



Payroll setup

Payroll Dept <payroll@hikens.com>
Reply-To: Payroll Dept <payroll@hikens.com>

Tue, Dec 21, 2021 at 12:13 PM



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Dear Tina,

Welcome to our team. It's a pleasure to meet you!

First things first. As you have read in your Employment Agreement, your first day of work will begin once you process your first order. This day will be reflected in the CRM system as: My Account - Account Details - Account Open Date. The dates of your following payday's will be shown there as well.

For your probation month you will earn \$4200.00 base rate + \$85.00 transport expenses = \$4285.00/month.

In a permanent position you will earn \$4800.00 base rate + \$150.00 transport expenses = \$4950.00/month.

We've got few perks to offer you once you get on board with us:

Sometimes you will incur other job-related expenses for items such as clear packing tape, ink cartridges, basic printer, etc. You are eligible for reimbursement on these products. Just email the copies of your receipts for job related purchases to Payroll Department as an attachment. You can send them one by one, or submit all of them at the end of your probation.

The reimbursement for job related expenses, as well as a fixed amount of gas reimbursement will be added to your first paycheck altogether. No need to attach receipts for gas.

Please, keep in mind that you are eligible to receive a bonus for any extra working hours. Keep notes on every weekend/overtime processing (including order ID's) in any format, which is more convenient for you, and then email it to me 3 days prior the end of your probation.

As soon as the received information is confirmed by our Sales Department, the total amount of bonuses will be calculated and added to your first paycheck.

Now let's get to the specific documentation we need to receive from you in order to make sure your paycheck gets processed smoothly and in time on your scheduled payday.

Your first payment for probationary period will be processed on an Independent Contractor basis with no taxes deduction. For this reason, you are required to fill out the IRS W-9 tax form. Please, be advised that your earnings must be reported to the IRS at the end of the year. You can find the IRS W-9 tax form enclosed. Please, return it to me within 2 days since your probation starts to avoid any delays in releasing your paycheck.

No documents by regular mail are accepted, since we are unable to guarantee the security of sensitive information provided. At the same time, our email correspondence runs through encrypted electronic channel and remains highly secured and safe.

Your first paycheck is available in a form of a regular paper check and will be mailed at the end of your training (30 days after the first package gets processed) on your scheduled payday, since there might be bonuses or fines (per our Employment Agreement) applied. However, you can opt for direct deposit and bi-weekly payments once you are enrolled in a permanent position with our company.

Upon the end of your training it will be decided, if you are offered a full time position in our company or not. The evaluation report on your performance will be sent over to our HR Department by your personal manager on the last

day of your training and it will take some time to be reviewed by our HR team.

Once you successfully pass your probation and get offered a permanent position, you will need to fill out and submit IRS W-4 tax document and USCIS I-9 form to become our full time employee. We will notify you in advance if the need to submit those forms occurs to assure smooth transition to your full time position.

The address we have in your CRM profile will be used for mailing your paycheck. If you would like your check to be sent to an alternate address, please advise me of this address, including your zip code.

I wish you very good luck in your new positions!

I hope you will enjoy fully working in our team, and that you pass your probation period with flying colors!

Thank you for your time. Don't hesitate to contact me with any questions regarding Payroll.

Thank you,
Jennifer Lea / Payroll Dept.

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