

 **NEW YEAR  
REMINDERS**

# A NEW YEAR

Greetings, IntegrITS Family! We are so excited to be kicking off another year of The IntegrITS Digest. We will continue to share messages from Mr. Carter in our monthly CEO's Corner, and we will continue to share your stories through Team Spotlights and Operational Excellence newsletters. The Digest will also continue to be a space where we communicate important updates and tips for personal and professional development.

In today's Digest, we are highlighting important reminders for you to consider as the new year begins. Here is an overview of what we will cover:

1. 401(k) Commencement of Auto Enroll
2. 2023 W-2s Are Available
3. W-4 Tax Withholding Review
4. Employee Profile Review
5. PTO Carry Over / Payout Options
6. Insperity Correspondence
7. 2024 IntegrITS Calendars
8. 2024 Benefit Cards





# 401(k) Commencement of Auto Enroll

Thank you to those who were able to attend one of the 401(k) Educational Sessions in person or via Zoom. For those of you who were unable to attend, we have a recorded session available to all employees via the following link: <https://integrits.com/401k-meeting-2023/>.

As a reminder, Cooper Capital Group (CCG) is a resource available for any Integrits Corporation 401(k) plan or investment questions. Below is their contact information:

[www.coopercapgroup.com](http://www.coopercapgroup.com)

Office: 760-452-6114

During the 401(k) Educational Sessions we also announced the commencement of the Automatic Enrollment (Auto Enroll) feature that will be added to the plan effective 1/1/2024. If you already have a deferral election set up in the Integrits Corporation 401(k) Plan, this new feature will have no effect on you. If you are not currently contributing to the Integrits Corporation 401(K) Plan, an automatic deferral of 3% has commenced and will be contributed to your 401(k) Retirement account. If you do not wish to have an automatic deferral withheld from your paycheck, you have the option to opt out of the automatic deferral by emailing [Vanessa Valdez](#). If automatic deferrals are withheld from your paycheck, you have 90 days to request the deferral and any earnings on those deferrals will be distributed back to you.

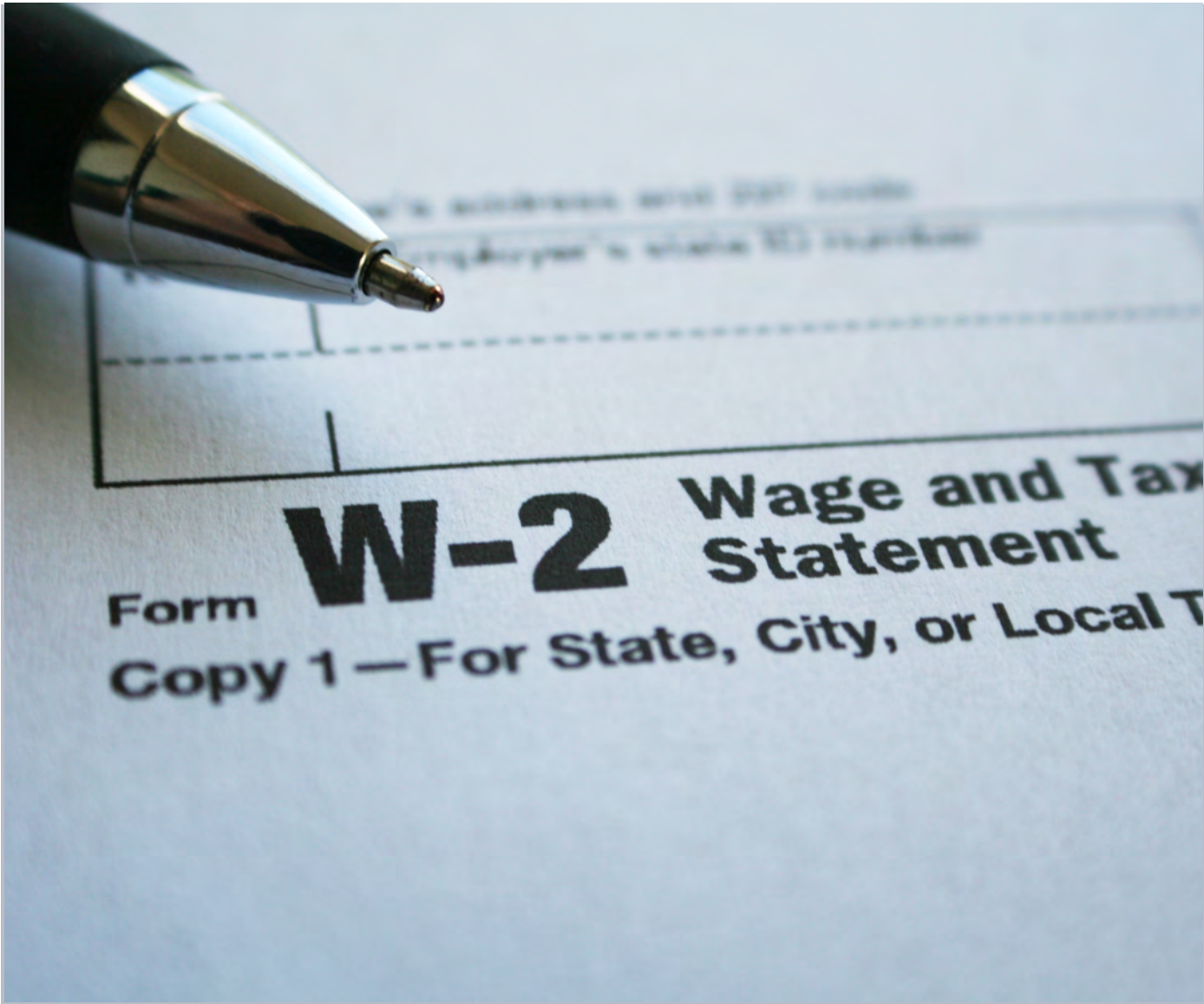
We strongly believe in investing in your Retirement, and we have added this new Automatic Enrollment feature in the hopes that we can contribute to your retirement via our Company match. A Feature like Automatic Enrollment helps ensure you can save enough to live comfortably in your sunset years. We are all aware solely relying on Social Security to provide retirement income can lead to insufficient savings when it comes time to retire. We believe the automatic enrollment will help establish healthy savings and investing habits and will assist in gaining positive savings momentum when it's time to hang up your hat and enjoy all your hard work.

Again, if you are not ready to start deferring to your 401(k) account, you have the option to opt out of this feature. When you are ready, you can start deferring at any time during the year. Please feel free to reach out to HR with any questions.

## 401(k) Auto Enroll Begins:

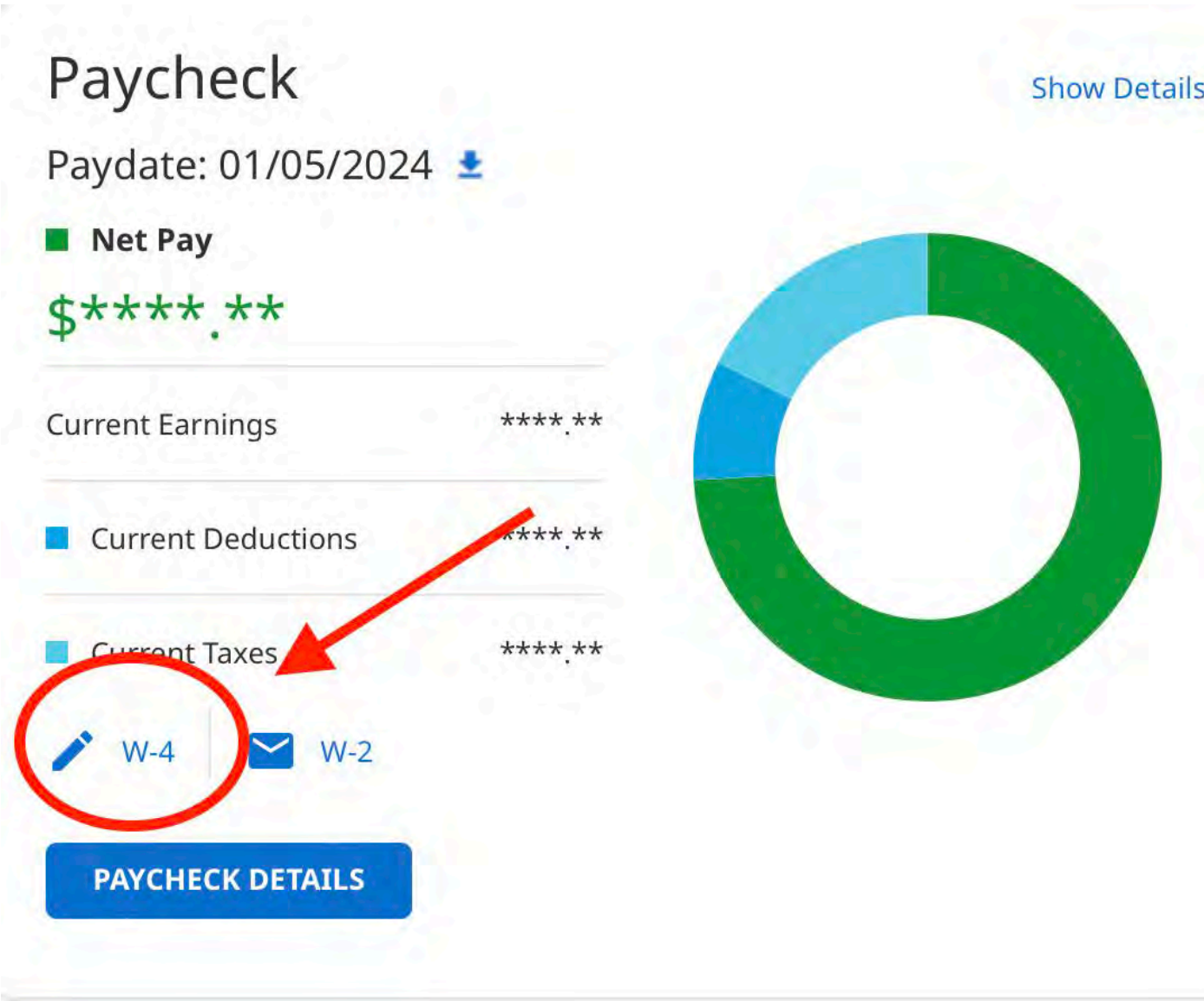
**Auto Enroll will  
commence on  
the February 2  
pay date.**





## 2023 W-2s Are Now Available

2023 W-2s are now available electronically in [Insperity Premier](#). If you are not enrolled in the electronic delivery of your W2, it will be mailed to your home address listed in Insperity Premier.



## W-4 Tax Withholding Review

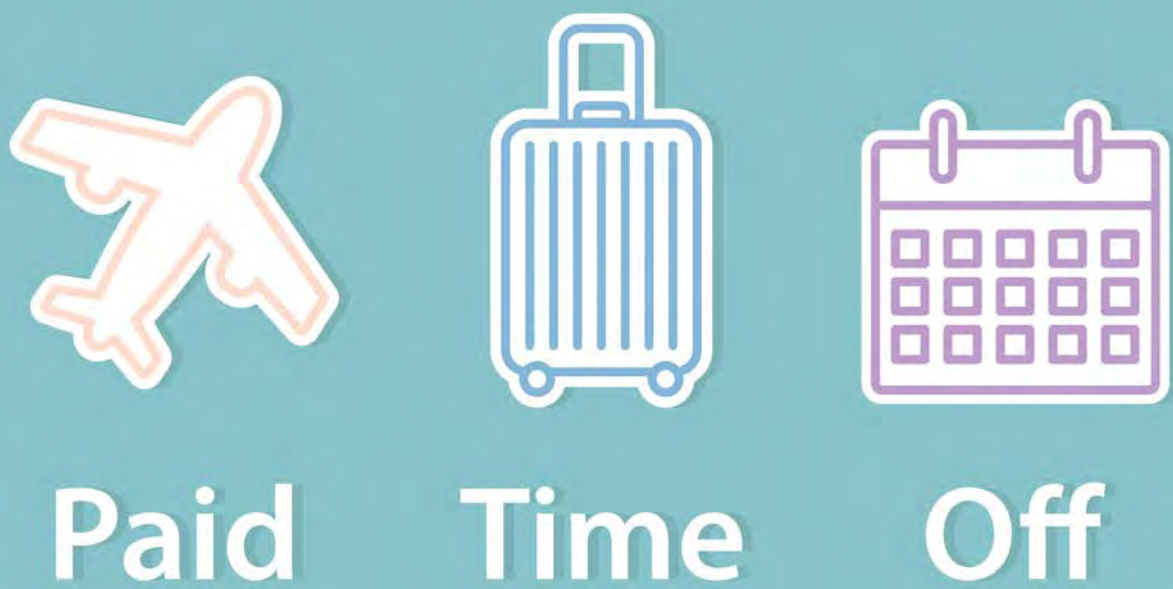
Should you choose to make changes to your paycheck tax withholdings, login to your Insperity account and select “W-4” under the “Paycheck” section. Follow the instructions to submit your new W-4. **Please note that you must submit your new W-4 no later than the Monday leading up to the payday for which you’d like your changes applied.** For example, in order for changes to be reflected on your February 2 paycheck, they would need to be submitted by Monday, January 29.



## Employee Profile Review

The beginning of the year is always a good time to review your employee profile in Insperity Premier to make sure we have the most up to date address, phone number, and emergency contact information. Please take a few minutes to review and update if applicable. If you have a change of address please also email the new address to the HR Department so we can make sure Empower Retirement is also updated.





## PTO Carry Over / Payout Options

Yesterday (January 17), HR distributed PTO Carry Over / Payout Option letters via email to Employees with unused PTO that was earned in 2023. Emails were sent to the Employee's primary email in SaaS. **Option letter responses are to be emailed back to Laura Villarreal no later than close of business Wednesday, January 24.** If we do not receive a response from you, we will default to the Carry Over selection. Those opting to pay out their unused PTO earned in 2023 will receive those funds in the regular February 2 payroll.



## Insperity Correspondence

Keep an eye out for the following Insperity correspondence (mailed to your home address):

- 1095-B: IRS Health Coverage Enrollment for 2023.
- Summary of Material Modifications, if enrolled in any of our benefit offerings.
- FSA Confirmation of enrollment, if applicable.



## 2024 IntegrITS Calendars

2024 IntegrITS Calendars have been emailed out and can also be accessed in SaaS eWorkforceComplete™ and Insperity Premier.



## 2024 Benefit Cards

New benefit cards will only be mailed out to those who made changes or enrolled for the first time. (Note: this includes HSA/FSA spending cards.)

## Tip of the Week

As the new year begins, many of you may be thinking about how you can be more intentional and organized when it comes to your schedule. We have all heard about planners, but we recently learned about “Passion Planning.”

The Passion Planner brings together calendars, reflection prompts and journal pages to help you be more intentional about your everyday life. The company, Passion Planner, provides free resources available for download here:

<https://passionplanner.com/collections/free-downloads>.

## Employee Referral Bonus Program

At the end of each quarter, everyone who refers a prospective employee who makes it to the interview process will be entered into a raffle for a \$500 gift card. We will select two winners from this pool of contestants—meaning two people have the chance to win a \$500 gift card each quarter! Furthermore, we will enter all employees who refer a job applicant into another raffle (regardless of the stage they make it to in the hiring process), with the winner receiving a \$250 gift card.

We have a number of job openings across multiple IntegrITS locations ([IntegrITS Opportunity Central](#)). Let's work together to find the best candidates for these open positions!

## Coming Soon

Join us on the first Thursday of February for another message from Mr. Carter in The CEO's Corner.



# Holiday Lunch: Nellis Air Force Base

We recently received photos from our Team’s holiday lunch at Nellis Air Force Base. The holidays are over, but we couldn’t miss an opportunity to share photos from this festive gathering!







# Comments / Questions

If you have any comments or questions about this week's newsletter, email us at [news@integrits.com](mailto:news@integrits.com).

We have also created a website where we are storing the archives of all our newsletters to date:  
<https://integrits.com/digest-archives/>.



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