

## EMPLOYEE ORIENTATION AND BENEFITS INFORMATION

Again, welcome to Allegiant Management Corporation. Your company has joined a personnel firm that specializes in payroll and benefits administration. We help many small organizations across the country conduct their routine personnel affairs. This type of arrangement helps small businesses provide their employees a better benefits package than they could provide on their own. Our experienced staff is available to help both you and the business owner with a variety of human resource issues and in essence function as your personnel department. The outline below shows you some of the services and benefit packages that are available to you and your company. Most of the benefits are available to both part time and full time employees. However, to enroll into the health benefit package, you must work at least twenty (20) hours per week. If you have questions, please contact us at 1-(800) 525-2901.

### GENERAL EMPLOYMENT SERVICES

- Processing & delivery of payroll checks
- W-2's Preparation for federal tax filing
- Local, state and federal tax payments
- Wage garnishments
- Maintenance of Personnel Files
- Direct deposits of paychecks
- Discrimination/Harassment Issues
- Unemployment Compensation Claims
- Workers' Compensation Claims
- State Disability Programs: California, Hawaii, New Jersey, New York, & Rhode Island

### HEALTH INSURANCE

- (Cafeteria Plan: You may take advantage of any or all of the following, however none are required)
- Major Medical Insurance
- Dental Insurance
- Vision Insurance
- Term Life Insurance
- Disability Insurance
- COBRA Coverage- ability to maintain medical, dental or vision benefits, after termination, during leaves of absence, or if your hours are reduced to below 20 hours per week.

**IMPORTANT - Please note:** You are eligible to start health benefits coverage on the first of the month following 32 days of employment. If you do not elect coverage during your initial eligibility, you must then wait until the next open enrollment period to elect coverage. Open enrollment for medical insurance is in August, while open enrollment for Dental, Vision, Life Insurance and Short-term disability is in January.

### GENERAL BENEFITS

- 401(K) Retirement Program- Six months of service is require to start contributions and you must be at least 21-years old. However, rollovers from another employer plan will be accepted immediately.
- Automobile Insurance- In some states
- Homeowner Insurance- In some states
- Credit Union Membership: (checking, savings, CD's, IRA accounts, Visa cards & loan services available.)
- Child Care Reimbursement
- Travel Discounts or Memberships to , Busch Gardens, Sea World, Universal Studios, Sesame Place, Water Country – USA, etc.