



Compensation and Assignment Details

Employee Name: Zachary Odachowski
Client Name: Blue Cross and Blue Shield of North Carolina
Location where services are to be performed:
Street Address 6025 Caledonia Street
City, State, Zip Code Raleigh, NC 27609
Description of services to be performed: Web (HTML) Administration Analyst
Normal hours of work: Full-Time
Start Date: 10/24/22
Anticipated End Date: 4/21/23
Pay Rate: \$38.00 / hour
Overtime Rate: \$57.00 / hour
Notice Given: At Hire
Effective Date of Notice: 10/24/22
Regular Pay Day: Wednesday **Pay Frequency:** Bi-Weekly

** Proper selection of payroll taxes is the Employee's responsibility. Employee should review Payslips in Workday to validate the correct taxes are being withheld. Employee is responsible for updating all applicable taxes through Workday if needed. If incorrect payroll taxes are withheld and Employee doesn't notify Payroll immediately (Payslip review each payday is highly recommended), there could be an administrative fee assessed to cover company's cost related to tax filing.*

Employer Information:

MATRIX Resources, LLC
400 Perimeter Center Terrace, Suite 300
Atlanta, GA 30346
800-627-3533

Worker's Compensation Information:

Zurich American
1400 American Lane,
Schaumburg, IL 60196
800-382-2150 (Policy No.: WC9809415-000)

I understand that these terms are an integral part of and subject to the Employment Agreement to which they are attached. I further understand and agree that I may be required to sign a new Exhibit A in the event that my assignment changes and that and such revised terms remain an integral part of the Employment Agreement.

Employee shall be responsible for following the Client's COVID-19 protocols, which may be supplemented, replaced, or amended at any time.

So agreed, this _____ day of _____, 20____.

EMPLOYEE:

Employee Signature _____

Print Name _____

(initial)

My initials here indicate I agree with the work location listed above and will complete the appropriate state and local tax forms (if applicable) for the location listed above for payroll withholding taxes.

(initial)

My initials here indicate I will report all hours worked in the appropriate timekeeping system. I understand that any overtime must be preapproved by the Client prior to the hours being worked. I will report immediately to MATRIX HR if I am told to enter hours that differ from my actual hours worked.