



January 1, 2017

To: Apex Contract Employee

From: Apex

Subject: Welcome to Apex

Apex is privileged to represent you and would like to welcome you aboard!

We are committed to ensuring that your experience with Apex is unsurpassed; thus, we have compiled a few highlights regarding your pay, benefits and valuable contact information.

This paperwork packet can serve as an introduction to Apex and includes information about our company, our process and resources for questions. Please reach out to your local Apex representative or a member of our Contractor Care Team if you have any questions.

Before beginning work, you must visit GovDocs at the following website :

[Apex Contractor Postings](#)

Select the geographic location of your worksite, and access important notices, information, and mandatory disclosures regarding your employment. You will be required to acknowledge your completion of this process. For your convenience, you are encouraged to re-visit this link at any time to view important, up-to-date notices and information regarding your employment.

One of the most important things is your paycheck. Paychecks are mailed directly from our corporate office each week though we also offer direct deposit and pay cards.

Below are a few key points in Apex's pay process to ensure that your pay is timely and accurate:

- ▶ Hours and/or expenses should be entered into MyApex each Sunday night by 11:59 pm ET. After this time, you will be locked out of time-entry for that week.
- ▶ There are three ways in which we receive approvals for your hours and/or expense each week. Your Apex representative will indicate which approval process you will be utilizing:
 - Electronic online approvals through MyApex.
 - Electronic approvals through the client's system (i.e. VMS).
 - Signed paper time cards. The approved paper time cards must be sent to our office via hand delivery, email, or fax by 3:00pm (local time) each Monday.
- ▶ If you have expenses, they also must be entered into MyApex on a weekly basis. Upon submittal, please pull your expense report from the "View Expense Report" link within MyApex. The expense report will serve as your cover sheet. Please place your receipts behind the cover sheet and then email your expense report to conreceipts@apexsystemsinc.com. (Per Diem should be entered as one unit per day. Mileage should be entered as the actual mileage amount and not the dollar amount to be received.)
- ▶ If you ever have a problem getting your hours into MyApex, you can click on "Support Ticket System" to open a trouble ticket.

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- ▶ In order for MyApex to operate correctly, please make sure to disable your pop-up blocker.

Apex offers three ways for you to receive your pay check each week:

Direct Deposit: Once you have set up your My Apex account, you will see a link for direct deposit. Click on that link and follow the instructions. Direct deposit information correctly entered by midnight Tuesdays will be active for that week's processing. Once your direct deposit has begun, your paycheck should be viewable in your bank account on Friday morning. You may also view your pay stub through MyApex as early as Thursday afternoon.

COMDATA Pay Card: The pay card option allows your weekly pay to be loaded onto the card each Friday. It bears the Mastercard logo and is quick and easy to use. For further information please ask your Apex Payroll Representative for details and instructions on how to sign up.

Paper Check: A paper check is issued from our corporate office in Richmond, VA and mailed via standard U.S. mail to your home address each week. Please note that receipt of check could take a few days.

A few key points regarding your benefits, should you choose to participate:

- ▶ Within one week of your start date you will receive your login information via email from Benefit Solver.
- ▶ You have 30 days from your start date to register and make your benefit choices.
- ▶ On the Benefit Solver website, www.benefitsolver.com, you will find all of the information needed to make the right decisions for you and your family.
- ▶ Enrollment can be completed via the Benefit Solver website www.benefitsolver.com.

Care Center Team Contact Information:

Email: Contractorcare@apexsystemsinc.com

Phone: 866-612-2739

In October of 2012, Apex launched a national Contractor Care Center in an effort to ensure our Contractors are taken care of, and to take additional measures to enhance their experience. Each of Apex's 50+ offices has a designated Care Center Specialist (CCS) who is there to:

- Assist with Benefits questions and issues
- Ensure the lines of communication between our Contractor Community and Apex are open
- Ensure satisfaction
- Communicate any programs or other offerings
- Communicate any deadlines/timelines
- Act as an escalation point if needed
- Answer any questions and/or resolve any concerns
- Act as a sounding board

Sincerely,

Apex