

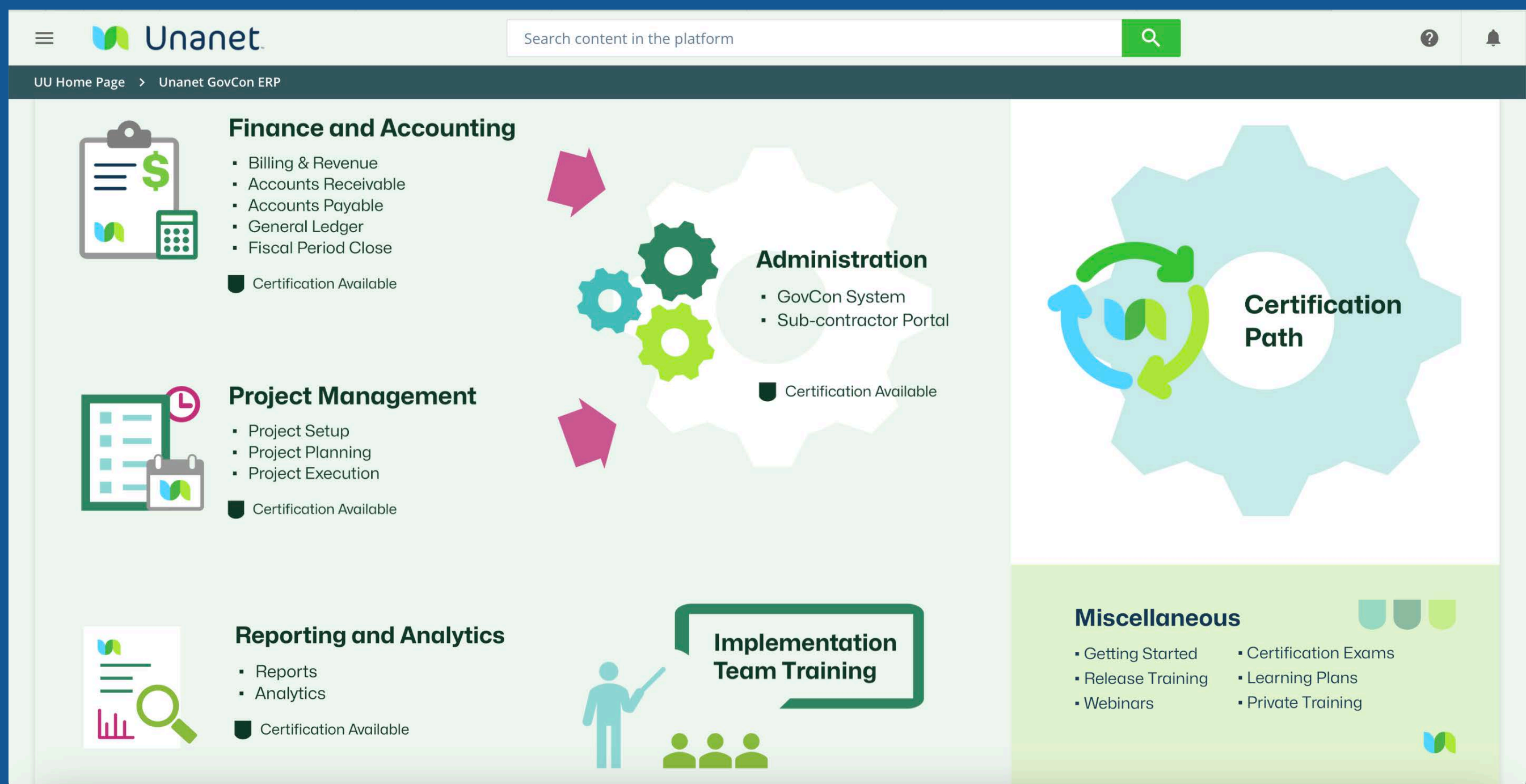


UNANET UNIVERSITY TRAINING PLAN

Unanet University Training Plan

Greetings, IntegrITS Family! In our [September 5th edition of the CEO's Corner](#), Mr. Carter shared that IntegrITS will be deploying the Unanet Enterprise Resource Planning (ERP) GovCon solution to manage our day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations.

As also noted in Mr. Carter's message, we are committed to providing comprehensive training and support throughout this transition. This week's edition is going to highlight the Unanet ERP GovCon solution with a focus on the Unanet University trainings we would like the IntegrITS Team to complete during Q4 2024. The screenshot below shows the different training paths one can take in Unanet University, and we have selected a few introductory trainings from this list to help us all get started in Unanet.



In the remaining days of October, all employees will be receiving an email from Unanet Support that establishes your access credentials to Unanet University (via the Unanet Experience Center).

The ERP Transition Team (a cross-functional team comprised of our IntegrITS Accounting, Contracts, Human Resources, and Information Technology departments) has identified self-paced user training courses for all employees, supervisors, and project/program managers. Our goal is that everyone will complete these trainings over the remaining weeks in 2024 so that we are all ready for the January 2025 Unanet launch.

On the next page you will find a list of the trainings we have selected, broken into the categories of: 1) all employees, 2) managers/supervisors, and 3) project/program managers. You can also find the Unanet University Training Plan by [clicking here](#).



Unanet University Training Plan

[Click here to visit Unanet University ERP GovCon](#)

All Employees

- [System Overview](#) [20m]
- [Using Timesheet Entry](#) [8m]
- [Entering an Expense Report](#) [8m]
- [Using the Mobile App](#) (Optional) [25m]

Managers / Supervisors

- All Employees Listing
- [Using Time and Expense Approvals](#) [7m]
- [Introduction to Searching](#) (Optional) [4m]
- [Introduction to Reporting](#) (Optional) [15m]

Project / Program Managers

- All Employees Listing
- Managers/Supervisors Listing
- [Assigning Project Resources](#) [20m]
- [Using Project Plans](#) [20m]



Unanet University Training Plan (cont.)

All Employees	Managers/Supervisors	Project / Program Managers
System Overview [20m]	All Employees Listing [36-61m]	All Employees Listing [36-61m]
Using Timesheet Entry [8m]	Using Time and Expense Approvals [7m]	Managers/Supervisors Listing [26m]
Entering an Expense Report [8m]	Introduction to Searching [4m]	Assigning Project Resources [20m]
Using the Mobile App [25m] (Optional)	Introduction to Reporting [15m]	Using Project Plans [20m]

The ERP Transition Team has found the self-paced training videos to be very informative and highly useful in our efforts. We are confident you will as well.

The ERP Transition Team will send you an email in the coming days letting you know to be on the lookout for an email from Unanet Support that includes your Unanet Experience Center/Unanet University login credentials. In the meantime, please email Sarah Carter (carter_sarah@integrits.com) if you have any questions about your Unanet Experience Center login or the Unanet University trainings.





Recap: 401(k) Educational Sessions

We were pleased to see many of you at our 401(k) Educational Sessions! A huge thank you to our HR Team and Cooper Capital Group (CCG) for facilitating these sessions. CCG provided a wealth of information that we hope gave you greater insight into our IntegrITS 401(k) benefit and how you can strategically plan for retirement.

These sessions covered a wide range of topics related to 401(k) retirement planning, but there are two takeaways that we want to highlight here:

1. The IntegrITS Match: IntegrITS offers an industry-leading 401(k) contribution rate matching of 5%. If you have not done so already, consider contributing to your IntegrITS 401(k) at a 5% rate, as you would essentially receive a 100% return on those savings with no market risk.
2. CCG retirement planning and advisory services are available to us at no cost to the employee. Every member of the CCG Team holds extensive knowledge and expertise when it comes to retirement planning, and we strongly encourage you to take advantage of this benefit. Please do not hesitate to reach out to the CCG Team if you have any questions about your retirement planning.

Clinton Cooper, CEO: ccooper@coopercapgroup.com
Cooper Capital Group Office: 760-452-6114

Also, remember that we publish On Target with CCG in The IntegrITS Digest each quarter. Here are the topics CCG has covered in the Digest so far this year:

[Bonds and Your 401\(k\)](#)
[Beneficiary Basics](#)
[Investment Styles](#)

We weren't able to take pictures at each of our locations, but we've included some snapshots from a few of our sessions on the next page.



Hill Air Force Base



Edwards Air Force Base



IntegrITS Headquarters



Tip of the Week

Halloween will be here before we know it! We found a resource that might be helpful for anyone looking for pumpkin carving ideas. [Click here](#) to read “78 Cute Pumpkin Carving Ideas Even Beginners Can Try.”



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 fifth Thursday of October for another 5th Thursday Check-In.

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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