



### Thanks

A big thanks to everyone for being supportive on the start of the new contract. The government shutdown impacted a smooth transition that we planned but your commitment to the GSA client allowed us to help them through a tough period. Corey has been very appreciative of the efforts by the team. Hopefully the government will solve their differences so that we can get back to business.

### Timecards

We are pleased that everyone has been more proactive with the timecard process. The last cycle was much better. Make sure you are submitting your signed timecards on the 15<sup>th</sup> and end of the month. In addition, we continue to want you to submit a timesheet for each week's work on Friday in accordance with DCAA timecard guidelines.

### Health and Welfare

All medical forms have been submitted and your accounts are active. We would like to get feedback on how the process is working as we move forward. Please contact AXIM Fringe Solutions Group at (855) 808-4474 with any questions or email them at [FSGcompliance@aximfsq.com](mailto:FSGcompliance@aximfsq.com). The second enrollment period for the retirement benefits will start in the March time frame.

### Vacation, Sick Leave, and Emergencies

Requests for vacation, sick leave and emergencies need to occur as soon as possible. Requests for vacation time of 3 days or less should be made 30 days in advance. Requests of 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. When emergencies occur let us know as soon as possible so that we can help cover your absence and support you and your GTM as needed.

### Three-Day Coverage Guidance

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. Thus, a need of some cross-training as we ensure the GTM's support needs are met. Please give as much notice as possible for all absences.

### Roles and Responsibilities

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

With your help, CeleraPro is developing a list of roles, responsibilities, and functional systems for each staff member. **You need to submit your list no later than Feb 15<sup>th</sup>**. All information should be provided to Betty and copied to Chuck and Remo. This will provide us with a better understanding of your skills and experience.

## Work Coverage for Staff

The new GSA contract is a little different than the last 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. Part of the reason for the roles and responsibilities request is to better understand our staff skills so that we effectively meet the needs of the GTMs.

## Email Signature Blocks

Several staff still have their old email signature from the previous contractor or other sources. We want to make sure everyone has the same signature stamp for their GSA email. We will be providing a standard CeleraPro signature block to everyone to be used on all emails.

## 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 is necessary so that we keep the books updated and maintain our HUBZone status.

## Personal Announcements

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

- 401k enrollment information should be available in the March timeframe.
- CeleraPro will convert to an automated time tracking tool soon. (We have not found a tool that meets our needs yet.)

## Suggestion Box

Please feel free to offer suggestions to CeleraPro leadership to improve our support to GSA, or better ways to communicate with each other:

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