

360X STAFFING

On behalf of 360X Staffing staff, we would like to take this opportunity to welcome you to our Family. We are thrilled to have you working with us!

At 360X, we pride ourselves on offering our employees competitive wages, ease of access to all our staff and a safe working environment. Our employees are the most important part of our business, and we work tirelessly to ensure that you can make a living and provide for yourself and your family.

We have included Payroll and Benefit Information.

Your ADP code will be emailed to you approximately one week after you start.

We also want you to know that the best way to get in touch with us is through our app or website, 360xstaffing.com using the employee check-in function. You can also contact us via email or our office phone line.

Also, please follow us on social media!



Download our Mobile App

Our mobile app is designed to give quality employees like you access to 360X at your fingertips. As a 360X employee, you can Enjoy on-the-go access to 360X job opportunities, employee requests, streamlined onboarding and more.



We will update job opportunities through our Mobile APP!

Thank you again for joining our growing Family!



THANK YOU FOR JOINING THE 360X TEAM!

The following packet includes:

- PAYROLL INFORMATION (**ADP**)
- SAFETY CONTACT INFORMATION
- BENEFIT INFORMATION
- 360X CONTACT INFORMATION
- RAPID PAYCARD INFORMATION

PAYROLL:

- Payroll is due on **Monday, by noon**, for the previous week's hours. Make sure you are following sign in and out procedures. If you are using a Timecard, you must submit them no later than **Monday**.
- Payday is Friday, via Direct Deposit or Rapid Pay Card
- Directions for getting your Pay Stubs will be included in your welcome packet. **YOU WILL RECEIVE A SEPARATE EMAIL WITH INSTRUCTIONS AND A REGISTRATION CODE.**
- (If you have any questions regarding payroll please send an e-mail to Payroll@360XStaffing.com or you may call (602) 903-7999



SAFETY:

- If an injury occurs, YOU MUST IMMEDIATELY notify your supervisor on site and then call our Safety Hot line at (877) 522-6050 to be directed to an approved clinical facility and or to receive on-site first aid treatment.
- Report of injury must be completed and returned to us, no later than (1) one hour after the injury has occurred. Please call (877) 522-6050 and email the form to Safety@360XStaffing.com or fax a copy to (800) 652-8205.

Benefit Information:

- As an employee of 360X, you are eligible for our health insurance programs.
- You are eligible for benefits on the 1st of the month following 60-days of employment. You must apply for these benefits within those first 60-days.
- Once you are enrolled in benefits, your selections are locked in for the duration of the plan year. Changes to your coverage—such as starting or stopping benefits—can only be made if you experience a qualifying life event. All such changes are subject to review and approval by the Benefits Team.
 - **We offer the following plans:**
 - **EMI Health MEC Enhanced Plan**
 - **Meritain/Aetna POS \$1,000 Deductible**
 - **Meritain/Aetna POS \$2,500 Deductible**
 - **Meritain/Aetna HSA \$4,000 Deductible**
 - **Meritain/Aetna POS \$9,000 Deductible**
 - **Mutual of Omaha Buy-up Plans: Critical Illness and Accident & Injury**
 - **United Concordia for Dental**
 - **Superior Vision for Vision**
 - **Optum for HSA**
 - **John Hancock for 401K (*Must be with the company for 6 Months to be eligible*)**



360X Contact Information:

Corporate Main

(602) 903-7999 (DIRECT)

SAFETY HOTLINE.

(877) 522-6050

Please use this # 24/7 to report all injuries