

## Moving Forward

We are functioning better as we bond as a team. Our focus has been on having impact with our GTMs. Our management team continues to receive very positive feedback from the GTMs concerning our staff support. Our new government POCs LaKeya Hayden, Natalia Belinsky, and Sandoria Wilkins are easy to work with and supportive. We are transitioning to the TSheets online time tracking tool starting April 1<sup>st</sup> – no manual timecards going forward. We look forward to expanding and growing in the future. We have a team meeting scheduled on Tuesday, April 23<sup>rd</sup> at 10am at ROB – we look forward to seeing everyone.

## Timecards

The timecards process should be easier starting on Apr 1<sup>st</sup> as we move to TSheets only. It is important that everyone is diligent about checking in and out during each workday, or submitting PTO if out for vacation, sick leave, or holiday. A required 30 minute lunch break is also included. Please pay attention to the process and let us know if you have problems. Our next payroll run will be based on TSheets.

## Health and Welfare

Your accounts are now active and working properly after an initial rough start. We are hopeful that this will continue to be the norm. If you have any questions concerning the plan, you can contact AXIM at (855) 808-4474 or email them at [FSGcompliance@aximfsg.com](mailto:FSGcompliance@aximfsg.com). For access to paystubs, use the link provided in the “Workforce” email and contact Intuit for help logging in at (800) 446-8848 (CeleraPro is connected to QuickBooks payroll).

## Retirement Benefits

We are still working to get the retirement process in place. We should have everything in place in April. You will be notified when we start the process. Each staff member will be provided an overview, required documentation, and contact information for the process. Hopefully it will be smooth. If you have any questions once you receive the information, we will be available.

## Vacation, Sick Leave, and Emergencies

It is important to remember that requests for vacation, sick leave and emergencies need to occur as soon as possible. This is also true with LWOP. As demonstrated already on the team, back-up coverage has become important as we move into the Spring and Summer months. This will continue to grow as we move into these months. Requests for vacation time of 3 days or less should be made 30 days in advance. Requests for vacation time of 4 days or more should be made 60 day in advance. When sick leave is taken let us know as soon as possible and contact your GTM.

## Primary and Back-up Matrix

We have provided each of you a staff matrix that defines your primary position and back-up roles. I have seen some coordination on the team, but we need to step this up. It is important that everyone is proactive in providing support to other staff members. Many of the GTMs are already asking about the approach and are very positive about

CeleraPro's efforts to provide this capability. This process also provides each of you a chance to get a broader knowledge of other work activities that may advance your resume. We expect everyone to get involved.

## Three-Day Coverage Guidance

It is important to repeat this guidance as several GTMs were not made aware of this change in the new contract. Make sure that each of you understand the 3-day contract guidance for vacation, sick leave or emergencies. The contract permits you to be absent for up to three days without coverage for your position. After this period, unless your GTM specifically states otherwise, CeleraPro will provide a fill-in from our staff. Please give as much notice as possible for all absences. We will make every effort to support the GTM if there are specific needs within the 3-day period.

## Roles and Responsibilities

As stated last month, CeleraPro has developed a list of roles, responsibilities, and functional systems for each staff member. This matrix is being used to help define potential skills needed and was used as one of the guidelines for defining potential back-up roles. We want to continue to build and expand the experience on the team. If you gain new skills or training, make sure to coordinate that with the management team. This will provide us with a better understanding of your skills and experience.

## Back-up Coverage for Staff

It is important that everyone understand the new contract. One of the changes eliminates floater positions. If we need to provide coverage for one of your associates, we will need to provide it from our staff. We need everyone's commitment to make this process successful. We have already had staff step up and support other staff out on vacation or sick leave. We appreciate the efforts. Getting together with your associates to learn their task in advance is important so that we effectively meet the needs of the GTMs.

## Email Signature Blocks

CeleraPro has updated the request from the CO for a specific signature block for all staff. Per internal reviews, it looks like everyone has stepped up to provide the information and format requested. **IMPORTANT** – everyone needs to be using the new signature block. We want to make sure everyone has the same signature stamp for their GSA email.

## Vacation/Sick Leave Calendar

\*\*\*Action\*\*\*

The Vacation/Sick Leave Calendar is available so that we can track staff plans well in advance. This calendar is beneficial to us in planning future activities. As stated earlier, we encourage and expect the staff to reach out to the appropriate staff identified for back-up roles so that each has experience at the site and with the GTM. If you have updates that impact vacation or sick leave, it is essential to the contract that each staff member let us know.

## If You Are Moving

\*\*\*Action\*\*\*

If you are moving or planning a move, CeleraPro needs to know. We have a standing requirement for a percentage of staff to live within a HUBZone. Due to this requirement, please inform us 60 days in advance. Keep us aware of any moves that might be planned. This is necessary so that we keep the books updated and maintain our HUBZone status.

## Personal Announcements

\*\*\*Action\*\*\*

Please let us know if you have any exciting news you would like to share with the team. Items such as births, birthdays, graduations, weddings, and other events can be included. This is purely voluntary but will help us get to know one another.

## Upcoming Events

- Savings Plan rollout and enrollment information should be available in April.
- CeleraPro is converting to TSheets on April 1st. Manual timecards will no longer be required.
- Team Meeting – Tuesday, April 23<sup>rd</sup>, 10am-23noon, ROB Room 7023.

## Suggestion Box

\*\*\*Action\*\*\*

Please feel free to offer suggestions to CeleraPro leadership on the lines below. Include ways to improve our support to GSA and better ways to communicate with each other:

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