

Employee

SEMPERSM
● INTERNATIONAL

Newsletter

Q4: Autumn 2015

Busy Season!

The Fall is a special time of year, with companies ramping up to the holiday season just in time to begin offering extra hours to our talent to allow them to purchase the needed winter supplies and holiday fare!

Over the last three months we have made major strides forward, moving much of our infrastructure to “the cloud” allowing us to offer you better and faster services. We will build on this new tech base to streamline and simplify the way we communicate and offer you the information you need. Top on the list is a new remote application process, online timecards and an overall better communication process. One big area of improvement you may have noticed is that we now communicate rush positions via text as well as phone and email. If you would like to update your preferred communication channels, please [contact your local office](#) and let us know.

We continue asking for your help by referring to us any new openings you know that could be filled by a flex worker, or by referring a skilled teammate that you can vouch for. We are all on the same team. Helping find each other work, behaving professionally, and generally being excellent just makes it easier for you to get interesting offers and positions.

We have noticed more and more clients asking to convert for full time positions - If you are NOT interested in that option, it is fine - many of our teams prefer working full time for us.

A special congratulations to our new employees of the quarter for setting great examples - The more our clients view us as high quality, the more positions they will give us! Keep up the good work and lets make this next quarter a good one!

All the best,

Dave Regan, CEO

Employee Spotlight

Atlanta

Semper Atlanta team would like to acknowledge Julia as employee of the quarter. She has exemplified professionalism, a positive attitude and she is a great team player for one of our major clients. Her manager reviewed her as top-notch. She came into their facility and “hit the ground running”. Her skill set has allowed them to float her to different areas from front office to production. She is a great organizer and is willing to jump right in wherever she is needed.

Julia thank you for a job well done. Welcome to the Semper Team!

Baltimore

Semper Baltimore team would like to acknowledge Alex for a job well done. Alex has displayed a positive “can do” attitude. Alex came to Semper with minimal skills and has excelled into more skilled areas of production. His manager stated that he is easy to work with, easy to coach and flexible in his work schedule. Alex we would like to say Thank you and job well done.

Welcome to the Semper Team and we appreciate all of your efforts and professionalism.

Boston

Semper Boston would like to recognize Keith for his effort and proven dependability. Keith has been a great employee at Skadden.

He works very hard and puts in extra hours anytime he’s asked.

Employee Spotlight

Chicago

Robert is currently a Semper worker at Office Depot. His duties consist not only of finishing work, but as of two weeks ago digital print CSR duties also. Its obvious in my interactions with Robert that he is a professional in how he handles business and that he is naturally kind and considerate. On my last visit to the facility the facility manager commented that he “needs four more just like Bobby”. It’s good to know that Semper has good representation at a valued client.

Dallas

Semper – Dallas would like to recognize Martina for her excellent commitment, reliability, and continued hard work. Every week Martina is there for the client on time and ready to work her scheduled shift. She’s also no stranger to overtime and works however many extra hours are needed to get the job done! Martina has received continual praise from the client and is a valued member of their team. The Semper-Dallas team would like to thank Martina for her great work!

Long Beach

We would like to express sincere gratitude to our Long Beach Office Depot staff. They work closely with Office Depot’s in-house staff to ensure that each order is successfully completed.

Our Semper Long Beach Office Depot staff are all dedicated to their positions. We are grateful for their work ethic and professionalism.

Semper PT

SemperPT would like to recognize Stephanie H. for all her hard work, dedication, and schedule flexibility this flu shot season. She’s been a great SemperPT ambassador!

Employee Spotlight

Minneapolis

Tom came to Semper by way of a referral from one of our other clients. They would have loved to have him aboard but they couldn't find room on their payroll - so they sent Tom to us with highest praise.

We were able to secure him short-term work through another division of that firm and he did fantastic work helping run their 2nd shift bindery while covering during a leave. But when the leave was over Tom needed a new gig. He turned to Semper and we were able to place him in a division of another large national firm and they really valued his skill, expertise and leadership. Tom has been a tremendous asset to that firm over the summer months.

New Jersey

We would like to recognize Juan. Even though he has only been with us short time his ability and energy to commute over an hour one way and always be on time is amazing. Juan is the type of employee we would like to have other employees demonstrate.

San Francisco

This quarter we would like to nominate Derrick as employee of the quarter. Derrick has been doing an outstanding job on his current assignment.

He communicates with us frequently and lets us know the status of assignment and that he enjoys working there. He is always on time and willing to do what needs to get done to complete the task at hand. Thank you for all your hard work, Derrick.

HRCorner

Direct Deposit

Do you really want to wait for the postal service to deliver you paycheck by snail-mail? Thanks to very severe weather over the past few months, some employees have seen significant delays receiving their paychecks in the mail. However, all employees that utilize our Direct Deposit method of payment have experienced NO delay receiving their paychecks; their money is deposited Friday morning into their bank account or Paycard of choice.

Just think how nice it would be to wake up Friday morning, view your pay statement on the **ADP i-pay website** and know that your paycheck is in the bank!

The direct deposit form is available online or by contacting your Semper Account Manager. Complete the form, provide bank information (a voided check or letter from your bank/Paycard company) and you will be on your way to no hassle Friday Payday!

Online Pay Statements

All Semper employees can self register with ADP to access weekly pay statements and up to 3 years of W2 forms online at <http://ipay.adp.com>. The registration Pass Code is **semper-ipay**.

Semper PT Health Center

How to Eat Healthy at Work

1. **Ditch the junk.**
2. **Make time for meals.**
3. **Bring leftovers.**
4. **Plan your meals.**
5. **Keep snacks at your desk.**
6. **Bring in a water bottle.**
7. **Choose balanced snacks.**

source: <http://www.coreperformance.com/knowledge/wellness/how-to-eat-healthy-at-work.html>

HRCorner

Have You Moved?

- ▶ If you have moved this year, make sure to update your mailing address with Semper by completing a new W4 form. The form can be found on our website or by asking your Recruiter or Account Manager. Remember, your year end W2 form will be mailed to the address we have on file for you.

Payroll Reminders

- ▶ With the holidays coming, it's more important than ever to get paid on time. We understand how important your paycheck is to you and your family. Please remember Semper's payroll policies and best practices as we go into the Holiday season.
 - Your worksite may celebrate different holidays than Semper. Get your time card signed at the end of your last shift to avoid problems. Normally timecards are due to your local office no later than 10am Monday morning, the approved timecard can be faxed or emailed. If you do not work weekends send us your time card at the end of your shift on Friday.
 - Make sure your timecard is signed by you, approved by your manager and has accurate dates and hours worked. If your timecard is late or inaccurate, you will not be eligible for a check that week. You will be paid the following week.
 - Semper offices are closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
 - Semper offices will be open the Friday after Thanksgiving, Christmas Eve and New Year's Eve.
 - During a Holiday week, timecards will have an earlier deadline. You will be given advanced notice of the early payroll deadline. Late timecards cannot be accepted Holiday weeks. *(continued on next page)*

HRCorner

Holiday Pay

- Semper offers Holiday pay to thank our employees for their loyalty during the year.
- Eligibility for holiday pay is 1800 hours in the previous 52 week period. You must work at least one shift the week of the holiday to receive holiday pay.
- Eligible employees will receive an additional \$75 in their paycheck. Holidays observed are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- More information on holiday pay is available on our website. Semper wishes you and your family a safe and happy holiday season.
- Be sure to keep your Recruiter / Account Manager updated with any changes to your address, phone number, tax deductions and direct deposit info.

Help us to better help you!

Workplace Safety

Tips to Stay Safe at Work

Workplace injuries are preventable. Here are a few tips to help you stay safe at work:

If you are asked to do a task that you think is unsafe – you have the right to say NO and refuse to do the work.

Get some training and learn how to identify hazards, manage risks and do the job safely before you start.

- Ask your supervisor to watch and check that you are doing the job the right way.
- Speak up and let supervisors know if you think a task is too dangerous or difficult for you.
- Ask questions and check with supervisors and co-workers when you aren't sure or can't remember how to do a job safely.
- Learn what to do and where to get help in an emergency.
- Always follow the safety rules and procedures.
- Always wear any personal protective equipment provided by your employer.
- Report all injuries (minor or major), Work, Health & Safety incidents and near misses.
- Look out for and report hazards.
- Keep an eye on your co-workers, especially if they are new to the workplace and don't know all the WHS issues.
- Try to get a good night's rest before heading into work. Feeling tired can lead to dangerous mistakes.
- If you have a safety concern, talk with more experienced workers such as supervisors, co-workers or your family to get some advice.

source: <http://www.talkingsafety.org/young-workers/tips-to-stay-safe-at-work.html>