# Implementation Timeline for Stride Labs

This implementation timeline represents the major milestones and tasks required for a successful first payroll with TriNet. Please review this schedule with your Implementation Consultant to address any questions you may have regarding the implementation process or timing of any of these tasks.

|  |  |
| --- | --- |
| Company Live Date | 05/01/2015 |
| Benefits Start Date | 05/01/2015 |
| First Pay Period | 05/01/2015 - 05/15/2015 |
| First Check Date | 5/15/2015 |

| **Task** | **Due Date** | **Primary Responsibility** | **Status** |
| --- | --- | --- | --- |
| Executed TriNet Services Requisition | 04/16/2015 | TriNet/Stride Labs | X |
| Welcome and Implementation Call | 04/16/2015 | TriNet/Stride Labs | X |
| Provide Implementation Documents to Client | 04/16/2015 | TriNet | X |
| Enter Employees into HR Passport | 04/24/2015 | Stride Labs |  |
| Convert Trusted Advisor to Employee Status | 04/28/2015 | TriNet |  |
| Submit Customer Setup Site | 04/29/2015 | TriNet/Stride Labs | 4/13/2015 |
| Complete Notification of Prior Vendors | 04/30/2015 | Stride Labs | NA |
| Validate Employee Welcome Emails Sent | 05/01/2015 | TriNet |  |
| Submit Unemployment Registration Request | 05/04/2015 | Stride Labs |  |
| Submit General Liability Insurance Certificate | 05/04/2015 | Stride Labs |  |
| New Employee Orientation Session | 05/04/2015 | TriNet/Stride Labs |  |
| Set up Contacts and Assign Roles | 05/04/2015 | TriNet/Stride Labs |  |
| Electronic I-9 Forms Due | 05/04/2015 | TriNet/Stride Labs |  |
| Attend HR Passport Training | 05/04/2015 | TriNet/Stride Labs |  |
| Review Employee Census data | 05/05/2015 | TriNet/Stride Labs |  |
| Submit Garnishment Transitions and Balances | 05/05/2015 | TriNet/Stride Labs |  |
| Submit Leave Plan Balances | 05/05/2015 | Stride Labs | NA |
| Setup of Additional Pay / Other Deductions | 05/05/2015 | TriNet/Stride Labs |  |
| Enter New Hires and Employee Changes | 05/08/2015 | Stride Labs |  |
| Report Payroll Hours and Submit Payroll | 05/12/2015 | Stride Labs |  |
| Audit and Review First Payroll | 05/12/2015 | TriNet/Stride Labs |  |
| First TriNet Payroll Completed | 05/15/2015 | TriNet/Stride Labs |  |
| Implementation Completed | 05/22/2015 | TriNet/Stride Labs |  |

# TriNet Service Team Information

TriNet is proud to offer integrated layers of customer service and support for all levels of your organization. Please use this sheet to guide you in contacting the appropriate TriNet team member.

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| --- | --- |
| Human Capital Consultant | Human Capital Director |
| Name Johanna Nebeker | Name Erin Mcginty |
| Phone 775.335.8610 | Phone 941.744.3181 |
| Email Johanna.Nebeker@trinet.com | Email Erin.McGinty@trinet.com |
| Assist with strategic HR questions and issues relating to employee relations and compliance, HR policies, employee terminations, interviewing guidance, HR strategy and your company’s benefits investment strategy. | Responsible for the business relationship between TriNet and your company and acts as your Senior Management contact for high-level concerns. |
| Client Services Specialist | Implementation Consultant |
| Name Taylor Grinnell | Name Julia Staley-cooper |
| Phone 775.327.6445 | Phone 775.327.6440 |
| Email Taylor.Grinnell@trinet.com | Email Julia.Staley-Cooper@trinet.com |
| Responsible for assisting you with business process needs such as HR Passport functionality, reporting, payroll and invoice questions. | Responsible for managing the overall Implementation to TriNet and assisting you through completion of your first TriNet payroll. |

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| **Employee Solution Center**  **(800) 638-0461**  Email: [employees@trinet.com](mailto:employees@trinet.com)  5 a.m.- 6 p.m. Pacific Time, Monday through Friday  Most routine employee questions can be answered through the Employee Solution Center.   * Questions about TriNet benefits * Questions about payroll * Question about using HR Passport |



About TriNet

TriNet delivers HR outsourcing services that allow small companies to do what they do best. Thousands of companies have turned to TriNet for human resources, benefits, payroll, workers compensation, and strategic HR services. As their trusted HR advisor, TriNet helps these organizations contain HR costs, minimize employer related risks, and relieve the administrative burden of HR. For more information, please visit [**www.trinet.com**](http://www.trinet.com)

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