Start date: 5/18/20

Welcome to Cromulence LLC

Please meet Jason Hensley at 9am at our office to pick up your laptop.

You will virtually meet with Joseph at 10am on Teams.

* We have created a company email for you: jconnolly@cromulence.com
* Your manager is: Joseph Walker
* **Tsheets:** For tracking of your hours worked we use a system called Tsheets. There should be an email in your inbox to set this up. Please use the temp password: Zebra518! and change it when you log in. Your manager can assist you in how to fill this out specific to contracts you’ll be working on. I can help you with the general details.
* **Gusto:** Your benefits selection goes through Gusto. The first thing I need from you is to complete your onboarding and I-9 in Gusto. Please bring your DL and SS Card OR Passport on your first day. I will photocopy them to put with your I-9.
* **Email:** We use Outlook for email. You may set up Outlook on your cell phone but are not required to do so.
* **Slack:** Slack is the messaging service we use to communicate if you are going to be unavailable due to a dentist appt or on vacation in Tahiti. Everything and anything. 😊 We have different groups for different things. Jim is Admin on this and can add you. Please do not put protected information on Slack.

Tara Connor – Human Resources