

2017 Holiday Schedule

Sunday January 1

Sunday April 16

Monday May 29

Tuesday July 4

Monday Sept. 4

Thursday November 23

Sunday December 24

Monday December 25

New Years Day (Salary observe Monday January 2)

Easter (salary observe good Friday April 14)

Memorial Day

Fourth of July

Labor Day

Thanksgiving

Christmas Eve

Christmas

News and Policy Amendments from the HR Dept

Proper would like to welcome all the new associates to the team, who we have hired within the past few months!

Where has the time gone? The HR Dept. has worked diligently to perform all of our audits on the open enrollment process, we appreciate the patience and understanding as not only was it open enrollment and the end of year but we were also implementing a new software. We have implemented Paycor, effective 1/1/2017, our new Payroll and Human Resource Information System. Do not forget the multiple APPs associates can download, such as Transamerica, HAP, and Paycor. These three APPs give you all the convenience of our systems and your data at your figure tips. Should you ever need assistance please contact your local HR Dept. for further information. Employee self-service in Paycor allows you to change or add direct deposits,

change tax status, update your personnel file all electronically. We will no longer be using the Associate change form, manually updating, and filing the paperwork. As we launch new modules and implement more through this system the HR Dept. will be training and communicating to everyone.

Benefit Review:

Proper is reviewing enhancements to its current benefit packages in both the US and Canada. Some changes have already been decided and will be rolled out in the very near future. Specific changes and how they affect you will be communicated as we approach the dates that the changes become effective.