

Employee

SEMPERSM
● INTERNATIONAL

Newsletter

Q2: Summer 2018

Summer!

I'm sure everyone is enjoying the weather, as we have been. We are getting close to ballot season for those of you who work on producing those. The vacation season is in full swing but, we are already getting calls for the start of the busy season.

Many of our clients use our services exclusively, so we provide our employees with not just the best assignments and benefits, but also access to most of the top companies in Marketing, Media, Print and Graphics.

We also want to Thank each of you, our teammates, for representing Semper professionally and with the high quality reputation we have earned over the years.

If you have any concerns or questions please feel free to let me know. In particular, if you know of any skilled associates looking for work or a position available where you are assigned.

We are always looking to keep our staff fully employed.

Over the last 20+ years we have been helping the industry and its people and look forward to continuing to do so

Dave Regan, CEO

Employee Spotlight

Atlanta

Semper Atlanta would like to nominate **Dontriel** for Employee of the Quarter. **Dontriel** has been in the printing industry for about 10 years, he started in the industry as a black and white key op doing bindery and finishing work.

While in the Navy he was an electronic technician and learned to read schematic drawings. He found ways to learn more about print and that allowed him to advance in the field. He is versatile, has multiple skills and an extremely professional worker.

Since starting with us he has been representing Semper with the utmost professionalism working with one of our national clients.

Dontriel welcome to Semper, and thank you for your hard work and professionalism.

Baltimore

Semper Baltimore would like to nominate **Phong** for Employee of the Quarter. **Phong's** professional demeanor and the ability to work responsibly are two of his major features. He has been an awesome employee, our client speaks highly of his professionalism, reliability and can-do attitude.

Phong has been working in the print industry for over 13 years - Reprographics Specialist, Docutech Operator, high production, high volume scanning, sort and distribute mail are a few of his skills.

Phong thank you of being the excellent worker that you are and congratulations for being **Semper-Baltimore Employee of the QUARTER.**

Boston

Semper Boston nominates **Felecia M.** for all her hard work! She has shown such commitment and dedication that our client reached out to us to let us know how happy they are to have her on their team. Go **Felecia!**

Employee Spotlight

New Jersey/New York

Semper NJ/NY would like to nominate **Eric B.** He is consistent, flexible and dedicated to his position with our client. Thank you for your dedication, **Eric!**

Chicago

Semper Chicago would like to recognize **Antonio.** He has consistently done a great job from day one. **Antonio** is a professional, knowledgeable, and dependable on site with our client. **Antonio** is an excellent communicator with the client and with Semper. He ensures his timecard is in and stays ahead of any possible disruptions. Thank you, **Antonio,** for your service.

Los Angeles

Semper LA would like to recognize **Daniel** for all of his efforts. He has been on assignment doing an excellent job for several months and continues to shine.

Orange County

Semper OC would like to recognize **Jay.** **Jay** has helped out over several years with demanding projects and is always highly sought after. This year has been no exception.

San Francisco

Semper San Francisco would like to recognize **Marvin.** **Marvin** has been on assignment for over a year and has done an outstanding job. He has been offered and accepted a permanent position with our client. Good job **Marvin!**

Employee Spotlight

Dallas

Semper Dallas would like to recognize **Audrey** for handling a demanding clients graphic and production output needs. Her great experience at correcting exactly what is needed with minimal instruction has been instrumental in their success. **Audrey** continues to receive amazing feedback from her supervisors and is a mainstay for this important client.

The Semper Dallas Team would like to thank **Audrey** for her exceptional commitment and proven skills to get the job done!

Minneapolis

Vicki started with Semper in November after deciding with her business partner to close their copy shop operation. She had not worked in a more traditional / large scale production atmosphere and decided she wanted to give it a try.

Working in the digital print/mailing and high-speed copy environment was a change and it worked out great, except for the ups/downs the work environment can be challenged with. But, **Vicki** hung in there for 8 months and did a fantastic job, she learned new equipment while being a very positive roll model in the work environment.

Semper PT

SemperPT would like to nominate **David S.** for all his help! He is working with a few of our clients and is constantly raved about and requested back. Thank you, **David!**

HRCorner

Direct Deposit

Paychecks are mailed on Wednesday from our headquarters in Boston, MA.

We strongly suggest you complete the direct deposit form on the day you are hired. By using our direct deposit benefit you will be paid the morning of pay day, and you will not have to wait for your check to arrive in the mail.

You must complete the Direct Deposit Form and provide a “voided” check or other sufficient bank proof of your bank account number and bank routing number. If you do not have a bank account we accept any pre-paid cards that allow direct deposit. If you do not provide direct deposit information your paycheck will be mailed the Wednesday before pay day.

You must notify Semper immediately of your intention to close your bank account or change banks; if you do not notify Semper of any account changes your direct deposit will be delayed.

Lost Check Policy

Semper will not be held responsible if your check is lost in the mail. If your check does not arrive, you must fill out a “Lost Check Form”, the form is available from your Semper Recruiter or Account Manager. You will be charged the Stop Payment / Check Reissue fee of \$35.00 which covers related costs.

Address Change or Tax Withholding Change

Complete a new W-4 form each time you move. Complete a new W-4 form each time you change your Federal Withholding Allowance. Some states have a separate Withholding Form. Please contact HR if you need a state form at 800-954-4993 x8957.

Paystubs and W2s

Both of these can be accessed on ADP i-pay website, contact your Recruiter or Account Manager for registration instructions and password.

Benefits

Semper offers a complete and competitive benefits package to our qualified employees. Please review benefit information at www.semperllc.com for eligibility, current plan details and costs.

All benefits and rates are subject to change and include:

- Medical Insurance • Dental Insurance • 401K Investment Program • Holiday Pay

Contact HR@Semperllc.com for more information.