

Moving Forward

We are getting into a routine that I believe everyone is comfortable with. I like how the team is coming together. Our focus will continue to be on the GTMs and making sure we are meeting their needs. We continue to receive positive feedback from the GTMs. It was great that LaKeya could join us for our meeting on the 23rd. I am sorry that everyone could not make the meeting. We are no longer transitioning into TSheets, so the manual timecards become even more important. Make it a priority to get those timecards submitted on-time. If you have any questions or comments, please continue to reach out to myself and/or Dr. Perini. Remember as we get into the summer season, there is going to be more demand for backup support. This means getting to know who you are supporting and their site.

Timecards

As you all know at this point, we have terminated the TSheets process. There were too many inconsistencies and concerns with how we were tracking the activities. We will be looking into other automated systems, but for now the manual timecard process is our main focus and concern. We need everyone to be proactive in getting their timecards submitted every Friday for the previous week and especially on the 15th and last day of each month. The longer it takes to submit your timecard, the more chance of delaying the payroll run. This is something none of you want to deal with. In addition, when submitting your timecards, you need to make sure of what item you are selecting such as GSA contract, sick leave, or vacation. Reminder the

LWOP is not a normal option and needs to be approved in advance by the program manager.

Health and Welfare

Your accounts are now active and working properly. We believe the process is now working smoothly for most of the staff. If you do still have questions or something does not seem to be working correctly, let us know. 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 at 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. This has been frustrating as we have tried several avenues that do not work well for you under the SCA contract because SCA requirements do not align with the requirements for IRAs and 401ks. We are hopeful to have a plan in place sometime this month. 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. In the meantime, rest assured that your retirement benefits are being retained and accounted for. When the accounts are established, you will get a welcome message from the record keeper with instructions on how to select from a variety of funds.

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. LWOP is not a normal option and should only be used after all other measures have been used. As demonstrated already on the team, backup coverage is already becoming 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. We need each of you to be proactive and coordinate with your defined backup roles. The GTMs need to be in that loop as soon as possible. Many of the GTMs are already asking about the approach. Each of you need to be able to explain the approach and how we respond to each need. In addition, each of you need to provide a positive attitude and support for the backup process. The GTMs need to know that you are onboard. Again, this process 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

This is important to repeat: 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.

SOP Development/Roles and Responsibilities

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 backup roles. In addition, it provides us with the content to development Standard Operating Procedures (SOPs) for each of your position. Each of you will be participating in developing the content for the SOPs in the next few weeks. We want the SOPs to be in place by early June. We also 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.

Back-up Coverage for Staff

This is important: Everyone needs to 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. You also need to be proactive with your GTMs so that they understand the need and impact of our spreading the experience to other staff members.

Email Signature Blocks

Just a quick reminder that everyone on the team should be using the new format for block signature on your GSA email that was provided last month. This format is approved by the CO and should be in place on everyone's 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. It is important to keep this updated as far in advance as possible and provide us with the means to prepare and support backup roles when necessary. We strongly encourage and expect the staff to reach out to the appropriate staff identified for backup roles so that each has experience at the site and with the GTM.

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 May/June timeframe.
- CeleraPro has cancelled the use of TSheets as of May 1st. Delete all apps and software from the computer and phones.
- Monique Williams will be joining the team to provide support to ATF. Please make sure she is welcomed to the team.

Suggestion Box

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