

# Important Announcement!!

**Date:** December 10, 2019  
**To:** All Employees  
**From:** Barb Plastic  
**RE:** Improved Communications



As you know, the Company has made advances in how we communicate with you. Gone are the days of attaching communications on your pay stub!

We continue to look for ways to improve our communication with you by using available technology. This includes **web-based** employee scheduling and new procedures for requesting time off and reporting absences via the Employee's Only web page.

You should be receiving emails and text messages informing you that important company information has been uploaded to **Paperless Pay (E-Stub)**. It is important that you log into your account and review any company communications that are posted. This will also be how you access your W-2 in January.

To best receive important and useful company information and announcements, we ask that you provide your **email** address to HR (if you do not have a company email address). If you do not have an email address, HR will be happy to assist you in setting one up. HR will also provide you some brief training on how to access emails. There is always a dedicated computer available in HR and the Superintendent's trailer for your use.

As with any personal information, your email address is confidential and will not be shared. It will be used only for internal company information, announcements, etc. Please help us better communicate with you by providing an email address for future communications. Thank you.