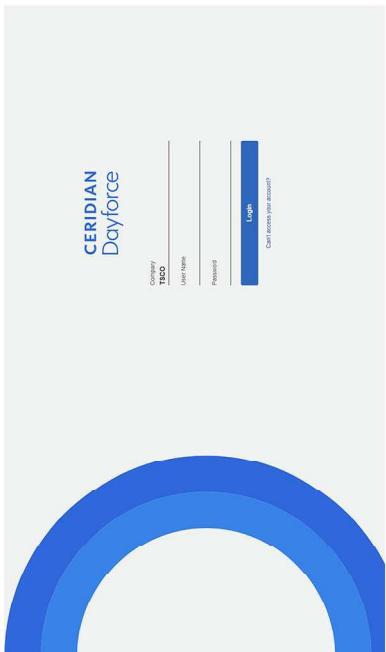
Welcome to The Service Companies! Now that you are a part of our team, we want to remind you How to get a shift, What is needed for your shift, and How to get paid for your shift!

IMPORTANT CONTACTS	
<p><b>Rosalie Borggraefe: Operations Manager</b> (O): 562-393-8320 (C): 323-829-0927 <a href="mailto:Rosalie.Borggraefe@theservicecompanies.com">Rosalie.Borggraefe@theservicecompanies.com</a></p>	<p><b>Samuel Grasser: Operations Assistant Manager</b> (O): 909-328-8261 (C): 909-264-9097 <a href="mailto:Samuel.Grasser@theservicecompanies.com">Samuel.Grasser@theservicecompanies.com</a></p>
<p><b>Patricia Marroquin: Operations Manager</b> (O) 337-244-9844 <a href="mailto:Patricia.Marroquin@theservicecompanies.com">Patricia.Marroquin@theservicecompanies.com</a></p>	<p><b>Marlen R. Munos: Regional Manager</b> (O) 562-393-8319 (C) 562-756-1026 <a href="mailto:Marlen.Munos@theservicecompanies.com">Marlen.Munos@theservicecompanies.com</a></p>
<p><b>How will you get a shift?</b></p> <ul style="list-style-type: none"><li>• Jobs advertised by your Operations Manager via email or text</li><li>• if you see a shift you are interested in and available for, please reply directly to the text or email received advertising that shift</li><li>• Your Operations Manager will then send you a confirmation email with everything you need to know about that assignment.</li><li>• Once you receive the confirmation email the shift is yours!</li></ul>	<p><b>What is needed for your shift?</b></p> <ul style="list-style-type: none"><li>• Read your confirmation email as this will have the address of your assignment, uniform requirements, and any parking info and whom to look for upon your arrival.</li><li>• If there is a parking charge you will be notified there, we do not reimburse parking charges unless noted in confirmation details.</li><li>• Remember to always arrive early and in uniform ready to work!</li></ul>
<p><b>How to get paid for your shift?</b></p> <ul style="list-style-type: none"><li>• You will receive an email with login details for Ceridian Dayforce</li><li>• Once you receive this follow the instructions to login, you will be prompted to change the password to something only you will know. Please keep a record of this as this is where you can view your paystubs, change your tax info, change your payment method.</li><li>• It is best to use a computer to login when you are setting up your payment method (direct deposit or pay card).</li><li>• Remember our pay period runs Monday thru Sunday with payments issued the following Friday.</li><li>• Changes to payment method must be completed before end of Monday of pay week. Changes made after will delay change until next payment.</li><li>• Please see attached guide to assist you with setting up your direct deposit.</li></ul>	<p><b>Calling Out/Running Late</b></p> <ul style="list-style-type: none"><li>• To call out or report yourself running late, you MUST call our 24-hour Emergency Line at 916-634-0383</li><li>• You will speak to a live operator that will take your message and immediately share it with all your managers to ensure the current manager on duty will receive it and reply in a timely manner.</li><li>• This is the only way to call out for a shift within 24-hours of your start time. Texting or emailing is not acceptable.</li></ul>

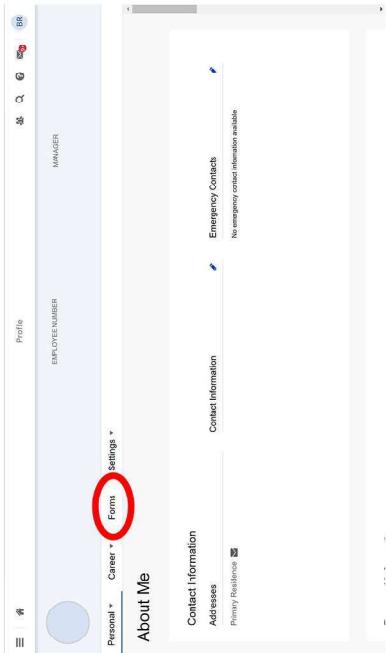
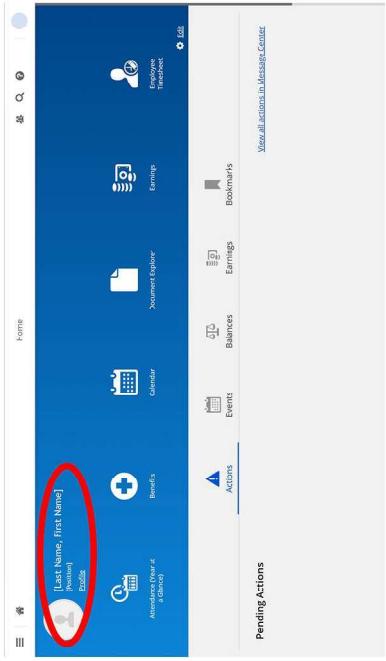
# How to Update Your W4 in Dayforce

1. Begin by logging in to your Dayforce account at: <https://www.dayforcehcm.com>

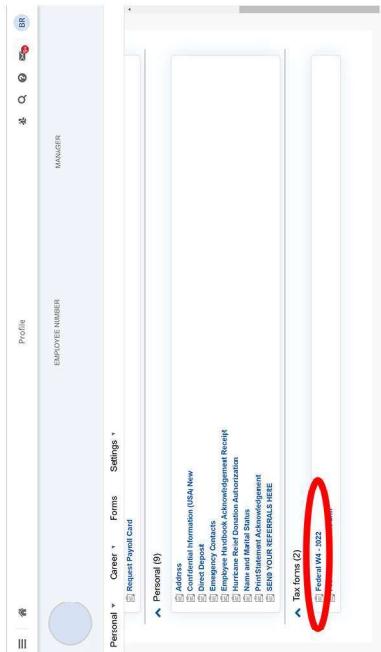
2. Once logged in, click on the “Profile” link under your near the top-left corner.



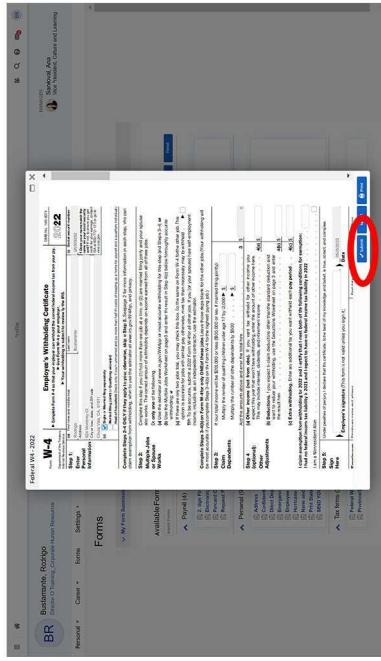
3. On your profile page, you'll click on “Forms”



4. On the forms page, scroll down to the very bottom where you'll find “Federal W4” listed under “Tax forms”



5. Your personal information will be auto-filled based on the information in your profile, but you can use this form to complete the rest of steps 1-5, then click the “Submit” button when you are done.



6. That's it! Your W4 will now be updated to reflect the information you just submitted.



You're all set!

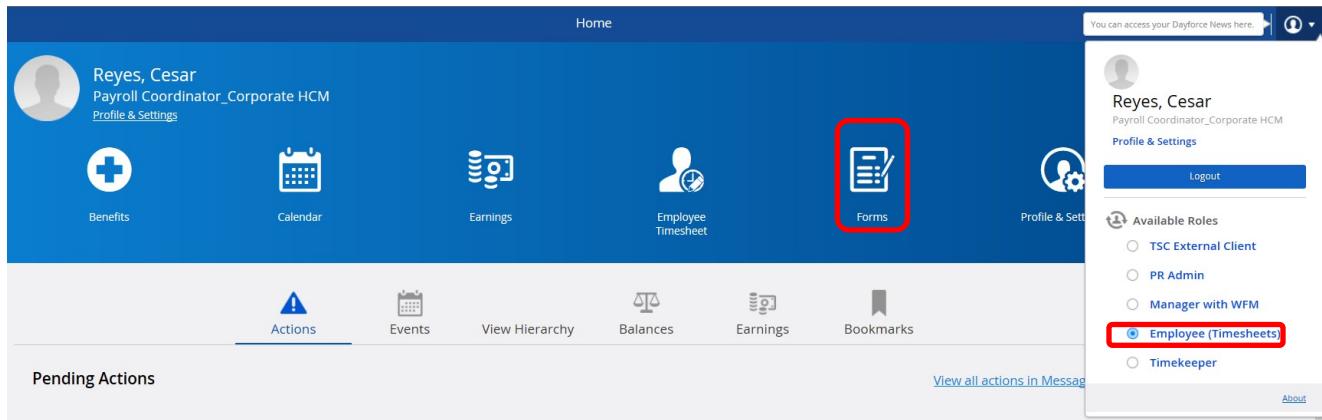
## Direct Deposit Setup – Employee Self Service Portal

Setup your Direct Deposit through the Employee Self Service Portal, which can be accessed by clicking on:

<https://www.dayforcehcm.com/MyDayforce/MyDayforce.aspx>

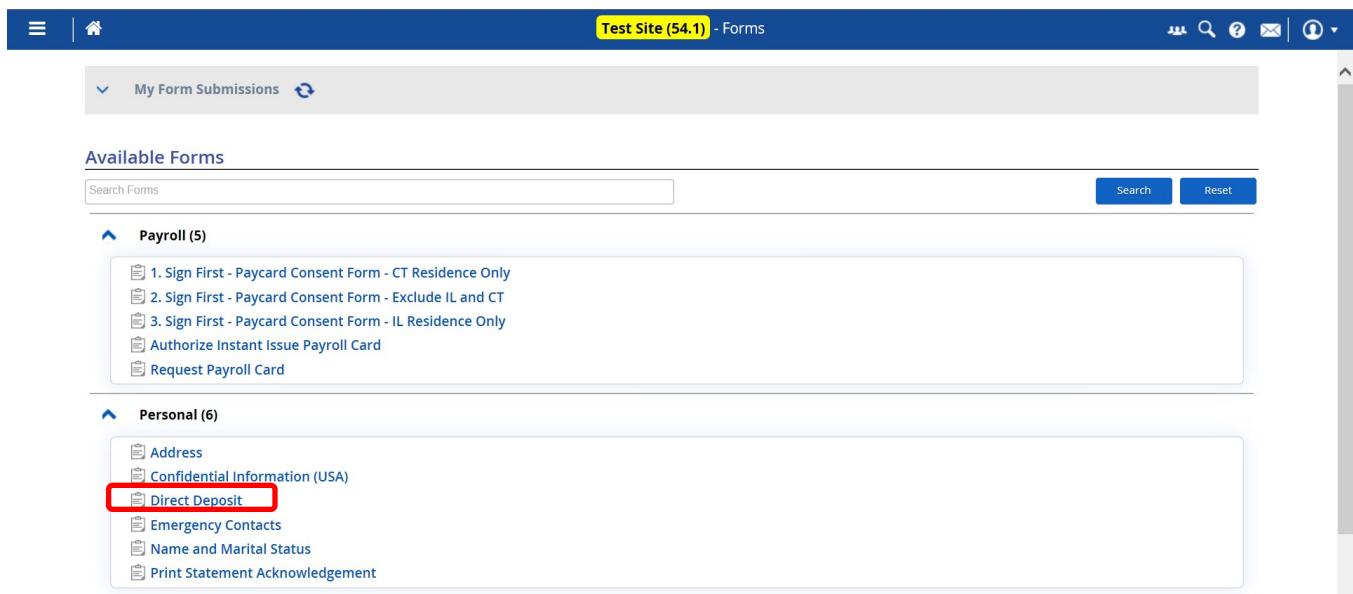
Please follow the guidelines as demonstrated in the images below.

1. Login to your Employee portal using your credentials under the Employee Timesheets Role and navigate to the “Forms” link and click to access.



The screenshot shows the Dayforce Employee Self Service Portal. At the top, there's a navigation bar with links for Home, Profile & Settings, and a news section. Below the navigation bar is a main menu with icons for Benefits, Calendar, Earnings, Employee Timesheet, and Forms. The 'Forms' icon is highlighted with a red box. At the bottom of the screen, there's a 'Pending Actions' section and a 'View all actions in Message' link. On the right side, there's a sidebar titled 'Available Roles' with several options: TSC External Client, PR Admin, Manager with WFM, Employee (Timesheets) (which is selected and highlighted with a red box), and Timekeeper.

2. On the “Available Forms” section under Personal, click on option # 3 Direct Deposit.



The screenshot shows the 'Available Forms' section in the Employee Self Service Portal. The 'Personal' category is expanded, showing a list of forms: Address, Confidential Information (USA), Direct Deposit (which is highlighted with a red box), Emergency Contacts, Name and Marital Status, and Print Statement Acknowledgement.

## Direct Deposit Setup – Employee Self Service Portal

3. On the Direct Deposit screen, click the Add button to get the New Direct Deposit screen to enter your new direct deposit information, then press ok

Direct Deposit

**Direct Deposit**

Status: Active Employee Number: [REDACTED]

**Direct Deposit Information**

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

Priority	▲	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
1		<input type="checkbox"/>	Savings	[REDACTED]	SUNTRUST BANK	[REDACTED]		<input type="checkbox"/>	<span>View/Edit</span>
2		<input checked="" type="checkbox"/>	Checking	[REDACTED]	SUNTRUST BANK	[REDACTED]		<input type="checkbox"/>	<span>View/Edit</span>

**Comment**

Add comment to the employee's file.

Save Draft Submit Cancel Print

### New Direct Deposit

Sample check image i

Remainder ✓

Pay Method \* Checking

Routing Number \* [REDACTED]

Financial Institution SUNTRUST BANK

Account # \* [REDACTED]

Reenter Account # \* [REDACTED]

Amount [REDACTED]

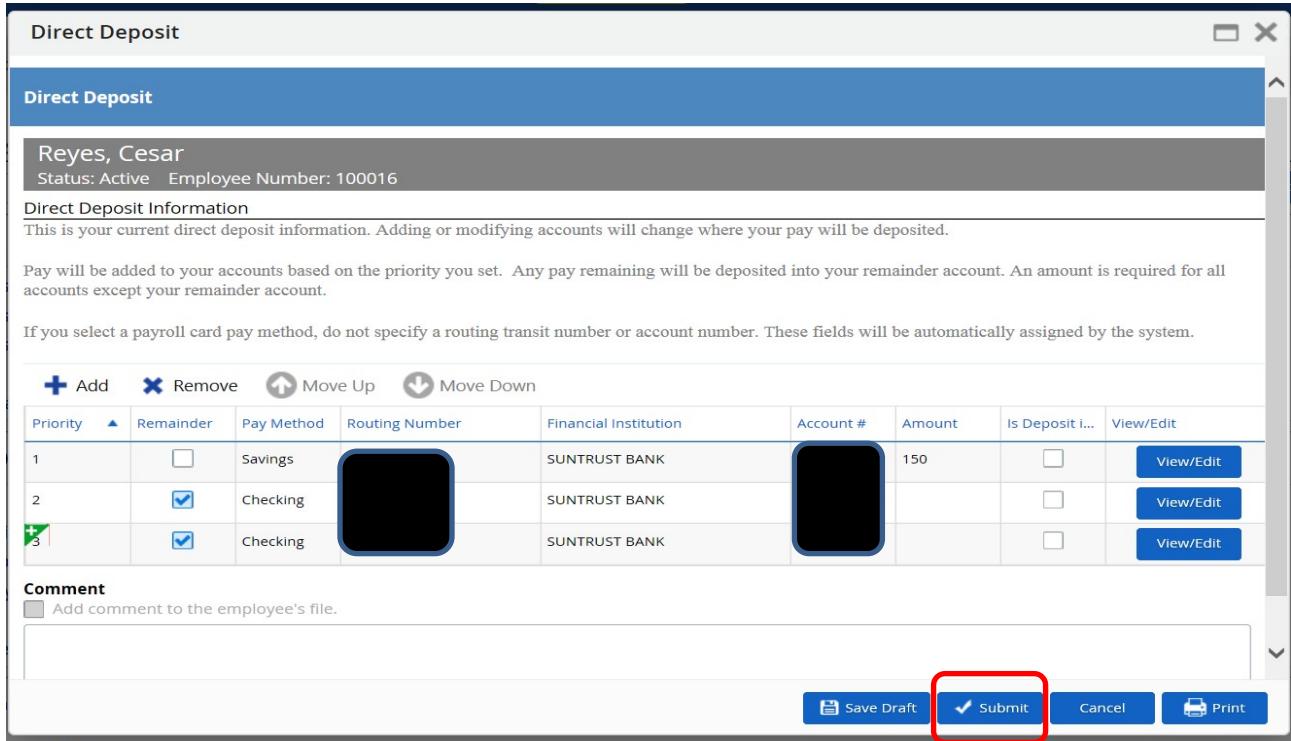
Is Deposit in Percentage

OK

Cancel

## Direct Deposit Setup – Employee Self Service Portal

4. Once you have entered your direct deposit information and you have verified your information is correct, you will be directed back to Direct Deposit screen. Press submits to send form electronically for approval.



**Direct Deposit**

**Direct Deposit**

Reyes, Cesar  
Status: Active Employee Number: 100016

**Direct Deposit Information**  
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

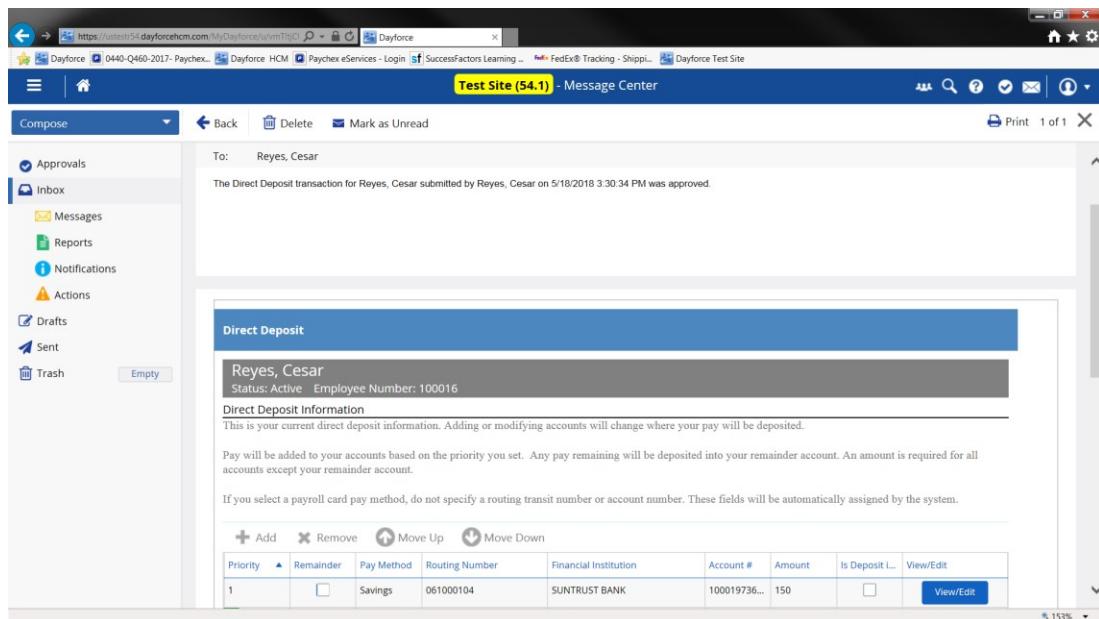
If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input type="checkbox"/>	Savings		SUNTRUST BANK		150	<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	Checking		SUNTRUST BANK			<input type="checkbox"/>	
3	<input checked="" type="checkbox"/>	Checking		SUNTRUST BANK			<input type="checkbox"/>	

**Comment**  
Add comment to the employee's file.

5. Your request will now be sent electronically through the work flow for approval to your immediate manager. Once your direct deposit request is approved, you will receive a notification in Dayforce that your account has been setup successfully.



Test Site (54.1) - Message Center

Compose Back Delete Mark as Unread Print 1 of 1

To: Reyes, Cesar

The Direct Deposit transaction for Reyes, Cesar submitted by Reyes, Cesar on 5/18/2018 3:30:34 PM was approved.

**Direct Deposit**

Reyes, Cesar  
Status: Active Employee Number: 100016

**Direct Deposit Information**  
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input type="checkbox"/>	Savings	061000104	SUNTRUST BANK	100019736...	150	<input type="checkbox"/>	



## Pay Card Requisition – Employee Self Service Portal

To request a personalized pay card through the Employee Self Service Portal, which can be accessed by clicking on: <https://www.dayforcehcm.com/MyDayforce/MyDayforce.aspx>

Please follow the guidelines as demonstrated in the images below.

1. Login to your Employee portal using your credentials and navigate to the “Forms” link and click to access.

Reyes, Cesar  
Payroll Coordinator\_Corporate HCM  
Profile & Settings

Home

You can access your Dayforce News here

Actions

Calendar

Earnings

Employee Timesheet

Forms

Logout

Profile & Settings

Available Roles

- TSC External Client
- PR Admin
- Manager with WFM
- Employee (Timesheets)
- Timekeeper

Pending Actions

View all actions in Message

About

2. On the “Available Forms” section under Payroll (5), click on option # 2 if NOT an Illinois or Connecticut employee.

Forms

My Form Submissions

Available Forms

Search Forms

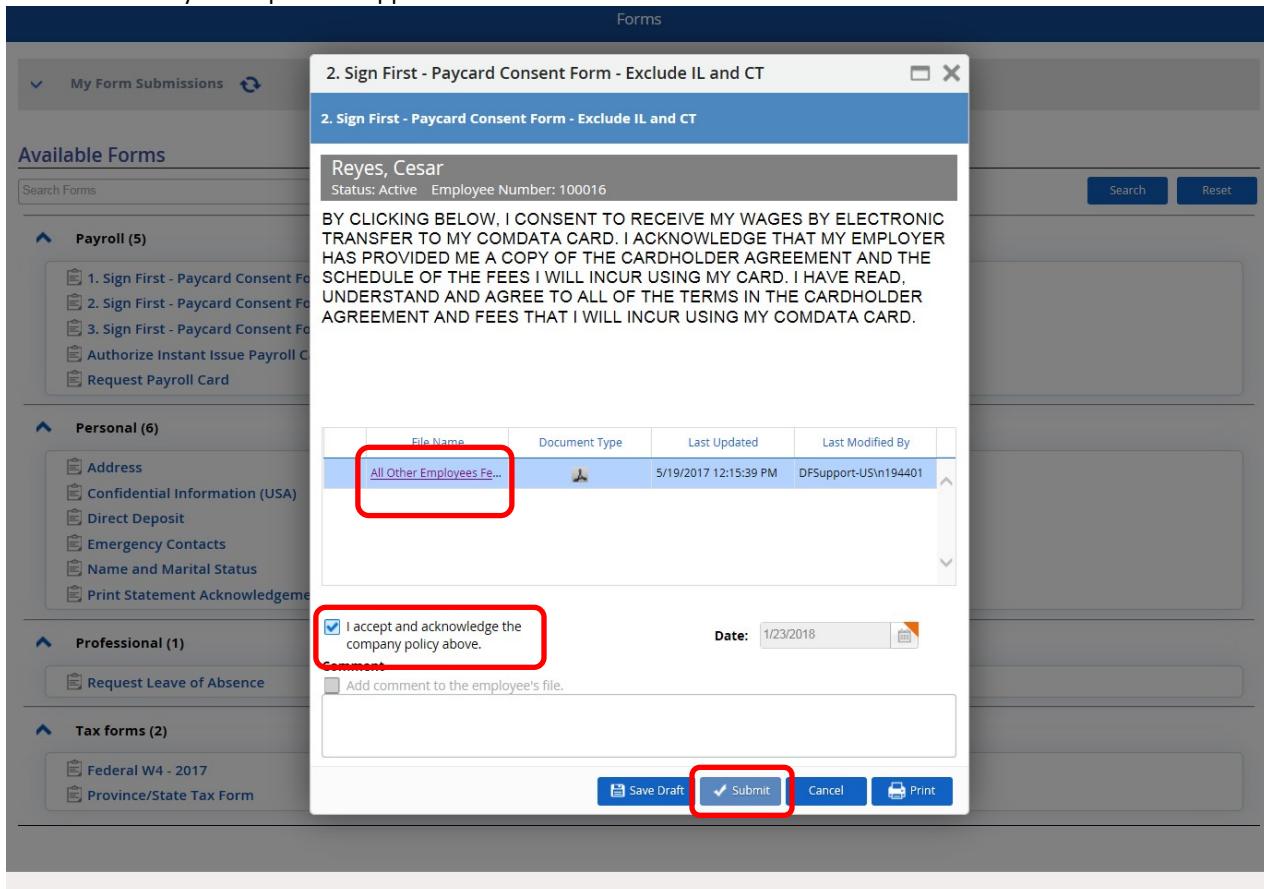
Search Reset

Payroll (5)

- 1. Sign First - Paycard Consent Form - CT Residence Only
- 2. Sign First - Paycard Consent Form - Exclude IL and CT
- 3. Sign First - Paycard Consent Form - IL Residence Only
- Authorize Instant Issue Payroll Card
- Request Payroll Card

**Pay Card Requisition – Employee Self Service Portal**

3. Click on the “File Name” link to view and save a copy of the Fee Schedule for all fees associated with your Comdata Pay Card, then on the “I accept and acknowledge the company policy above”. You may now submit your request for approval.



2. Sign First - Paycard Consent Form - Exclude IL and CT

Reyes, Cesar  
Status: Active Employee Number: 100016

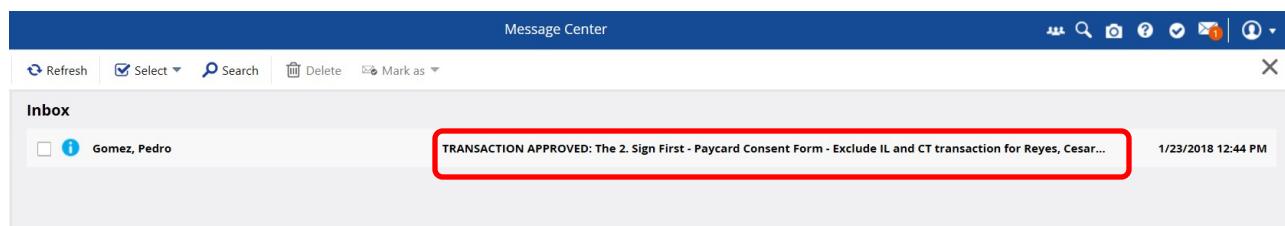
BY CLICKING BELOW, I CONSENT TO RECEIVE MY WAGES BY ELECTRONIC TRANSFER TO MY COMDATA CARD. I ACKNOWLEDGE THAT MY EMPLOYER HAS PROVIDED ME A COPY OF THE CARDHOLDER AGREEMENT AND THE SCHEDULE OF THE FEES I WILL INCUR USING MY CARD. I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS IN THE CARDHOLDER AGREEMENT AND FEES THAT I WILL INCUR USING MY COMDATA CARD.

File Name	Document Type	Last Updated	Last Modified By
<a href="#">All Other Employees Fe...</a>		5/19/2017 12:15:39 PM	DFSupport-US\n194401

I accept and acknowledge the company policy above. Date: 1/23/2018

Add comment to the employee's file.

4. You will receive a status notification of your request through the Dayforce messaging system. Please click on the link.



Message Center

Refresh Select Search Delete Mark as

Inbox

Gomez, Pedro

TRANSACTION APPROVED: The 2. Sign First - Paycard Consent Form - Exclude IL and CT transaction for Reyes, Cesar... 1/23/2018 12:44 PM



## Pay Card Requisition – Employee Self Service Portal

5. The system will now guide you to the “Pay Card Consent Form” where you can view and print your consent forms.

Message Center

Back Delete Mark as Unread Print 1 of 1

**TRANSACTION APPROVED: The 2. Sign First - Paycard Consent Form - Exclude IL and CT transaction for Reyes, Cesar was approved.**

From: Gomez, Pedro 1/23/2018 12:44 PM  
To: Reyes, Cesar

The 2. Sign First - Paycard Consent Form - Exclude IL and CT transaction for Reyes, Cesar submitted by Gomez, Pedro on 1/23/2018 12:43:45 PM was approved.

**2. Sign First - Paycard Consent Form - Exclude IL and CT**

Reyes, Cesar  
Status: Active Employee Number: 100016

BY CLICKING BELOW, I CONSENT TO RECEIVE MY WAGES BY ELECTRONIC TRANSFER TO MY COMDATA CARD. I ACKNOWLEDGE THAT MY EMPLOYER HAS PROVIDED ME A COPY OF THE CARDHOLDER AGREEMENT AND THE SCHEDULE OF THE FEES I WILL INCUR USING MY CARD. I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS IN THE CARDHOLDER AGREEMENT AND FEES THAT I WILL INCUR USING MY COMDATA CARD.

File Name	Document Type	Last Updated	Last Modified By
All Other Employees Fee Schedule except Illinois and Connect...		5/19/2017 12:15:39 PM	DFSupport-USvn194401

I accept and acknowledge the company policy above.  
**Comment**  
 Add comment to the employee's file.

Date: 1/23/2018

**Response**

**History (2)**

Response Time	User Name	Response	Response Comment
1/23/2018 12:43 PM	Gomez, Pedro	Accept	

Print Form

115%

## CORPORATE SHOE PROGRAM



# 30% OFF

YEAR-ROUND ON  
SKECHERS WORK STYLES

### THE PERKS OF THE SKECHERS CORPORATE SHOE PROGRAM



#### 30% OFF SKECHERS SHOES

Savings year-round on select SKECHERS styles for your company's footwear needs.



#### FREE SHIPPING AND RETURNS

Not the right fit? Simply send it back to us for a quick return at no cost. No restocking fees.



#### 500+ SKECHERS RETAIL STORES

Shop Skechers footwear at any of our 500+ stores across the United States and Canada.



#### QUARTERLY FRIENDS AND FAMILY DAYS

As part of our Skechers family, get exclusive savings on 3,000+ styles for men, women, and kids.

#### SHOP ONLINE:

First-time users: Register at the link below using your Company Access Code.

**[www.skechersdirect.com/register](http://www.skechersdirect.com/register)**

Company Access Code: **ZJH4ZV4G**

(Company Access Code is case-sensitive.)

If you are already registered, log in at [www.skechersdirect.com/login](http://www.skechersdirect.com/login)

#### SHOP RETAIL:

Show this flyer when shopping at our SKECHERS retail stores nationwide or mention RETAIL CODE: **B6U**



**THE SERVICE  
COMPANIES**

SERVICE. ABOVE ALL

If you have any questions regarding this program, please contact SKECHERS Direct Customer Service at (855) 759-7463 or email us at [info@skechersdirect.com](mailto:info@skechersdirect.com).

Valid at SKECHERS Retail stores and SKECHERS online only. Offer is valid for employees of this company only. Posting the exclusive discount codes or URL online is not permitted. Not valid on sale or test styles and cannot be used in conjunction with any other offers or promotions.

**PROGRAMA CORPORATIVO DE ZAPATOS**



**30% DE DESCUENTO**  
TODO EL AÑO EN ESTILOS SKECHERS DE TRABAJO

**LOS BENEFICIOS DEL PROGRAMA DE CALZADO CORPORATIVO DE SKECHERS**



**30% DE DESCUENTO EN ZAPATOS DE SKECHERS**

Ahorros durante todo el año en modelos selectos de SKECHERS para las necesidades de calzado de su empresa.



**ENVÍO Y DEVOLUCIONES GRATIS**

¿No es del tamaño adecuado? Solo tiene que enviárnoslo para una devolución rápida sin cargo. Sin cargo por reposición de inventario.



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Usuarios por primera vez: Regístrate en el enlace a continuación utilizando el Código de Acceso de su Compañía.

**[www.skechersdirect.com/register](http://www.skechersdirect.com/register)**

Código de Acceso de la Compañía: **ZJH4ZV4G**

(El código de acceso de la compañía distingue entre mayúsculas y minúsculas.)

Si ya está registrado, inicie sesión en [www.skechersdirect.com/login](http://www.skechersdirect.com/login)

**COMPRAS AL POR MENOR:**

Enseñe este volante en cualquier de nuestras tiendas SKECHERS o mencione **EL CÓDIGO DE TIENDA: B6U**



**THE SERVICE COMPANIES**

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Cualquier pregunta acerca de este programa, favor de ponerse en contacto con el Servicio a Clientes de SKECHERS Direct al (855) 759-7463 o comuníquese por correo electrónico a [info@skechersdirect.com](mailto:info@skechersdirect.com).

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THE SERVICE  
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# Advocacy 24/7 Work Injury Nurse Line



Immediately following a workplace injury, call to speak with a registered nurse who will evaluate your incident and determine care. If the nurse feels that injury is appropriate, they will connect you to one of our occupationally trained physicians for treatment. Our nurses specialize in occupational injuries and will connect you with the quality care you need.



# (877) 855-1319

**Call 911 for Medical Emergencies**

Scan the QR code for a list of questions you should be prepared to answer for First Report of Injury Intake only.

