TechProse®

W2 FAQ Sheet

1. **When do I get paid?**
   You will be paid twice a month. (See *"Payday Schedule"* for exact pay dates and timesheet due dates.) Paystubs are available for viewing on the 10^{th} and 26^{th}.

2. **What are the pay periods?**
   Pay periods are the 1^{st} through 15^{th} and the 16^{th} through the end of the month.

3. **How do I submit my time?**
   You will receive an email from our contract administrator at the beginning of your contract with information on how to report your time. You will submit your time at the end of each week into our Clarizen system.

4. **Whom do I call if I don't get paid on time?**
   Call Carla Galinat at (925) 956-4206.

5. **When will direct deposit start?**
   Direct deposit will start on your first check.

6. **How do I find about what my benefit options are?**
   Detailed benefit information can be found on the TechProse website at http://www.techprose.com/contracts_forms.html#benefits or contact shari@techprose.com for the current medical, dental and vision programs you can purchase.

7. **What choice of medical insurance do I have? Eligible employees can choose from the following plans:**
   BlueCross – PPO
   Guardian Dental and Vision

8. **When do Health Insurance benefits kick in?**
   To be eligible for benefits, you **must** sign up for health insurance within the first 30 days of employment. For eligible employees, medical, dental, and vision benefits start on the first day of the month *after* 30 days of your start date. For example, if you started working on March 3, you must sign up by April 3, your benefits start on May 1.

9. **What happens to my benefits when my project ends?**
   Your health insurance will end on the last day of the month after your project ends. You have the option to continue to purchase insurance through the COBRA plan (no difference in rates). In order to get COBRA and prevent a gap in coverage, Shari McAneney will mail you an enrollment package within 2 weeks of the end of your contract. You will have 60 days from the end of your contract to sign up. If you do not sign up within the 60 day period you will no longer be eligible to get COBRA through TechProse. Contact Shari@techprose.com for details.

10. **When am I eligible for the 401(k) plan?**
You are eligible to participate in the 401(k) plan on the first day of the month after 90 days of employment with TechProse.

11. **Whom do I contact to set up my 401(k) plan?**
After 90 days of service with TechProse, e-mail shari@techprose.com if you wish to enroll.

12. **Are my project expenses covered?**
NO. Expenses are covered **only** if your client manager previously approves them in writing. Do not spend out-of-pocket money unless it has been pre-approved in writing.

13. **How do I process items for reimbursement?**
If expenses are pre-approved, you need to complete a TechProse Expense Report (electronic or hard copy). Complete the form online, have your client manager sign it, print and fax it to TechProse by the end of the pay period.

14. **Do you have a referral bonus plan?**
TechProse pays you $500 when you refer a consultant to us that we engage in a project of 200 hours or more, or if we are able to close a project of 200 hours or more based on your lead, within one year of the referral. TechProse will also pay you a $1,000 when you refer a client to us, which results in a project of 480 hours or more within a year of the referral.

15. **How do I keep you informed about my current project?**
Our Account Managers and Resource Managers will be in contact with you throughout your project. They are here to help you be successful, to keep our client up to date, and to help overcome any obstacles that may arise. We'll report client feedback to you as well. Please copy your Account Manager and Resource Manager on your status reports to the client. You can use a TechProse Status Report or use your own or clients version.

16. **How do I find out about upcoming projects?**
Visit the contracts page of our website on a regular basis **AND** talk to your Resource Manager. We update projects daily. There is all kinds of good information on our website.

17. **What do you need if I move?**
If your mailing address changes, please contact Shari McAneney or e-mail your changes to shari@techprose.com immediately so that we can update your records. This is vital for sending out paychecks and year-end tax forms. New phone numbers and e-mail addresses are important, as well. We want to keep in touch.

18. **What should I do if I'm taking a day off or leaving a client site early for a personal appointment?**
Please inform TechProse prior to taking any time off without pay from a client site. E-mail or call your Resource Manager so we can make a note in our database. Naturally we need you to get it approved ahead of time by the client as well. But by keeping us in the loop, we can ensure you are paid correctly. We can also support you when a client calls us asking your whereabouts (sometimes they forget they have pre-approved time off).

19. **Do I get paid for TechProse or Client holidays? What about vacation or sick days?**
Holidays or days that a client is not working are not billable time and therefore are not paid. If your client **is** working on a holiday – and you are able to work – you may bill straight time (not time-and-1/2). Time taken off for vacation or sick days is also not paid.

20. **Will I be paid overtime when working over 8/hr/day AND over 40/hrs/week for clients in California?**
Working overtime is not permitted unless it is pre-approved (in writing to TechProse) by the client. If the client pre-approves working overtime hours and you are eligible for overtime pay – you will be paid time-and-a half. Please talk to your Resource Manager if you have any questions about your eligibility (we follow California state law).

21. **Whom do I notify if I need to stay home from a client site because I'm ill?**
Please first call your direct supervisor/manager at the client site to let them know you will not be in to work. Then please call or e-mail your Resource Manager or Account Manager at TechProse. Write in zero hours on your timesheet for that day and be sure to rest and get well soon!

21. **It's my last day, what do I need to do.**
Communicate with your Resource Manager and Account Manager on how to turn in your badge/laptop and any other client assets. Please also work with your client manager to ensure all deliverables are saved properly and turn-over is complete. Finally, please submit your timesheet before the end of the day so we can process your final payment. Look for an End-of-Project survey shortly as well; we want to hear your feedback!