



### **Payroll**

ADP processes the payroll and will deposit your check directly in your account. Forms need to be completed for processing and a voided check is required.

Payroll Dates – Payroll is paid two times per month on the following days:

<i>Period</i>	<i>Pay Date</i>
First day of the month through the 15 <sup>th</sup>	Paid on the 22 <sup>nd</sup> of that month
16 <sup>th</sup> day of the month through the end of month	Paid on the 7 <sup>th</sup> of the following month

If the pay date is a weekend or holiday, you will be paid on the last business day before the weekend or holiday.

### **Insurance**

Medical & Dental Insurance (Blue Cross Blue Shield of Florida) – Arcis pays 80% of employee premium. You are eligible the first of the month following ninety days of employment. Your share of the premium and any additional premium related to coverage of other family members will be deducted from your paycheck.

Long-Term Disability Insurance is provided at no cost to the employee.

A \$15,000 Life Insurance Policy is provided at no cost to the employee.

A Simple IRA retirement plan is available following a full calendar year of employment. Arcis will match an employee's contribution of up to 3% of the employee's salary.

### **Various Forms**

The attached I-9 and W-4 need to be completed.

### **Holidays**

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

### **Vacation/Sick Days**

Vacation must be requested using the Vacation Request Form. It is recommended that you get approval before you schedule and book reservations. All requests will try to be accommodated; however, that may not always be possible. For sick days, please call first thing in the morning and speak with your supervisor or leave a voicemail message.