

NEW EMPLOYEE BRIEFING



 **Kepler**Research

Version 2020

WELCOME TO KEPLER!

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KEPLER RESEARCH

Kepler Research specializes in providing integrated technical and management expertise, innovative technologies and processes, and proprietary products to a diverse client base.

Kepler Provides:

- ❖ Services Acquisition Execution
- ❖ Acquisition Strategy
- ❖ Source Selection & Proposal Evaluation
- ❖ Performance Based Contracting
- ❖ Training Planning and Execution
- ❖ Strategic Planning and Implementation
- ❖ Mission and Operations Analysis
- ❖ Enterprise Architecture Development
- ❖ Complex Systems Analysis
- ❖ Business Process Engineering
- ❖ Multi-Function Web Applications



SERVICE PROVIDERS

Kepler teams with the following companies:

- ❖ TriNet – a Professional Employment Organization - provides human resources services including:
 - Payroll processing – direct deposit
 - View earnings statements & W-2 form
 - Benefits selection
 - Federal and State corporate tax withholdings
 - Other administrative services

- ❖ Unanet – web-based timesheets

- ❖ Empower – 401K



KEPLER POLICY GUIDE AND HANDBOOK

- ❖ Combination of Kepler and TriNet's general information, policies & procedures (TriNet has a separate Handbook also)
- ❖ Ask your supervisor or me if you have questions
- ❖ Sign Acknowledge Form after reviewing



I-9 FORM

USCIS Form I-9 will be used to verify your identity and to establish that you are eligible to accept employment in the United States.

- ❖ You will need to fill out a paper I-9 form that Kepler will keep on file - a paper copy provide
- ❖ Complete an electronic I-9 form on TriNet's portal – instructions will be provided

(Must be completed within first 3 day of employment)



BENEFITS

- ❖ List of Kepler paid benefits and optional employee paid benefits will be provided
- ❖ TriNet will be used to enroll in benefits - guidance will be provided
- ❖ 401K is provided by Empower – sign up information will be available



ACCESSING TRINET

- ❖ TriNet will send an email with guidance on accessing their website/portal (also provided in paper copy)
- ❖ www.trinet.com – link to their site
- ❖ Customer Service phone number – 800-638-0461



TRINET IMPORTANT NUMBERS

- ❖ 3 – Days to enter I-9 info in TriNet

- ❖ 5 – Days before 1st pay period fill out
 - Direct Deposit
 - Tax Withholdings
 - Confirm Address

- ❖ 30 – Days to sign up for benefits



401K

- ❖ Employee immediately invested; no waiting period
- ❖ It will take 10 business days after you receive your 1st paycheck in order to sign up via the TransAmerica website
- ❖ TriNet downloads the information to Empower
- ❖ 401k deductions will start with the first check of the following month (Ex: sign up on 7 July – first withholding will be in 1-15 August check)



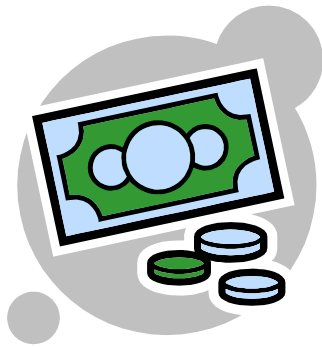
Empower Retirement Services
(www.trinet401k.com)



PAY PERIODS

- ❖ Pay periods are 1-15 and 16-30/31 of each month
- ❖ Paid on the 7th and 22nd of each month
 - Unless those days fall on a weekend or holiday; then paid on the Friday before
- ❖ Direct Deposit is mandatory.
 - Sign up online via TriNet website

Note: Kepler does NOT pay the difference in military leave pay and current Kepler pay



ELECTRONIC TIMECARDS

- ❖ Timecards **MUST** be filled out on a **DAILY** basis!
 - **DCAA compliance required**
- ❖ Unanet (our electronic timecard system) used to submit your daily hours – access guidance will be provided
- ❖ Managers/Supervisors will review and approve your hours
- ❖ Pay periods are 1-15 and 16-end of month
- ❖ Pay days are the following 7th or 22nd
- ❖ Additional guidance - Time Sheet Policy, Time Sheet Handbook and Unanet User Instructions

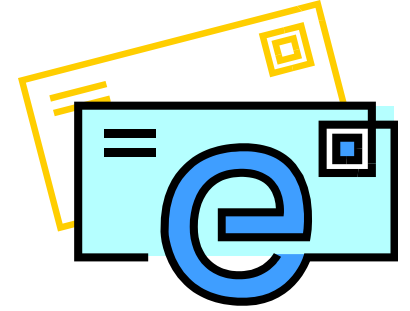


PAID TIME OFF (PTO)

- ❖ Years 0-2: 120 hours a year (15 days)
 - Max PTO carry over: 80 hours
 - 5 hours earned per pay period
- ❖ Years 2+: 160 hours a year (20 days)
 - Max PTO carry over: 160 hours
 - 6.667 hours earned per pay period
- ❖ The Office Manager will send your monthly PTO balances via email



EMAIL



Kepler Email Account:

- ❖ If needed a Kepler email account one will be set up

Client Email Account:

- ❖ Please inform me and your supervisor of your client email address once received
- ❖ We will also need updated client-site phone number(s)



ADDITIONAL FORMS & POLICIES:

Forms:

- ❖ **Emergency Notification**
- ❖ **Federal W-4** – Paper copy for Kepler’s files and electronic filing online via TriNet website
- ❖ **State W-4** - Paper copy for Kepler’s files and electronic filing online via TriNet website
- ❖ **Petty Cash Reimbursement** - Use for reimburse requests for misc expenses – example: parking at client site
- ❖ **Kepler Property Log (if applicable)** – Office key(s) or laptop, etc



FORMS & POLICIES CONT'D

- ❖ **Business Card Request** – If needed
- ❖ **Application**- If you haven't already filled out an application, please fill this out and submit
- ❖ **Security Briefing** – Review and sign acknowledge letter

Policies:

- ❖ **Ethics** – Review and sign acknowledge letter
- ❖ **Telework**
- ❖ **Social Media**



HOLIDAYS

Kepler recognizes the standard 11 government annual holidays:

- ❖ New Year's Day
- ❖ Martin Luther King Jr's Birthday
- ❖ Washington's Birthday
- ❖ Memorial Day
- ❖ Juneteenth
- ❖ Independence Day
- ❖ Labor Day
- ❖ Columbus Day
- ❖ Veteran's Day
- ❖ Thanksgiving Day
- ❖ Christmas Day



TUITION ASSISTANCE



- ❖ Up to \$5,000 per school year for full-time employees
- ❖ Only applicable to fields/programs that apply to Kepler's current or future work and must satisfy degree requirements
- ❖ School schedule must be structured to minimize the impact on work responsibilities and schedule
- ❖ There is a limit of 5 semester courses that can be taken in a given academic year
- ❖ Kepler's President will consider certification programs that are job-related, related to Kepler's current or future work, and closely linked with corporate goals and objectives to be considered for approval
- ❖ Additional information available if interested



BUSINESS WEAR/DRESS

At Kepler Site:

- ❖ Casual unless a client or guest will be in the office

❖ At Client Site:

- ❖ Follow client guidance
- ❖ If no client guidance then
 - Men - Shirt and tie required at all times
 - Women – Business wear equivalent to men's shirt and tie



THANK YOU!

Any Questions?

 **Kepler**Research

