



On behalf of 360 Industrial Services staff, we would like to take this opportunity to welcome you to our Family. We are thrilled to have you working with us!

At 360 Industrial Services, we pride ourselves on offering our employees competitive wages, ease of access to all our staff and a safe working environment. Our employees are the most important part of our business, and we work tirelessly to ensure that you are able to make a living and provide for yourself and your family.

We have included Payroll and Benefit Information.

Your ADP code will be emailed to you approximately one week after you start.

We also want you to know that the best way to get in touch with us is through our website, 360industrialservices.com, using the employee check-in function. You can also contact us via email or our office phone line.

Also, please follow us on social media!

-  Facebook: <https://www.facebook.com/360industrialservices/>
-  Instagram: @360industrialservices OR <https://www.instagram.com/360industrialservices/>
-  Twitter: @360industrial OR <https://twitter.com/360industrial>
-  LinkedIn: <https://www.linkedin.com/company/360-industrial-services>

We will update job opportunities and other company information through both these sites!

Thank you again for joining our growing Family!



THANK YOU FOR JOINING THE 360 INDUSTRIAL SERVICES TEAM!

The following packet includes:

- PAYROLL INFORMATION (**ADP**)
- SAFETY CONTACT INFORMATION
- BENEFIT INFORMATION
- 360 CONTACT INFORMATION
- RAPID PAYCARD INFORMATION

PAYROLL:

- Payroll is due on **Monday, by noon**, for the previous week's hours. Make sure you are following sign in and out procedures. If you are using a Time Card, you must drop them off or Email them to Payroll@360industrialservices.com no later than **Monday**.
- Pay day is Friday, via Direct Deposit or Rapid Pay Card
- Directions for getting your Pay Stubs will be included in your welcome packet. **YOU WILL RECEIVE A SEPARATE EMAIL WITH INSTRUCTIONS AND REGISTRATION CODE.** (If you need the code again, please call payroll (480) 485-7950.
- If you have any questions regarding payroll please send an e-mail to Payroll@360IndustrialServices.com or you may call (480) 485-7950.



SAFETY:

- If an injury occurs, YOU MUST IMMEDIATELY notify your Supervisor on site and then call our office at (877) 522-6050 to be directed to an approved clinical facility and or to receive on-site first aid treatment.
- Report of injury must be completed and returned to us, no later than (1) one hour after the injury has occurred. Please call (877) 522-6050 and email the form to Safety@360industrialservices.com or fax a copy to (800) 652-8205.

Benefit Information:

- As an employee of 360 Industrial Services, you are eligible for our health insurance programs.
- You are eligible for benefits on the 1st of the month following 60-days of employment. You must apply for these benefits within those first 60-days.
 - **We have Blue Cross Blue Shield and the 4 plans are as follows:**
 - **PPO Statewide \$6,000 Deductible**
 - **PPO Alliance \$3,000 Deductible**
 - **HSA Plus Statewide \$4,000 Deductible**
 - **PPO Statewide Network \$2,500 Deductible**
- **Vision Plan is Superior Vision**
- **Dental Plan is United Concordia**
- **HSA is Optum**
- **401K is John Hancock**



360 Industrial Services

Contact Information:

Corporate Main

(602) 903-7999 (DIRECT)

PAYROLL/ACCOUNTING


(480) 240-2639 (DIRECT)

SAFETY HOTLINE.

Please use this # 24/7 to report any and all injuries!

(877) 522-6050



 English (US) ▼

Welcome to ADP

User Login [Admin Login](#)

User ID



Password



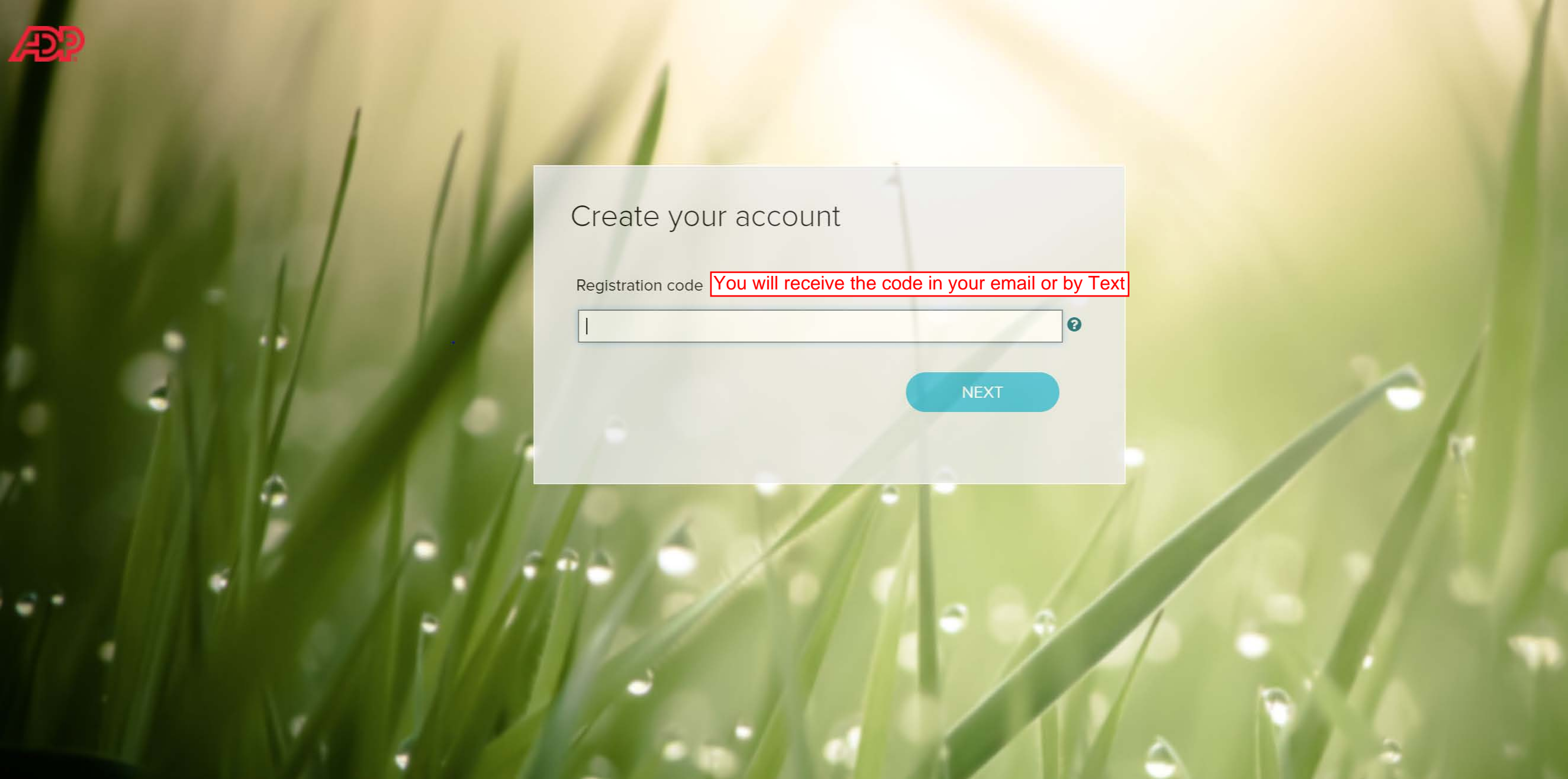
[Forgot Your User ID/Password?](#)

LOG IN

First Time User?

REGISTER HERE

[Help Getting Started](#)

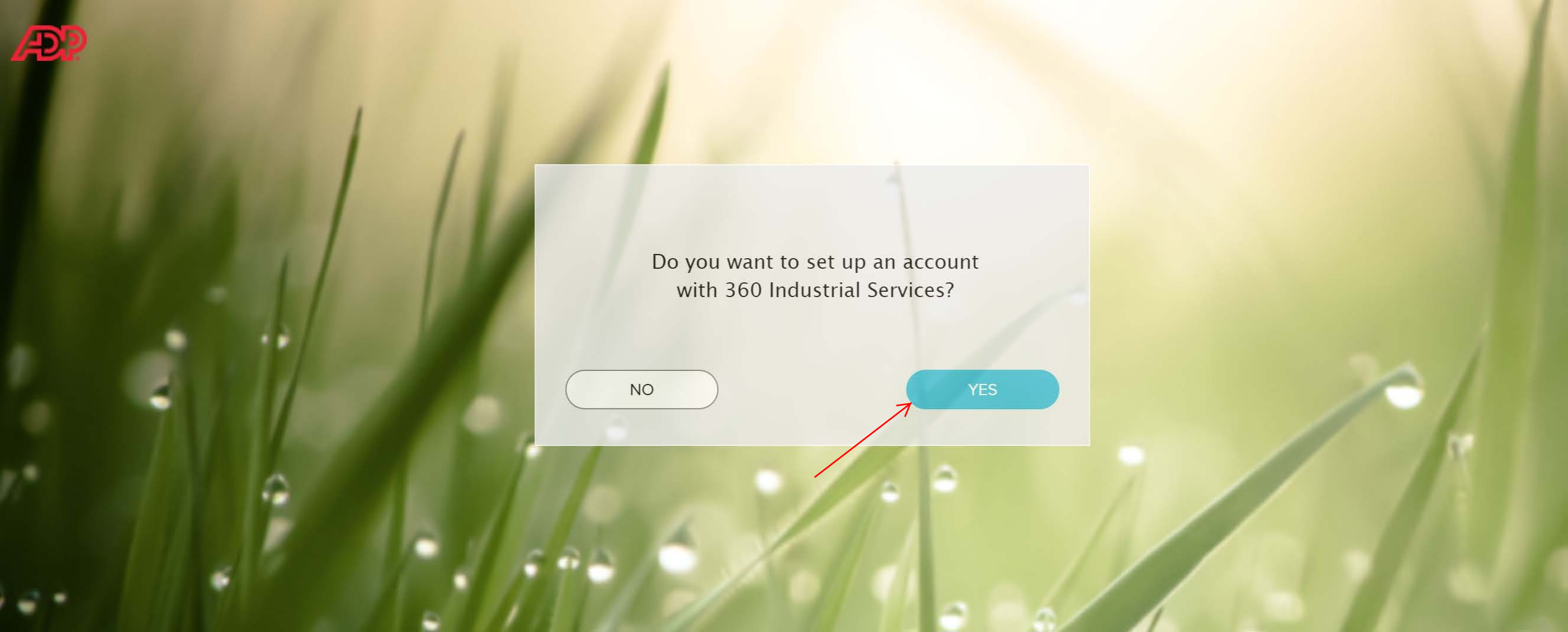


Create your account

Registration code You will receive the code in your email or by Text



NEXT



Do you want to set up an account
with 360 Industrial Services?

NO

YES





Identify yourself ?

First name*

Last name*

☐

Associate ID

Select This Option

☒

Last 4 Digits of SSN, EIN, or ITIN

☐

Birth month and day

Enter First and Last name. last 4 of Social and then select CONFIRM

CONFIRM



Create your user ID and password

Memorize your user ID and password now, so you remember them later.



User ID*

CHECK AVAILABILITY

Password (case sensitive)*

☐ Show password

Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*

☐ Show password

Select security questions and answers

Use answers to your security questions that you can easily remember later.



Question 1*

Question 2*

Question 3*

Accept Terms and Conditions

☐ I have read and agree to the [EMPLOYEE ACCESS TERMS AND CONDITIONS](#).

Select the Box

Then select Register Now

REGISTER NOW

Hello, Jim, Smith

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization's administrator for assistance.

CANCEL

REGISTER NOW



✔ Congratulations! Your registration is complete!

Your account

 Your user ID:

 Your available ADP services:


MYADP


This is for Basic Payroll Information


ADP WORKFORCE NOW


Payroll Information and
Company Information

Activate your email/phone[?]

 Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:





 +1



ADP® Mobile Solutions
All of the conveniences
of your office.
Anytime. Anywhere.

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1-800-CALL-ADP (225-5237)

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rapid!Access Mobile App Gets Even Better!

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Millennial employees expect the ability to manage their finances from one central place. rapid! PayCard has developed mobile app¹ **rapid!Access** to provide industry leading account access.

With our latest release in September, cardholders now have the choice of viewing the app in Spanish or English.



App Store



Google play





1. Search “Employee Navigator” in the Apple or Google play app store
2. Download free mobile app
3. Access enrollment tools and pages with the same username and password for desktop and mobile devices

For technical assistance call 800.251.9622

Step 1 – Register online at

www.employeenavigator.com/benefits/Account/Register

You will be prompted for:

- ✓ Your first and last name
- ✓ Company Identifier = **360industrialservices**
- ✓ Pin = Last four digits of your Social Security Number
- ✓ Date of birth (MM/DD/YYYY)

Find your employment information

If you do not know your company identifier or your information cannot be found, then please contact your administrator.

First Name

Last Name

Company Identifier

PIN (Last 4 Digits of SSN / ID)

Birth Date

Next

Step 2 – Create Username and Password

- ✓ **Username:** Create your username. It can be anything from a word to an email.
- ✓ **New password:** Create your password that meets the following requirements
 - › Six or more characters
 - › One capital letter
 - › One number
 - › One symbol

Example: Benefits2016!

- ✓ Click on the box agreeing with Employee Navigator’s Terms of Use
- ✓ Lastly, click **Register** and you will be redirected to the Employee Navigator login page. Enter your new username and password and click **Login**.

Choose a username and password. If your email address is on file, it is pre-populated as a recommended username.

Username

(Company e-mail address is recommended)

New Password

Confirm Password

• Passwords must be at least 6 characters
• It must contain a symbol and a number
• Using uppercase, numbers and symbols greatly improves security

☐ I agree with the Employee Navigator [terms of use.](#)

Register

Step 3 – Start your benefits enrollment

Click on **Start Benefits** button, as shown here to start your benefit elections.

Step 4 – Verify personal information

After clicking Start Benefits, the system will take you to your personal information. Please review and complete any missing or incorrect information. Once completed click on “Save & Continue” at the bottom of the screen.

County

Zip Code

Phone Number

Email Address

Save & Continue

Step 5 – Add dependent information

In this section, you will need to add your dependents who will be covered on your benefits. Don’t forget you will need dependent SSN and dates of birth to complete. Be sure to click Save & Continue!

Dependent Information

[add dependent](#)

No dependents were found.

Save & Continue

Step 6 – Review and confirm benefit selection

The next few steps will walk you through all the benefit options available to you and your family. You can compare plans, view the benefits summaries and use links provided to find in-network providers. You will also find videos and other resources to help you with your decisions.

Make sure you follow all the steps to select plans, indicate who you are enrolling on your coverage and complete your enrollment by clicking the green **Accept** button at the top of the page. You will see the cost and total of your selections as well.

Who am I enrolling?

☒ Self
☐ Spouse/Child/Parent
☐ Child/Spouse/Parent

Which plan do I want?

AUP - POS 1000/90%
Effective on 06/01/2015
Employee
\$69.36
(Cost per day period)
Accept

AVS - \$5,000/100%
Effective on 06/01/2015
Employee
\$109.38
(Cost per day period)
Accept

MY SELECTIONS
Current:
My selection: pos

HELPFUL RESOURCES
AVS 1000/90%
AVS 5000/100%
AVS 1000/90%
AVS 5000/100%