



OFFER LETTER FOR

**Mohamed Ibrahim Mohamed Abul  
Kadar**

# Congratulations!

**Mohamed Ibrahim,**

We are pleased to offer you the position of Senior Software Engineer in Test at Paycor.

In this package, you will find your offer details including salary and benefits as well as Paycor's company culture. Some items need to be electronically signed to accept this offer.

Please contact me with any questions you have while reviewing your offer. I look forward to you joining the Paycor team!

Thank you,

**Sapna Thekke Parayil**

*Principal Recruiter*

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# Your Offer at a Glance

**Position:**

**Senior Software Engineer in Test**

**Location:**

**Cincinnati**

**Rate of Pay:**

**\$4,807.70 biweekly**

**\$125,000.00 annually**

**Anticipated Start Date:**

**Monday, January 6, 2020**

**Offer Valid Through:**

**Friday, November 08, 2019**

**Hiring Manager:**

**David Lewis**

**Paid Time Off:**

**Eligible**

**Annual Performance Bonus:**

**Eligible**

# Your Offer Details

## BASE PAY

Your beginning rate of pay will be **\$4,807.70 biweekly**, which is equivalent to **\$125,000.00 annually**. This is an exempt position and you will be paid on Paycor's normal payroll cycle. Currently, we are paid bi-weekly.

## PAID TIME OFF (PTO)

You will be eligible to take time off throughout the year as set forth in Paycor's PTO policy. Paycor Associates are eligible for a set number of PTO days based on years of service. PTO for new hires is prorated based on Date of Hire in the calendar year. Please see the Benefits Overview page for details.

## ANNUAL BONUS

You will be eligible to participate in an annual bonus plan each Fiscal Year that is based on company results and your individual performance, subject to the terms and conditions of any applicable plan. The current annual bonus target for your position is **7%** of your base pay. During your first year at Paycor, the bonus is pro-rated based on your hire date and you must be employed by Paycor on the day of the payout. If your start date falls between 4/1 and 6/30 (current fiscal year), you will not be eligible for the annual bonus until next fiscal year.

## BENEFITS

As a full time associate, you will be eligible to participate in Paycor benefit plans subject to the terms and conditions of the applicable policy or plan. Medical, dental, vision, flexible spending accounts, life, AD&D and disability plans all become effective on the day following **15 days** of employment.

## 401K

If you are 21 or older, you will be eligible to participate in the 401(k) plan. Enrollment in the 401(k) plan becomes effective on the first of the month following three (3) months of continuous employment. Qualified rollover contributions are accepted as soon as you join Paycor.

## SPONSORSHIP OR H1B TRANSFER


If you require a sponsorship or an H1B transfer, Paycor will provide additional information outside of this document once the offer has been signed and accepted.



# Benefits Overview


*“Paycor recognizes that we employ the whole person - their career interests, their family life, their physical and financial health, and all the life milestones they’ll celebrate along the way.”*

- Karen Crone, CHRO




**MEDICAL**

- Traditional PPO
- CDHP w/ Health Savings Account
- Employer HSA contribution - \$500 Associate / \$1,000 Family




**DENTAL & VISION**

- Comprehensive in-network coverage
- Out-of-network benefits
- Access to discounts and additional allowances



**FLEXIBLE SPENDING ACCOUNTS**


- Healthcare, Limited Purpose, and Dependent Care
- Pre-tax savings for eligible expenses



**LIFE & DISABILITY**


Company-paid benefits:

- Life Insurance
- Short Term Disability
- Long Term Disability




**WELLBEING**

- \$360 annual Wellness Credit
- Free programs for weight loss and diabetes management
- Employee Assistance Program




**HOLIDAYS & PTO**

- 7 paid holidays
- 22 PTO days during first year (prorated based on hire date) \*




**PARENTAL LEAVE**

- 2 weeks paid time off for birth parent and non-birth parent



**401K**

- 65% company match on 6% of pay
- 100% vesting at 3 years employment
- Free financial planning



**TUITION REIMBURSEMENT**

- Up to \$5,250 annually for approved tuition expenses

*New Hire PTO Proration\**

January	22 days
February	20 days
March	18 days
April	17 days
May	15 days
June	13 days
July	11 days
August	9 days
September	7 days
October	6 days
November	4 days
December	2 days

*Please understand that the Compensation and Benefits described in this letter are subject to change. Paycor will provide notice of any changes.*

# Paycor at a Glance

WE INVESTED IN  
GROWING, TRAINING, + ADVANCING OUR PEOPLE.

  
**344** PROMOTIONS +  
INTERNAL MOVES

RETENTION OF HIGH  
POTENTIAL ASSOCIATES

 **92.2%**

LAUNCHED LEADERSHIP, PERFORMANCE, AND CAREER  
DEVELOPMENT PROGRAMS

**TOP  
WORK  
PLACES  
2018**

PAYCOR NAMED  
TOP WORKPLACE.

WE CREATED AMAZING EXPERIENCES  
WITH OUR CLIENTS + COMMUNITY.

**88.4%** CLIENT  
RETENTION  
RATE



WE LAUNCHED OUR  
PERFORM LEARNING  
MANAGEMENT



WE SUPPORT OUR CLIENTS AND COMMUNITIES

 **WE DONATED \$368,646+**  
THROUGH 264 COMMUNITY PARTNERS  
& CORPORATE GIVING EVENTS

 **6,601+**  
VOLUNTEERS SERVED  
9,800 VOLUNTEER HOURS

**EXCEEDED  
\$300MM  
IN REVENUE  
WITH 19% YOY  
GROWTH**

WE CONTINUED TO FOSTER A HIGH-PERFORMING  
SALES TEAM TO HELP US INCREASE PRODUCTIVITY.

 BOOKINGS INCREASED TO **\$80mm**

WE FORMED VALUABLE STRATEGIC PARTNERSHIPS TO EXPAND IN  
OUR TARGET MARKETS AND INCREASE OUR ABILITY TO WIN.



**Eight Awards**

 + **212** NET NEW  
HIRES

**INCREASED TO  
ASSOCIATES  
1,788**

**LEARNING MANAGEMENT SYSTEM** - LITMOS • **EXPENSE MANAGEMENT** - CERTIFY  
**PAYCARDS** - SOLE, RAPID • **BEN ADMIN** - EMPLOYEE NAVIGATOR PLANSOURCE, BERNIE PORTAL,  
WEB BENEFIT DESIGN • **SCHEDULING** - ZUUS • **401K** - ASCENSUS

# Paycor Principles

“Paycor provides every individual with a unique opportunity to thrive. Without hesitation we do the right thing for both our clients and each other. We think big, we compete to win and we have a lot of fun along the way.”

- Raul Villar, CEO

## GUIDING PRINCIPLES



TAKE CARE OF  
THE CLIENT FIRST



TAKE CARE OF  
EACH OTHER



GET THE JOB DONE



DO THE RIGHT THING



FOSTER TEAMWORK



RESPECT DIVERSITY



ATTACK EACH DAY  
ENTHUSIASTICALLY



IMPROVE PERSONALLY  
& PROFESSIONALLY



HAVE FUN ALONG  
THE WAY



# Culture and Community

Join our team to make a difference in people's lives, every day. We empower our clients to spend less time on administrative tasks and more time developing their business and teams. We rally around our colleagues and succeed together. These things, along with supporting and giving back to our communities are integral parts of our culture.

Here are just a few of the great ways you can get involved:

## COMMUNITY PARTNERS:

Giving back to our communities is an important part of our culture. Our associates put in over 7,000 hours per year volunteering for causes they care about.

## YOUNG PROFESSIONALS:

Our YP group is open to all associates, committed to helping build your professional network and make friends fast. The group facilitates developmental lunch and learns, cross-functional networking opportunities, and a variety of social events.

## WOMEN'S INSPIRATIONAL NETWORK:

WIN focuses on empowering Paycor women to achieve their full potential. Connect, inspire, and impact other Paycor women through personal and professional development opportunities.

## DISRUPT:

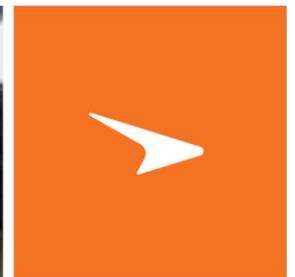
Disrupt is a bi-annual event where associates collaborate, challenge the status quo, and explore innovations around technology and software development processes. This event is an important engine for exploration and adoption of new ideas at Paycor.

## PRISM:

PRISM strives to create a welcoming work environment by providing education, resources, and support for associates across the spectrums of gender and sexuality, while emphasizing the community's potential to bolster associate and client recruitment, referrals, and retention.

## COLORFUL CONNECTIONS:

Colorful Connections strives to create an all-inclusive platform that promotes networking and heightened awareness for Paycor's culturally diverse population, while providing opportunities for personal and professional advancement, alongside community outreach and mentorship.



# Getting Started with Paycor

Within your full offer acceptance package, you will be required to electronically sign the following documents. By signing, you agree to the terms and conditions included in each document.

- ☐ AT-WILL EMPLOYMENT
- ☐ OFFER CONTINGENCIES
- ☐ EMPLOYMENT RELATIONSHIP
- ☐ CONFIDENTIALITY AND NON-SOLICITATION AGREEMENT

This offer and access to the links above will expire on **Friday, November 08, 2019**. Please review and accept these terms prior to that date.

# Next Steps Checklist

The following items need to be completed and reviewed as part of your offer acceptance:

## ❑ COMPLETE YOUR BACKGROUND CHECK

This offer is contingent upon the successful completion of a background check. Once your signed offer letter and legal documents have been received by Paycor, you will receive an email with instructions to initiate your background check. We recommend that you do not resign from your current employer until your background check is clear.

## ❑ BEGIN ONBOARDING WITH PAYCOR

After your background check results are processed, you will receive an email titled “Begin Onboarding with Paycor.” Build your profile, including personal, tax withholding, and direct deposit information prior to your start date with Paycor.

## ❑ PREPARE YOUR DOCUMENTS FOR YOUR FIRST DAY

You will be required to present documents to establish your identity and eligibility to work in the United States on your first day of employment. A list of acceptable documents for completing an I-9 form can be found at <https://www.uscis.gov/i-9-central/acceptable-documents>.

# Offer Agreements

## **WORK ELIGIBILITY:**

As a condition of your employment, you will be required to present documents to establish your identity and eligibility to work in the United States. Most people use a driver's license and social security card, birth certificate or passport. Please bring your ORIGINAL documents of choice with you on your first day of work.

## **AT-WILL EMPLOYMENT:**

Like all other associates at Paycor, you will be employed at-will. In other words, your employment will be voluntary and you will be free to resign at any time, for any reason. Similarly, Paycor will be free to terminate its employment relationship with you at any time, for any reason. While we hope our relationship will be long and mutually beneficial, you must understand that nothing in this letter or in your application, in Paycor's policies or any other company documents should be construed as an express or implied contract entitling you to continued employment or to employment for any particular duration. Your at-will employment relationship can only be changed via a written and signed document from the CEO that expressly alters at-will status.

## **ADDITIONAL AGREEMENTS:**

On or before your first day of work, all new associates must sign a confidentiality and non-solicitation agreement. Your employment is contingent upon upholding any confidentiality agreements with your former employer, as well as any enforceable non-competition and non-solicitation agreements. Paycor may place certain controls/restrictions on your work activity to ensure that our requests do not conflict with your existing obligations

We do not know—and do not want to know—if you learned any confidential information at any of your previous employers. If you did, you must not share or use any confidential information of any of your previous employers at Paycor.

Furthermore, prior to accepting employment with Paycor, you must return all materials regarding your former company, to that company, including the return of printed material and deletion of any electronic material that may be on your personal computer or mobile device.

Finally, if you signed any type of non-competition or confidentiality agreement with any former employers, please provide a copy to us. We review agreements as they can vary quite a bit as to their requirements.

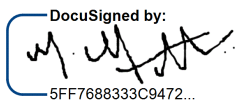
# Offer Acceptance

**Mohamed Ibrahim,**

This is an exciting opportunity for you to be part of our dynamic team at Paycor. If you have any questions, please feel free to reach out to me. Otherwise, electronically sign below and on all legal documents in this package.

Paycor's business needs require all associates to be flexible in their ability to perform multiple tasks and to accept changes in scheduling and duties as business needs evolve. By accepting this offer of employment through your signature below, you agree that your title, job duties, wages, compensation, and benefits are subject to change and that Paycor's policies and procedures may change periodically at the company's sole discretion, as required by business needs.

By signing below, you agree to accept this job offer and the terms and conditions included in this offer package.

DocuSigned by:  
  
5FF7688333C9472...

11/5/2019

**Name**

**Date**

Please review and sign all offer agreements in the digital package.

We look forward to you joining Paycor!



