

Welcome to BrandSafway!

Hi _____,

Welcome! We are excited to have you join the **BrandSafway Team**. As part of the onboarding process, we will need you to complete your hiring documents as soon as possible. Please keep this welcome letter with you for future reference.

We have included important information below for you to reference as a BrandSafway team member.

- **Benefits** - You are eligible to participate in BrandSafway's benefits if you are a full-time employee working at least 30 hours per week. You have 30 days from your hire date to enroll. Log on to <https://brandsafwaybenefits.com> or call the Benefits Service Center directly at 833-730-2831 to make your elections. Your benefits begin on the first of the month following 60 days of employment.
- **Payroll** – For “Check Stubs” and Direct Deposit information please register with ADP with the provide URL or QR code. The URL is as follows:
<https://netsecure.adp.com/pages/sms/ess/v3/pub/ssr/theme.jsp> Please use the following Registration Code: beis-online and enter the requested information. For Question regarding ADP, please contact our Payroll Hotline at 678-285-1491 or email payroll.us@beis.com
- **Future (W-4) and Address Updates etc.** – For Federal tax form (W-4) changes and address updates create an account with ADP MyAline with the provide URL or QR code. The URL is as follows:
<https://www.paperlessemployee.com/BEIS>
- **BrandSafway Policies** – For updated policies, procedures and general information please follow the URL or QR code. The URL is as follows:
<https://bit.ly/3tHNhXs>
Understand that neither these policies nor any other practice or procedure is intended to provide any contractual obligations related to continued employment, compensation, or employment contract.
If you have any questions, please consult the Human Resource Department.



Once again, welcome!

All the best,

BrandSafway Team