



# INTELLECT BUSINESS SOLUTIONS

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**PAYROLL & TIMESHEET REQUIREMENTS** – All employees are subject to submit their time on IBS employee portal. It's required that they also attach and upload approved client timesheets as and where necessary. For any restrictions or issues with complying to this policy, you will have to get prior approval from IBS HR. This is a company policy that everyone is required to adhere in order to get paid on timely basis. **Any employees failing to abide to crucial IBS policies such as submitting their time will affect our ability to pay them on time. IBS has the right to have their pay withheld for violation of these company policies. For any clarification on this, please contact me and or any of our HR staff.**

**IMPORTANT IMMIGRATION DOCUMENTS** – All employees working outside of IBS Headquarters should keep a copy of the current LCA that matches to the work location from where they are providing services. It's important to have your signed offer letter, H1B or other Status approval documentation alongside your most recent paystub when travelling in and out of the United States. The immigration laws might vary from state to state and we request all our employees to make sure they are ready to meet any USCIS and/or state law requirements.

**FORM AR11 - CHANGE OF ADDRESS NOTIFICATION TO USCIS** – Its required that as per the laws of the USCIS all non-immigrant workers are required to report their whereabouts by submitting AR11 form to the USCIS. All employees are reminded to make sure to complete change of address form online at [www.USCIS.gov](http://www.USCIS.gov) as applicable.

**MONITOR NON-IMMIGRANT VISA STAUS FOR YOU & YOUR DEPENDENTS** – While IBS maintains all employees immigration records, we recommend all our employees to make sure they are aware of their and their dependents Non-Immigrant visa expiration due dates. They should contact IBS HR to make sure all necessary steps are taken to do the needful to make sure any VISA extension requirements are met. Often immigration expiration dates could be different to your dependents vs what you have and IBS recommends to make sure you verify these dates on a regular basis.

**EMPLOYEE REFERRAL PROGRAM Q2** – As you are aware that US and other world economies are picking up steam from the 2008/2009 fall out, we have been seeing significant shortage of IT resources to meet our client needs. **IBS is looking for well qualified Software Engineers, Programmers, Analysts, DBA's to fill some of its permanent open positions.** As we have been working hard to identify qualified individuals to meet our recruitment goals, we ask for your support to refer qualified individuals to fill in the open positions. I want to remind you all that IBS has an excellent employee referral program that would reward our employees anywhere between \$500 and \$2500 per each referral. Please note that some of these positions may require travel.

**NEW AND IMPROVED IBS HR EMPLOYEE PORTAL** – We have rolled out our new Employee Portal with several improvements and enhancements. Some of the major changes include but not limited to enhanced time reporting capabilities, ability to submit and track project status/progress, provides access to employment documents including health care benefits and access to training and/or educational material. We thank you for your patience and support as we invest in the tools and technologies to support our employee needs.



Delivering Quality Solutions, Professionally and Consistently – **IT's the IBS way!**