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## **Welcome to this week's edition of *The IntegrITS Weekly Digest*.**

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In many ways, the Team we are spotlighting today needs no introduction. They are the faces you see on your first day at IntegrITS. They are your go-to people for questions regarding your employment and benefits. They are at the center of making sure IntegrITS is living up to its claims of employee wellness and providing a positive, healthy working environment. Today, we are excited to shine a light on our Human Resources Department.

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## **Team Spotlight: The Human Resources Department**

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## Team Members

Vanessa Valdez: Chief Human Resources Officer

Laura Villarreal: Human Resources Coordinator

## Location

IntegrITS Headquarters | San Diego, CA

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We asked Vanessa and Laura to answer a few questions about their team and their work:

### **How would you describe the work your team does?**

We provide HR support across our various IntegrITS locations including:

- Talent Acquisition
- Employee Onboarding
- HR compliance
- Performance Management
- Training and Development
- 401k and Benefit Administration
- Compensation
- Ethics in the Workplace
- Payroll and Safety Assistance

We try to bridge the gap between Employees and Employer. A huge goal for our department is to represent the culture IntegrITS embodies with each interaction we have with employees. Alongside our daily HR duties we also make an effort to be carriers of the culture.

## **Tell us about an accomplishment that makes your team proud.**

With the award of JTECH II in the summer of 2018, we individually onboarded 100+ employees in three days. We had the support of several HQ personnel to make this happen - Jim Lyon and Rick Ponzo (led IT and SaaS onboarding), Steve Fox (Acting Department Manager), and Mike Sosamon (Facilities Security Officer coordinating from San Diego). It was definitely a team effort and could not have been done without the support of HQ.

It was very important to us to meet each employee and be available to personally walk them through the onboarding process and answer any questions they had. More importantly we wanted to provide assistance and assurance as the Team was transitioning from their old employer to IntegrITS. We had to coordinate with the Prime Contractor to make sure years of service and PTO were correct, so we could grandfather them in correctly. This was a huge task and took much preparation and coordination before, during, and after in order to successfully onboard our 100+ new Employees into IntegrITS.

***At the end of the day, we wouldn't have done it any other way because we really believe the time we took with each employee spoke volumes and set a precedent for what Employees could expect from IntegrITS.*** We believe that investing this time with each new hire paid dividends for future interactions with Employees.

## **What is something you wish the whole company knew about your team?**

That our HR Team is only made up of two people. :) However, we collaborate and work closely with other departments and receive so much support from project leads. It is a priority of ours to keep a pulse on the Employees and what they are saying in order to provide feedback to the Corporate Leadership Team on what is important to them.

## Tell us about any developments on the horizon in your team's area of work.

With the transition to Insperity (PEO) we are implementing several new process/functions: Applicant Tracking System (ATS), Performance Management System, and Benefit Administration. The goal of this transition is to offload administrative functions from our plate and allow the HR Team to focus more time on other items and new employee programs. We also look forward to having more space to strategize, implement, and grow initiatives that invest in the future wellness of the IntegrITS Family.

We hope this week's Team Spotlight has provided a glimpse into the incredible gift we have in our dynamic duo, Vanessa and Laura. They embody our Company culture and do so in a way that prioritizes the needs and wellbeing of each and every IntegrITS employee. *Thank you, Vanessa and Laura, for all you do for the IntegrITS Family!*

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### Tip of the Week

We've all noticed how our money isn't going as far at the grocery store. As we experience inflation and the soaring price of groceries, there are a few best practices that might help lower your grocery bill. Cooking with less meat (especially beef) and incorporating more vegetables and beans helps lower grocery costs. Canned tuna—and even items like anchovies—are helpful to have on hand during these times. We pulled a few “inflation-friendly” recipes from *New York Times Cooking*:

[Perfect Instant Ramen](#)

[Stuffed Peppers](#)

[Bean and Cheese Burritos](#)

[Quick Tomato Soup with Grilled Cheese](#)

[Tuna Crunch Sandwiches](#)

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## Coming Soon: *Operational Excellence*

Join us next week as we highlight another one of our incredible IntegrITS Teams!

### 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/>.

Have an incredible week, and we'll see you next Thursday!

Warmest Regards,  
The IntegrITS Weekly Digest

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