



EDUCATIONAL ASSISTANCE

IntegrITS Educational Assistance Program



**"An investment in knowledge pays the best interest."
- Benjamin Franklin**



Educational Assistance

Greetings, IntegrITS Family! As you read through the tenets of our IntegrITS Culture, you will notice that we are committed to providing excellent service to our customers and we are committed to working well with one another. You will also find that our culture calls for an investment in every employee's professional development. As a part of that commitment, we established the IntegrITS Educational Assistance Program which supports the personal and professional development of our employees through formal education.

What is the Educational Assistance Program?

The IntegrITS Educational Assistance Program encourages ongoing learning to help maintain and improve our Team members' job-related skills and to create more opportunities for professional growth. Through this program, IntegrITS provides educational assistance **up to a maximum benefit of \$5,000.00 per calendar year** to eligible employees for studies through accredited institutions, provided the course of study is related to the Employee's current position or a probable future assignment within the Company. This also includes approved industry and professional development certification courses and examinations.

Who qualifies for this program?

To be eligible, an employee must meet the following criteria:

- Must be a full-time employee, exempt or non-exempt.
- Must be in good standing.
- Must complete and timely submit the Educational Assistance Request Form to Manager and Human Resources Manager for final approval.
- Must continue to satisfactorily perform their job functions and requirements throughout completion of each course.
- Must remain on the active payroll.
- Must achieve a grade or rating of satisfactory or higher.
- Must submit all required documentation to Human Resources after course completion. This includes:
 - itemized proof of payment
 - copy of one or more of the following: 1) the final grade of satisfactory or higher from an accredited institution, 2) passing an industry administered exam, or 3) receiving a certificate of completion.

Educational Assistance (cont.)

Where do I sign up?

If you are interested in pursuing studies through the Educational Assistance Program, please email Laura Villarreal (villarreal_laura@integrits.com) and she will provide the application form that you will need to submit to both HR and your supervisor. We also suggest that you initiate a conversation with your supervisor to discuss how your educational pursuits will support your current role and potential growth within the Company.

A Success Story: Spencer Davis



We asked Spencer Davis, System Administrator II at the Utah Test and Training Range (UTTR), a few questions about his experience with the IntegrITS Educational Assistance Program.

What is your role at IntegrITS?

I am a System Administrator Level II, working primarily with the Mission Control Center crew of the UTTR. I provide support and maintain system integrity.

What degree or certification did you complete through the Educational Assistance Program?

What school did you attend for this degree or certification?

Through the Educational Assistance Program, I received a Master of Business Administration in Information Technology Management. This degree was awarded from Western Governors University.

How has pursuing this degree helped support your professional and/or personal goals?

Pursuing this degree has helped me achieve my personal goal of receiving graduate-level education. In the future, I see this degree helping me to work as part of a team and to use the lessons to be a better teammate and leader.

Has pursuing your degree helped you in your current role at IntegrITS? If so, how?

The lessons I learned while pursuing my degree have taught me a great deal about business operations. I learned about leadership styles and their tradeoffs. I learned about business accounting and the importance of staying within a budget. Furthermore, I also learned about project planning and how many aspects of a business are interdependent. All these lessons have helped me better understand my role at IntegrITS. They have taught me how to perform my role within the context of a team where all of our individual projects are connected.

Is there anything else you would like to share about your experience with the Educational Assistance Program?










Mid-Year Reminders

Believe it or not, we are halfway through 2024! Our Team has a few reminders that we'd like you to consider as you prepare for the remainder of the year. Read along as we highlight 4 important mid-year checkups.

1. Review Your Paycheck Tax Withholdings

A best practice that we encourage you to consider implementing is what the IRS calls a mid-year “[Paycheck Checkup](#).” This practice involves revisiting your tax withholdings mid-way through the year to ensure that you are withholding the most accurate amount of tax from your paycheck.

If you've experienced any of the following circumstances, you might consider doing a Paycheck Checkup:

 Are a two-income family or someone with multiple jobs
 Work a seasonal job or only work part of the year
 Claim the child tax credit
 Have dependents age 17 or older
 Itemized your deductions in previous tax years
 Have high income or a complex tax return
 Had a large tax refund last year
 Had a tax bill last year

The [Tax Withholding Estimator](#) is a helpful tool as you complete your paycheck checkup. Engaging a tax professional in the process can also be helpful —especially for those who have a complex tax situation.

Should you choose to make changes to your 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 August 2 paycheck, they would need to be submitted by Monday, July 29.

Mid-Year Reminders (cont.)

2. Checkup on Your Retirement Savings

Another mid-year checkup that you might want to consider is revisiting your 401(k) contributions. The IRS calls this a “[Mid-Year Retirement Savings Check-up](#).” If you’ve changed (or would like to change) your 401(k) contributions in 2024, there could be implications for the amount of tax you withhold from your paycheck. Changes to your IntegrITS 401(k) plan can be done through [Empower Retirement](#).

Also, don’t forget that through our partnership with Cooper Capital Group, we have access to their retirement planning advising at no additional cost to the employee. Always feel free to contact them, as they are here to help us in all aspects of our retirement planning.

Clinton Cooper, CEO: ccooper@coopercapgroup.com

Cooper Capital Group Office: 760-452-6114

The entire team monitors this email address and phone number, so Clinton Cooper, Nate Miles, Kyle Stits, or Parker Johnson will respond to your inquiry.

Please note that changes to your 401(k) contributions must be submitted via Empower at least 8 days before the payday for which you’d like your changes applied. For example, in order for changes to be reflected on your August 2 paycheck, they would need to be submitted by Thursday, July 25.

3. Schedule Your Annual Exams

If you haven’t done so already, now is the perfect time to reach out to your providers to schedule your annual exams before the year is over.

Here are three key annual exams that you should consider scheduling, if you haven’t done so already this year:

1. Annual Physical
2. Dental Exam/Cleaning
3. Vision Exam

4. Check your FSA Balance

If you have enrolled in our FSA Plan, now is a great time to check your FSA balance and chart out how you plan to spend it by the end of the year.

We don’t want the funds you have set aside to go to waste, and there are resources like the FSA Store that make it easy to purchase FSA-approved items. If you [use this link](#), you can also earn Insperity MarketPlace WOWPoints on purchases made in the FSA Store.

Q2 New Hires

A warm welcome to our new hires who joined IntegrITS in the second quarter of 2024! We are so honored to have you on our team.

- Alexandra Delarosa**
David Evans
Paul Farnam
Jack Greenway
Jose Gutierrez, Jr.
Deep Kaur
Sean Kiri
Tracey Lottier
- Katelyn Macfarlane**
Tremayne McDonald
Carlos Ornelas
John Rankin
Jose Rosado Rivera
Michael Rush
James Thomas
Jesse Willhite



July Birthdays

We are wishing a happy birthday to our teammates who are celebrating birthdays in July!

- Steve Browning**
Maria DeSandre
Eric Diamante
Edwin Gigstad
Evan Grulkowski
Noe Magana
John Maxfield
John Nguyen
Drew Olufson
- Alyson Openshaw**
Carlos Ornelas
Rini Patricio
George Quindara
Gabrielle Servati
Jack Spreng
Juan Tovar
Henry Valladares

July Anniversaries

Whether you've been with us for one year or twenty, we don't take it for granted that you are a member of the IntegrITS family. Thank you for your hard work and commitment to your team.

If you see someone from your department on this list, be sure to congratulate them this month!

Dan Baggett, 7 years
Mike Beckers, 6 years
Blessie Cablayan, 6 years
Eric Caudillo, 6 years
Michael Caudillo, 6 years
Chris Coleal, 6 years
Randall Craig, 6 years
David Daniels, 6 years
Gina Darcy, 6 years
Chris Dick, 6 years
William DuBois, 6 years
Frank Dydek, 6 years
Barbara Gibson, 6 years
Edwin Gigstad, 6 years

Garry Goforth, 6 years
Ernesto Gonzalez, 6 years
John Grady, 6 years
Thomas Grady, 6 years
Evan Grulkowski, 6 years
Roger Hill, 6 years
Larry Hook, 6 years
Will Jackson, 6 years
Douglas Langemo, 6 years
Mikhael Mougala, 6 years
Thanh Nguyen, 6 years
Andre Nguyen, 6 years
Matthew Obermark, 6 years
Drew Olufson, 6 years

Joe Pisano, 6 years
Alysse Pratti, 6 years
Brian Simmons, 6 years
Rick Sintes, 6 years
Jason Sorge, 6 years
Darrell Tave, 6 years
Michael Vincent, 6 years
Tony Wieder, 6 years
Jacqui Green, 5 years
Mark Equihua, 3 years
Jose Garcia, 2 years
Luis Ortega, 2 years
Bianca Yoosefian, 2 years





Tip of the Week

Considering today's topic of education, we thought it appropriate to highlight the “Back to School” deals we have access to through the Insperity MarketPlace. [Click here](#) to learn more.



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.](#)



Coming Soon

Join us on the first Thursday of August for a message from Mr. Carter in another 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!

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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You are receiving this email because you are one of our incredible IntegrITS Employees, or you are an extended member of the IntegrITS Family.

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