

*Employee*

SEMPER<sup>SM</sup>  
● INTERNATIONAL

*Newsletter*

Q4: Fall 2017

# Busy Season is Rolling Along

We are halfway through the busy season and wanted to take a minute to thank all of you for your hard work!

The quarterly Semper client poll was just completed and it was the most positive one we have had in a while. We have high hopes for consistent increased business for the remainder of the year. This is great news for us!

Also, Semper is starting to enhance our benefit offerings so, please keep an eye out for your eligibility letters. We take good care of our teammates and want you to partake in these benefits. If you have suggestions or concerns please email me directly at [always@semperllc.com](mailto:always@semperllc.com).

As the winter and holiday season approach, we hope that everyone is healthy and safe. Please be sure to let us know about any business closings due to weather or holidays.

Many thanks for all that you do for Semper!

All the Best,

**Dave Regan, CEO**

# Employee Spotlight

## Atlanta

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**Perry** has worked with the Semper Atlanta office for several years. Recently, his temporary role was converted into a permanent one by a Semper client. Nevertheless, he continues to stay in touch and bring the office information about the opportunities at his work site. At his new job, Perry was voted Employee of the Month and awarded a huge financial gift. Since he was hired, Perry has excelled, trained and operated various of machines outside of his skillset allowing him to become a valuable asset to his employer.

We congratulate him for his outstanding work and representing Semper with first class service.

## Baltimore

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Semper Baltimore is pleased to nominate **Rahim** as Employee of the Quarter. Rahim has been with Semper for several years and throughout his employment he has been flexible and professional. His on site manager described Rahim as, "Reliable and passionate with above the norm experience and knowledge." We congratulate Rahim for representing Semper positively and continuing to be a shining star within our family.

## Boston

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The Boston office would like to recognize **Benedict A.** as Employee of the Quarter. Benedict has been working for the same Semper client since 2015.

He readily works overtime. Sometimes up to 68 hours per week. Benedict is definitely one of our best employees. We are proud to say he is part of Semper's team.

# Employee Spotlight

## Chicago

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Semper Chicago would like to recognize **Paul B.** He has been placed at many different client sites this year and always shows dedication and flexibility. At every site, he has done a great job even if the work is not something he likes to do. We appreciate Paul's hard work and reliability. This has not gone unnoticed.

## Dallas

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Semper Dallas would like to recognize **Francis** for his great dependability and outputting daily work orders to meet a critical turn around time for the client. He has adjusted his work schedule to meet the clients changing work-flow and takes on extra days whenever asked! We greatly appreciate your resilience and dependability to be this projects go-to-person to meet their deadlines. The Semper Dallas Team would like to thank Francis for his exceptional commitment and work ethic!

## Los Angeles

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**Ronnie** is a skilled bindery worker. He has done an outstanding job on each assignment he has gone to. Sometimes working 60+ hours a week to make sure the job is done correctly and on schedule. Nothing but positive reviews for his work. Thanks Ronnie for always doing your best!

## San Francisco

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San Francisco would like to nominate **Marvin** for Employee of the Quarter. Marvin has been on assignment since April 2017 and has been consistently flexible with his schedule and always performed above and beyond.

Thanks Marvin for all of your hard work!

# Employee Spotlight

## Semper PT

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SemperPT would like to recognize **Alvonette** for all her hard work this quarter. She is our “go to” person for all wellness openings in DC/ MD.

## Minneapolis

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**Ken** jumped aboard with Semper back in September 2016 as the RRD plant was just starting to enter their busy season. He had a desire to improve and update his digital press skills on the new equipment. He had come from an on-site copy center within a large corporation and wished to experience a larger and more traditional commercial print environment.

He has worked with Semper for 13 months, been a solid performer and asset to the firm. Ken's desire to add to his skill set makes him an exemplary Semper employee.

## New Jersey

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Semper New Jersey would like to acknowledge **Amadou N** as Employee of the Quarter. Amadou started working as a temp for us in March 2017. His assignment ended after a few months but not long after the client called back requesting him. Amadou is always willing to work over-time and has done up to 65 hours in one week. He is a very hard worker and travels every day more than an hour to get to work. We value his hard work and dedication. Thank you!

# HRCorner

## Direct Deposit - No Hassle Friday Payday

Semper's goal is to have all employees utilize our Direct Deposit method of payment. By using this method of payment you will experience **NO delay** receiving your paycheck. Your money is deposited Friday morning into your bank account or on your Paycard of choice.

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 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 available from your Account Manager/Recruiter.

## 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 Account Manager/Recruiter. 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 Semper office no later than 9am 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.
- During a Holiday week, timecards will have an earlier deadline. You will be given advanced notice of the early payroll deadline. Late timecards can't be accepted on Holiday weeks.

# 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 Account Manager/ Recruiter updated with any changes to your address, phone number, tax deductions and direct deposit info.

**Help us to better help you!**