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WHAT TO EXPECT:

MONDAY CONFERENCE CALL: Every Monday, 7:45am

In the event that Monday is a holiday, the call when be on the next business day.

: **Google Meet**

TEAM CONFERENCE CALL: Monday- Friday , 8:00am

Daily Meeting with your team leader to discuss priorities and objectives that pertain to the day

: **Google Meet**

WEDNESDAY TEAM MEETING:

Breakfast Provided - 6:45am

Meeting Starts - 7:00am

Meeting Ends - 8:30am

On The Road - 8:45am (unless other meetings scheduled)

1. If you are running late for any reason, be respectful of the meeting by joining with minimal disruption.
2. If you don't get breakfast and coffee prior to 7:00am - please wait until the close of the meeting.
3. Engage, not disrupt.
4. Participate, not distract.
5. BE RESPECTFUL OF EACH PERSON'S PREPARATION.

PTO REQUEST and BALANCE:

zenefits.com

PAYROLL INFORMATION:

Chris [REDACTED]

Heartland Payroll Web Portal

PHONE / TABLET ISSUES:

Christopher [REDACTED]

Chad [REDACTED]

TRACKVIA ISSUES:

Levi [REDACTED]

HR / BENEFITS INFORMATION / CHANGES:

Jennifer [REDACTED]

