



**ace consulting
group**



NEW EMPLOYEE ORIENTATION



Welcome to The Ace Consulting Group!



We're excited to have you on assignment with one of our valued clients.

This packet provides important information about payroll, timekeeping, attendance, and other key policies.

Please keep this as a reference during your assignment.

Assignment Type

You may be hired in one of the following types of roles:

Temporary/Contract role

Your assignment has a specific end date which has been shared with you.

Temp to Hire role

You will work for us, ACE, for a set amount of time and then have the option to be hired by our client partner based on your attendance & performance.

Your Assignment with ACE

At ACE, we are committed to helping you succeed in your role. While you are assigned to a client site, **you are employed by The Ace Consulting Group**. That means ACE handles your payroll, employment records, and workplace support. Employment is at-will, meaning either you or ACE can end the assignment at any time.

CONTACTING ACE

Throughout your assignment, you may need to contact us. Please see below for our contact information.



(312) 872-1401



(312) 872-1401



Payroll@theaceconsultinggroup.com
(PAYROLL)



HR@theaceconsultinggroup.com
(HR & BENEFITS)



Attendance@theaceconsultinggroup.com
(CALL OFFS/ATTENDANCE)

PAY INFORMATION

PAY DAY & FREQUENCY

Pay day is every Friday and we will pay you weekly.

PAY STUBS

Pay stubs will be sent to you via email and you can also access these by logging into WebCenter at any time.

PAYMENT OPTIONS

You can elect to receive your weekly pay via:

Direct Deposit
Rapid Pay Card
Live Check

If you elect to receive a live check, this will be placed in the mail to your address on file every week.

TIMEKEEPING

Please enter your hours via our "WebCenter" portal every week.

Timecards are due every Monday before Noon to ensure you are paid timely on Monday.

It is your responsibility to enter accurate and timely hours. If you are found to falsify your hours to ACE. You will be subject to reimbursing ACE for any overpayments and subject to termination.

You will utilize your username and password to access WebCenter, this will be the same username and password as the one you used to complete your ACE hiring paperwork.

WEBCENTER: WEEKLY TIMECARD APPROVAL



DUE EVERY MONDAY BEFORE NOON



What is WebCenter?

WebCenter offers clients the capability to edit, submit, reject, and approve timecards. This document will walk you through the process.

LOG IN

You will receive a username and password from ACE to log in to review timecards.

1

Scan here to access Ace WebCenter

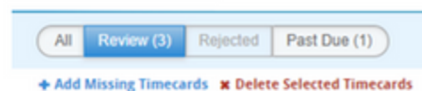


Link: <https://webcenter.ontempworks.com/Paperless/ACE/>

2

REVIEW TIMECARDS

Navigate to the Timecards tab to see all timecards that have been created by employees at your site.



APPROVE/REJECT

Timecards submitted by employees need to be reviewed and approved or rejected.

3

Details	Employee	Job Title / Department	Week Ending On	Hours / Adjustments	Approve Remaining	Reject Remaining
	Fontaine, Vince D	Primary Department Warehouse Worker	4/6/2019	29.00 Hours Reg 20.00 Adjustments \$425.00 Gross	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>
	Gliden, Harry	Primary Department Warehouse Worker	4/6/2019	32.25 Hours Reg 20.00 Adjustments \$483.75 Gross		
	Woodbury, Lorelai	Primary Department General Laborer	4/6/2019	20.00 Hours Reg 20.00 Adjustments \$300.00 Gross		

ATTENDANCE

Attendance is very important and will impact your assignment & employment with ACE.

Regular attendance at your assignment is expected. Any pre-planned time off like doctor's appointments, court, etc. should be communicated to ACE immediately for approval. ACE will email your assignment supervisor for final approval.

Excessive absences and tardiness may result in disciplinary action and termination.

Not reporting to work and not contacting us will result in immediate termination and you will not be eligible for rehire.

TEXT OR CALL US

(312) 872 -1401

EMAIL

Attendance@theaceconsultinggroup.com

Emergencies are handled on a case by case situation and ACE may request doctor's note/excuse, report of vehicle accident, court date, etc. to excuse your absence.

If an emergency or illness occurs, please call ACE. **You may also text or email us. We receive messages and calls 24/7.**

GENERAL POLICIES

Workplace Issues

If you encounter problems (harassment, unsafe conditions, conflicts, etc.), contact ACE immediately. ACE is your employer and will assist in resolving concerns with the client site.

Substance & Drug-Free Workplace

Drugs, alcohol, or being under the influence at work are strictly prohibited. Some clients may require drug/alcohol testing (pre-employment, random, or post-incident).

Confidentiality

You may have access to client information. Do not share or misuse confidential information.

Breaches of confidentiality may result in termination and legal action.

Use of Property & Equipment

Client property, equipment, and resources must be used for work only.

You must return all items when your assignment ends.



WORKPLACE SAFETY

All ACE employees must follow all client safety rules and use required protective gear.

Report injuries or unsafe conditions immediately to both your client supervisor and ACE.

Work-related injuries must be reported to ACE within 24 hours. You may call or email us.

HARASSMENT & DISCRIMINATION

ACE prohibits harassment, discrimination, and retaliation of any kind.

This includes offensive comments, unwanted physical contact, inappropriate jokes, or displaying offensive material.

Report concerns immediately to ACE HR (HR@theaceconsultinggroup.com or (312) 872-1401). Reports will be investigated promptly and confidentially.

AT-WILL EMPLOYMENT

You are expected to perform assigned duties to the best of your ability.

Assignments may be ended by you (the employee), ACE or the client at any time due to any reason including performance, attendance, or a change in client needs.

REFERRAL POLICY

At The Ace Consulting Group, we value great talent — and we know our employees are often the best source for referrals. To recognize your efforts in helping us grow, we offer the following referral bonus:

- If you refer a friend, family member, or acquaintance to ACE and we hire them, you will receive a \$50 referral bonus.
- To qualify, the referred employee must:
 - Complete at least 40 hours of work on ACE's payroll.
 - Remain in good standing during that period.
- Referral bonuses are paid on the next regular payroll cycle after eligibility is met.

There is no limit to the number of people you may refer — the more great candidates you bring us, the more bonuses you can earn!



BENEFITS

Health & Other Benefits

- Eligible employees may enroll in benefits such as medical, dental, and vision insurance.
- Eligibility Date: Benefits begin on the 1st of the month following 60 days of employment.
- Enrollment instructions and plan details will be provided by ACE's HR team prior to your eligibility date.
- For questions regarding benefits, email HR@theaceconsultinggroup.com

MEC Basic		
Coverage Tier	Premium	Employer Contribution
EE Only	\$ 45.00	\$25
EE + Spouse	\$ 85.00	\$25
EE + Child(ren)	\$ 85.00	\$25
EE + Family	\$125.00	\$25

MEC Plus		
Coverage Tier	Premium	Employer Contribution
EE Only	\$ 95.00	\$25
EE + Spouse	\$180.00	\$25
EE + Child(ren)	\$180.00	\$25
EE + Family	\$285.00	\$25

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	25%	41	100% employee paid

COST SUMMARY*

VOLUNTARY LTD

Age Band	Monthly Rate (Per \$100 of Monthly Covered Payroll)
<20	\$0.23
20 - 24	\$0.25

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	60%	41	100% Employee paid

COST SUMMARY

CLASS 1

Employee Only
Employee + Spouse
Employee + Child(ren)
Employee + Family
Total (All Classes)

Assumed Lives	Monthly Rates*	Monthly Premium	Annual Premium Sub-Total
16	\$38.03	\$596.31	\$7,155.72
2	\$79.87	\$198.08	\$2,376.96
2	\$91.28	\$228.20	\$2,738.40
4	\$138.82	\$546.95	\$6,563.40
24		\$1,569.54	\$18,834.48

*The rates quoted include the cost of state mandated benefits as of the date of this proposal.

PARTICIPATION AND PREMIUM

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	45%	41	100% Employee Paid

PREMIUM CONTRIBUTIONS The employee contributes 100% of the premium for the employee and any dependent insurance (if elected).

VISION PREMIUM RATES CLASS 1

Employee Only
Employee + Spouse
Employee + Child(ren)
Employee + Family

Assumed Lives	Monthly Rates	Monthly Premium	Annual Premium
10	\$7.08	\$70.45	\$845.40
3	\$16.27	\$43.12	\$517.44
1	\$18.03	\$25.96	\$311.52
4	\$27.52	\$121.36	\$1,456.32

PAID LEAVE



Illinois Paid Leave for All Workers Act

- Under Illinois law, you accrue 1 hour of paid leave for every 40 hours worked, up to 40 hours per year.
- This time may be used for any reason, including personal, family, or medical needs.
- You must request time off in advance when possible; however, same-day notice is allowed for unexpected absences.
- Payout at Termination: Employers are not required to pay out unused accrued paid leave when an employee is terminated, resigns, retires, or otherwise separates from employment.
- Accruals and available hours will be printed on your pay stub each week so you can easily track your available IL Paid Leave.
- **To use your accrued hours, please email Payroll@theaceconsultinggroup.com**

Chicago Paid Sick Leave

- If you are assigned to work in the City of Chicago, you are also covered under Chicago's Paid Sick Leave Ordinance.
- You accrue 1 hour of paid sick leave for every 40 hours worked, up to 40 hours per year.
- Sick leave can be used for your own illness, to care for a family member, or for reasons related to domestic violence or public health emergencies.
- Payout at Termination: Employers are not required to pay out unused Chicago Paid Sick Leave upon separation.
- Accruals and available hours will be printed on your pay stub each week so you can easily track your available sick time.
- **To use your accrued hours, please email Payroll@theaceconsultinggroup.com**

IMPORTANT LINKS

WEBCENTER LINK - *To complete timecards, pull pay stubs, check on your paid leave accruals, access hiring paperwork, access employment posters.*

<https://webcenter.ontempworks.com/Paperless/ACE/>

GENERAL SAFETY VIDEO

<https://youtu.be/JhnHv212IVw>

ILLINOIS SEXUAL HARASSMENT TRAINING

<https://youtu.be/n9gr6AHafwA>

EMPLOYMENT POSTERS

ILLINOIS & CHICAGO - <https://applicantcenterstorage.blob.core.windows.net/public-documents/ACE0c576cdd-9e8a-44dc-915f-b53a30922cb9-EMPLOYMENTPOSTERS24.pdf>

WISCONSIN - <https://applicantcenterstorage.blob.core.windows.net/public-documents/ACE9e4839be-df07-4617-bb4e-b3f95abe75fe-wisconsinEMPLOYMENTPOSTERS25compressed.pdf>