



Documentation/Training/Web Development

Working for The Carl Group

Welcome to The Carl Group. Included with your contract are a copy of our 2011 payroll calendar, and a master copy of our time sheet. For online versions of the calendar, time sheet, I-9, W4, 401K enrollment forms, and Flexible Medical enrollment forms go to www.thecarlgroup.com and click on the Contractors button. Forms access is located at the bottom of the contractor's page. If you have any questions regarding any of the information included in your employee package, please contact Tim Carl at (831) 708-2610 or tim@thecarlgroup.com.

Time Sheets and Pay Checks

To ensure the timely processing of your time sheets, it is imperative that we receive a scanned, emailed copy by 5 P.M. Monday afternoon of the week that the time sheet is due. If we do not receive a time sheet or a telephone call (concerning a delay) by 5 P.M. Monday, we will have to process the payroll for that time sheet on the following payroll. Please contact Tim Carl (831) 708-2610 regarding the processing of time sheets and other payroll questions. You also may sign up for auto deposit of your payroll checks.

Limitations on Hours

You may not work more than 8 hours in one day and 40 hours in one week unless you have received prior authorization. Please check with The Carl Group if you have questions. Overtime will not be paid unless prior written authorization has been obtained from Tim Carl.

Employee Benefits: 401K

The Carl Group continues to offer a 401K retirement program through Merrill Lynch. You are eligible to participate in the 401K immediately following your first hour of work. Once you are eligible you may continue using the 401K every time you contract with us. The 401K Plan allows you to put a portion of your income, within the limits of the law, in a tax-free retirement account. **All contractors must complete and return a copy of the Enrollment form to The Carl Group, whether or not you choose to participate.** For questions regarding specific investments, call Tore Saso, our Merrill Lynch contact, at 408-283-3112.

Employee Benefits: Flexible Spending Plan

The Carl Group has reenrolled in the Flexible Medical Spending Plan where you can use pre-tax dollars to pay for Medical Premiums, out-of-pocket medical expenses, and dependent care expenses. Administered by Total Administrative Services Corporation, this plan allows you have money deducted from your paycheck before taxes are deducted. Then, you submit requests via a web site for reimbursement for qualified expenses from your personal pool of pre-tax monies. Only those working an average of 20 hours or more per week are eligible.

State Disability Insurance and Worker's Compensation

Please review the pamphlets, "State Disability Insurance" and "Facts about Workers' Compensation", given to you when you signed your contract. Keep this information with your contract for future reference.

Sexual Harassment

Please review "Sexual Harassment Hurts Everyone", as well as our company policy sheet.

Ergonomics

Please review the "Ergonomics Checklist" and the "Office Ergonomics: Putting It All Together" videotape. Keep the checklist with your contract for future reference and return the videotape.