

A FAREWELL & AN INTRODUCTION

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(Pictured: Nick Enriquez)

During his 25-year tenure at IntegrITS, we have all had the pleasure of working with Nick Enriquez. Nick has been a core member of the IntegrITS Team since day one in 2000. As a Senior Systems Engineer, he led our team responsible for the technical rigor of the full life-cycle combat systems test and evaluation, software integration, research and development, data reduction and analysis, simulation integration and interoperability testing. In recent years, Nick served as our Facility Security Officer (FSO) and Information Security Officer (ISO). After an illustrious professional career, Nick retired at the end of 2024 and transitioned into a part-time role with the Company. Over the past several months he has been training his replacement.

We are pleased to announce that Jim Lyon will be taking on the role and responsibilities of FSO. Nick will remain on our team in a part-time role to mentor and assist Jim and Leadership through transition efforts within IntegrITS. Jim, also a former FSO, is now your point of contact for all things related to IntegrITS Security (e.g. security clearances, security briefings, trainings, security related reporting, etc.).

In our [January edition](#) of The CEO's Corner, Mr. Carter announced that Jim Lyon would be taking on a new role as Corporate Operations & Compliance Officer. In this critical leadership role, Jim oversees operational excellence and ensures compliance with industry regulations and corporate



(Pictured: Jim Lyon)

governance standards. It is very fitting that the role of FSO be done in conjunction with Corporate Operations & Compliance. Jim will be distributing news and information over the next few weeks regarding his vision for the IntegrITS Security Program. He will also share updates as he implements new training and awareness programs and online portals. Please feel free to reach out to Jim with any security-related questions, concerns, or recommendations (lyon_jim@integrits.com).

Nick, we want to end this update with a huge thank you for the foundational role you have played in building IntegrITS. We are excited for all that lies ahead for you in retirement, and while you are saying farewell to this full-time position, we are happy to still have you on the team part-time. Team, please join us in congratulating Nick on this milestone and thanking him for his incredible service to the IntegrITS Family!

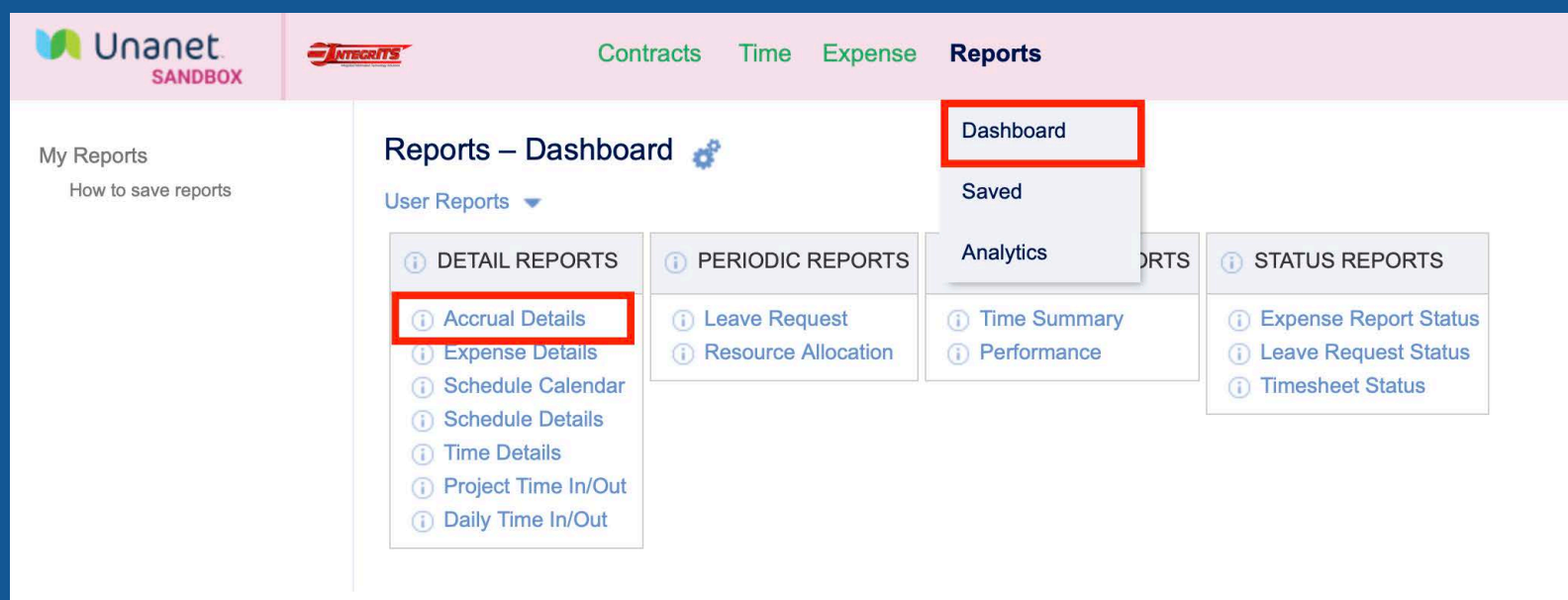
Tip of the Week: IntegrITS ERP Edition

Now that we've gone through multiple payroll cycles using the IntegrITS ERP, we have learned a few lessons along the way. As we come across different tips and frequently asked questions, we will share them here in the Digest. But remember that you can always email the ERP Support Team at erp_support@integritys.com if you have questions or encounter any issues within the IntegrITS ERP.

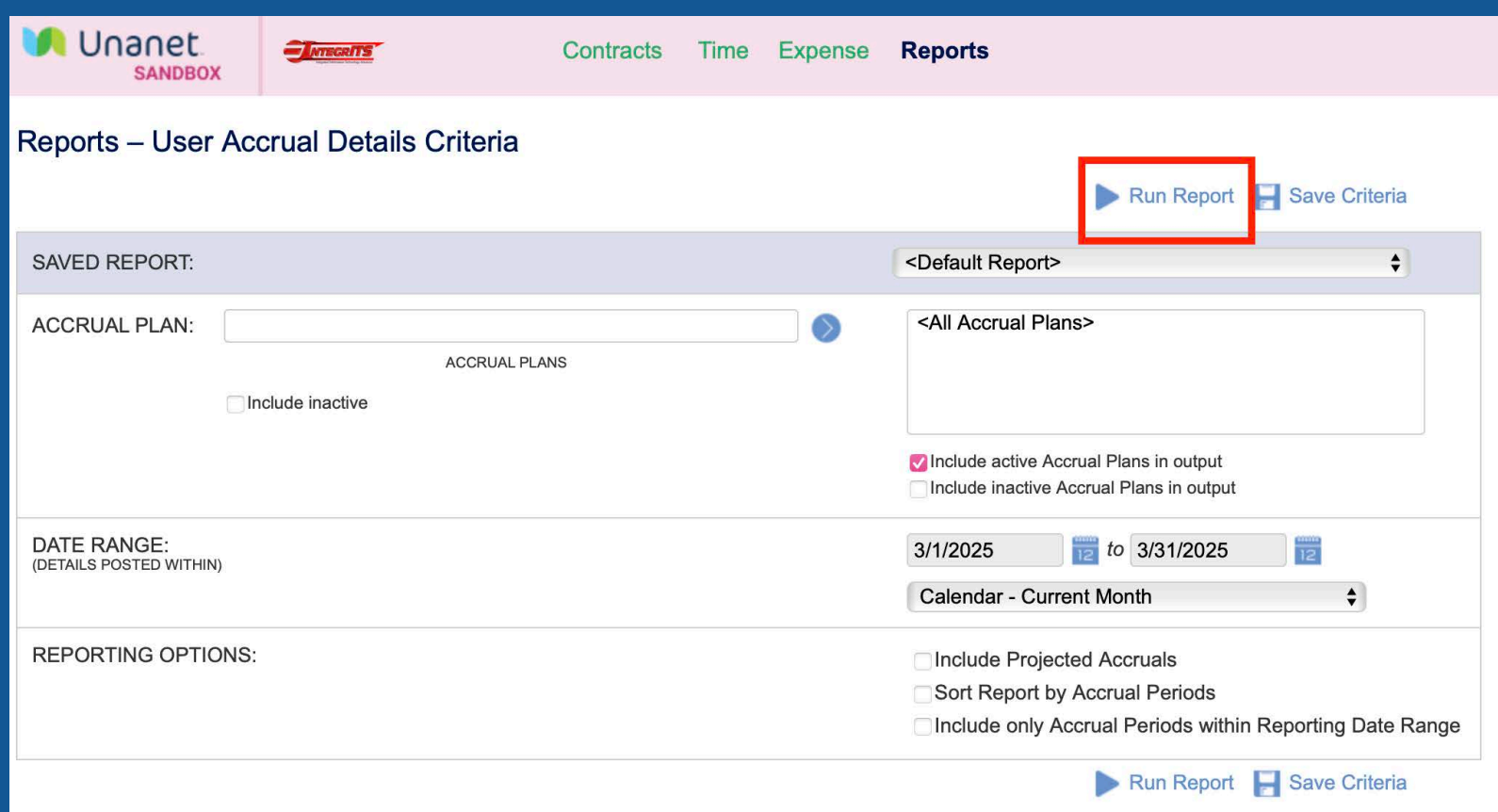
This week's tip is related to viewing your Leave Balances. Depending on your employment type, your leave balance could include holidays, paid time off, personal option leave, sick leave, non-paid leave, etc. Here's where you can find this information (Note: screenshots were taken in our ERP test environment, so the header will look slightly different when you log into your IntegrITS ERP account):

Step 1: Log in to the IntegrITS ERP and navigate to Reports > Dashboard

Step 2: Select "Accrual Details" under "User Reports"



Step 3: Select "Run Report"



Step 4: Review Your Accrual Details. The key information you want to look for is "Available Hours."

User Accrual Details						
Date Range: 3/1/2025 - 3/31/2025 Sorted by Posting Dates Including Pending Adjustments						
ACCRUAL PERIOD	TRANSACTION	HOURS	BALANCE	COMMENT	DATE	POSTED BY
PERSON:						
Accrual Plan Name: PTO (120) (12/28/2024-EOT)			Balance as of 2/28/2025: 10.13			
Project (Task): TIME_OFF PTO			Available Hours: 14.75			
			10.13 Balance as of 2/21/2025			
2/22/2025 – 3/7/2025	Accrued	4.62	14.75		3/7/2025	System

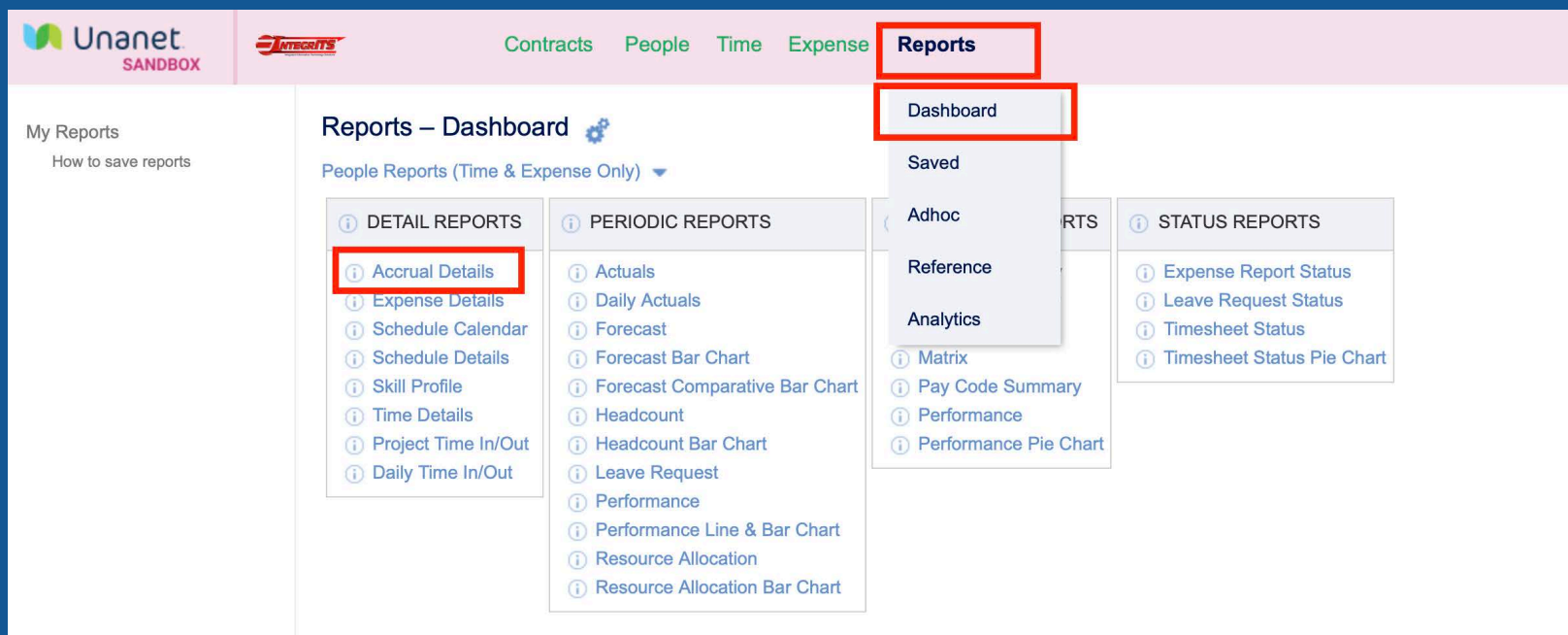
Tip of the Week: IntegrITS ERP Edition (cont.)

Leave Balance Instructions for Supervisors

Supervisors can also view their team members' leave balances following these steps:

Step 1: Navigate to Reports > Dashboard

Step 2: Select "Accrual Details" under "People Reports"



Step 3: On the next page, you can search by name to view a specific person's leave balance, or you can leave all fields blank and select "All People I can see" to see the leave balances for everyone you supervise. Then click "Run Report."

A screenshot of the 'Reports - People Accrual Details Criteria' form. The 'Run Report' button is highlighted with a red box. The form includes fields for 'SAVED REPORT' (set to '<Default Report>'), 'REPORT ON' (set to 'All People I can see'), 'PERSON' (with 'ORG. CODE' and 'LAST NAME' sub-fields), 'PERSON STATUS' (with 'Active' and 'Inactive' checkboxes), 'ACCRUAL PLAN' (with 'Include inactive' checkbox), 'DATE RANGE' (set to '3/1/2025 to 3/31/2025'), and 'REPORTING OPTIONS' (with 'Include Pending Adjustments' checked).

Step 4: Your report will look similar to this:

People Accrual Details						
Date Range: 3/1/2025 - 3/31/2025 Sorted by Posting Dates Including Pending Adjustments						
ACCRUAL PERIOD	TRANSACTION	HOURS	BALANCE	COMMENT	DATE	POSTED BY
PERSON:						
Accrual Plan Name: PTO (120) (12/28/2024-EOT)			Balance as of 2/28/2025: 10.13			
Project (Task): TIME_OFF PTO			Available Hours: 14.75			
			10.13 Balance as of 2/21/2025			
2/22/2025 - 3/7/2025	Accrued	4.62	14.75		3/7/2025	System
PERSON:						
Accrual Plan Name: PTO (184) (12/28/2024-EOT)			Balance as of 2/28/2025: 199.39			
Project (Task): TIME_OFF PTO			Available Hours: 196.46			
			199.39 Balance as of 2/21/2025			
2/22/2025 - 3/7/2025	Used	-10	189.39		3/6/2025	
2/22/2025 - 3/7/2025	Accrued	7.08	196.46		3/7/2025	System

We hope this information is helpful to you, and please do not hesitate to contact erp_support@integrits.com with any questions about the IntegrITS ERP!

Coming Soon

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

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!



The IntegrITS Suggestion Box

We have created a space online where you can submit feedback, questions, or any other insight you have. Suggestion box entries are submitted anonymously, however, if you would like our Team to reach out to you individually, you can include your name and contact information. [Click here to visit The IntegrITS Suggestion Box.](#)

Comments / Questions

If you have any comments or questions about this week's newsletter, email us at 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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