

TEKSYNAP NEW EMPLOYEE ORIENTATION

2018



TekSynap

TECHNOLOGY MOVING AT THE SPEED OF THOUGHT®

AGENDA



- Our Vision
- Employee Portal Website
- Unanet Timesheet
- PayCom
- Security
- Corporate IT Services
- HR/Benefits

TEKSYNAP VISION



TekSynap understands both the pace of technology today and the need to have a comprehensive well planned information management environment. “Technology moving at the speed of thought” embodies these principles - the need to nimbly utilize the best that information technology offers to meet the business needs of our Federal, State and Local Government customers.

About Us:

- Founded in 2008, Classified as a Small Business
- CMMI Level 3 for Services Certified
- ISO 9001:2015, ISO 20000 Certified
- Over 60% of our employees have active TS or higher
- Over 20% are military veterans

Recent Awards:

- Inc. 5000's List of Fastest Growing Companies, 2016
- Top 20 Most Promising VMWare Providers 2015 by CIOReview
- VA Chamber of Commerce Fantastic 50 Company
- VA Vanguard Award for Best Growth Rate in Technology field.
- Washington Technology's Fast 50 2014-2017
- Certified Green Business
- One of the Best Workplaces for Commuters by Fairfax County Transportation Services Group

Services we offer:

Systems Integration
Cloud Innovation
Program Management
Application Development
Operations Support
Health Technology
Cyber Security

TEKSYNAP LEADERSHIP



Kamran Jinnah, CEO



David Gauldfeldt, President



Don James, VP



Raymond Caruso, VP



Sheila Andahazy, VP



Warren McQueen, VP



Julie Ennis, VP

TEKSYNAP PROGRAMS

39 STATES AND GROWING!



- National Defense University, Washington, DC
- Enterprise Transport Management, Arlington, VA
- Dept of Interior, New Orleans
- U.S. Patent Trade Office, Washington, DC
- Veterans Affairs, New Orleans
- DLA VOIP and JETS, Northeast LAN, South LAN, Central LAN, VTC, Firewall
- Federal Trade Commission
- Dept of Commerce, Washington DC and worldwide
- 58th SOW, Alabama, New Mexico
- Schriever Air Force Base, Colorado
- NOAALink
- NATIONS

EMPLOYEE PORTAL



- Access via TekSynap website at top right icon, or <http://www.teksynap.com/employee-portal>.
- The Employee Portal is your main resource for information: Office 365, HelpDesk, Employee Handbook, and more.
- Learn more about TekSynap benefit options and procedures.
- Visit the Health and Wellness benefits icon at the bottom to learn more about health benefits and access AD&D, Short Term/Long Term Disability forms.



UNANET TIMESHEET REPORTING



- Under “Time and Expense” icon on Employee Portal
- Pay days: 10th and 25th of each month.
 - *If the 10th or 25th is a weekend or holiday, you will receive payment on the previous business day. No completing in advance, unless PTO/vacation.
- TekSynap employees should **complete their timesheets daily**, at the end of each workday.
 - You will receive email reminders at 5pm day-of and 10am the following business day.
 - If you do not complete your timesheet by 10:30am, you are noncompliant and your supervisor and Corporate Controller will be notified.
 - Employees will be held accountable for repeat offenses.
- **Period End Timesheet Submission**
 - Timesheets must be submitted within 1 business day of pay period end.
 - Late submissions are noncompliant and your supervisor will be notified.
 - PM/VPs are responsible for approving employees' timesheets within 2 business days of employee submission.

UNANET TIMESHEET REPORTING



- Expense Requests - completed in Unanet.
- Leave Requests - completed in Unanet.
- PTO Time Accrual
 - Sick leave and vacation leave are combined into the same bank.
 - Upon initial eligibility the employee is entitled to 15 PTO days each year, accrued semimonthly at the rate of 0.625 days.
 - See Employee Handbook (on Employee Portal) for details.

PAID TIME OFF (PTO) TIME ACCRUAL REPORT



Home Project Time Expense **Reports**

Saved

– Dashboard [config]

[config] **All-Employee Notices**
Please ensure you regularly check your Synaptek corporate e-mail.

▼ User Reports

Detail Reports	Periodic Reports	Summary Reports	Status Reports
<ul style="list-style-type: none">Accrual DetailsExpense DetailsSchedule CalendarSchedule DetailsTime DetailsProject Time In/OutDaily Time In/Out	<ul style="list-style-type: none">Leave RequestResource Allocation	<ul style="list-style-type: none">Time SummaryPerformance	<ul style="list-style-type: none">Expense Report StatusLeave Request StatusTimesheet Status

1. On the Unanet homepage top bar, click Reports.
2. Under Detail Reports, click Accrual Details.
3. For Date Range, enter today's date with the end date of 12/31/18 (or any date within 1 year).
4. Check the box "Include projected accruals"
5. Save Criteria - Home.
6. The accrual details will always be on the left side of your homepage.

- Accessible from Employee Portal or visit www.paycomonline.com .
- Original login instructions are emailed to your personal and TekSynap emails from Toni Fisher.
- New-hire onboarding, forms, benefit enrollment/changes, corporate documents, recurring training verification and updates will appear under Notifications tab at top right.
- You will receive a notification to check PayCom on your @teksynap.com email address.
- Pay stubs and W2s are stored in PayCom.

SECURITY CLEARANCES



If you hold a security clearance, you will need to review the Security presentation in PayCom.

If you have any security clearance-related questions or concerns, please contact:

- Kaitlyn Jenkins, FSO Kaitlyn.Jenkins@teksynap.com

QUALITY MANAGEMENT SYSTEM (QMS)



All employees have access to the Quality Management System, where we share TekSynap's policies, forms and annual objectives. Objectives and results are shared quarterly to keep all employees up-to-date on our progress toward achieving these objectives.

Visit the Employee Portal, QMS icon for access to the SharePoint.

You will review a Quality presentation in your PayCom onboarding to learn more.

IT SERVICES: PASSWORDS & PW RESET



- TekSynap has single-sign on enabled, allowing for one password to authenticate you to all of our resources with the exception of PayCom.
- Your login information with a temporary password will be assigned to you upon hire and must be reset immediately.
 1. Using Internet Explorer, navigate to <https://portal.office.com>.
 2. Login with your current credentials.
 3. In the top right-hand corner of the browser select the rectangle featuring your name and picture.
 4. Click "View account."
 5. Under the security & privacy rectangle select, "Manage security & privacy."
 6. Password.

Notes: Passwords must be 8 characters long, contain one uppercase letter, one lower case letter, one number, and one special character. Passwords cannot contain any dictionary words, your username, or pieces of your username longer than 3 characters.
- If you require assistance with a password reset please reach out to tech support staff via HelpDesk (accessible through Employee Portal).

IT SERVICES: HELPDESK TICKETING SYSTEM



- Use HelpDesk ticketing system (accessible through Employee Portal) for IT support needs.
- Examples include: help with configuration, errors, permissions, software or hardware, licensing, how-to information.
- If your issues prevent you from accessing this site, please e-mail helpdesk@teksynap.com.
- Please be as detailed as possible when creating your ticket: include pertinent screenshots, error codes, or any other information we may find useful.

Submit a ticket

Search a requester *

Subject *

Type *

Status

Urgency *

Impact *

Category *

Incident Severity *

Description *

B **I** **U**

Describe here - error codes, screenshots, etc.

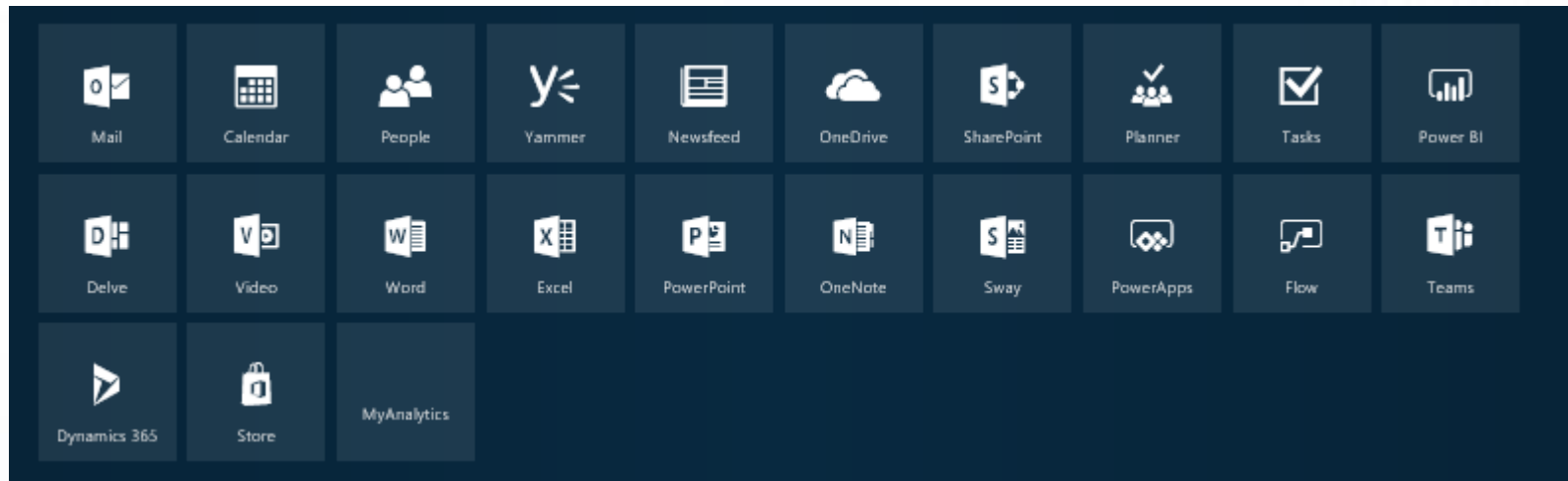
You can attach documents below |

IT SERVICES: OFFICE 365



- Microsoft Office 365 is a suite of applications used locally and on the Cloud. It is accessible on computers or portable devices. E1 licenses are used for cloud only whereas E3 licenses are for employees requiring these apps installed locally.
- The suite of applications includes: Word, Excel, PowerPoint, OneNote, Outlook, Skype for Business, OneDrive for Business and SharePoint online. OneDrive provides the ability to make files and folders private or public based on your needs. Please note, every user is provisioned a Terabyte (1 TB) of storage for use with OneDrive. TekSynap does not backup personal files. It is corporate policy that you backup any information on your computer onto your OneDrive for Business.
- OneDrive for Business FAQ: [Click here](#)
- Login to Office 365 Portal: <https://portal.microsoftonline.com>
- Project Pro or Visio Pro, or other applications, require approval from your supervisor or manager. The PM/VP should submit a HelpDesk ticket via the Employee Portal.

IT SERVICES: OFFICE 365 (CONT'D)



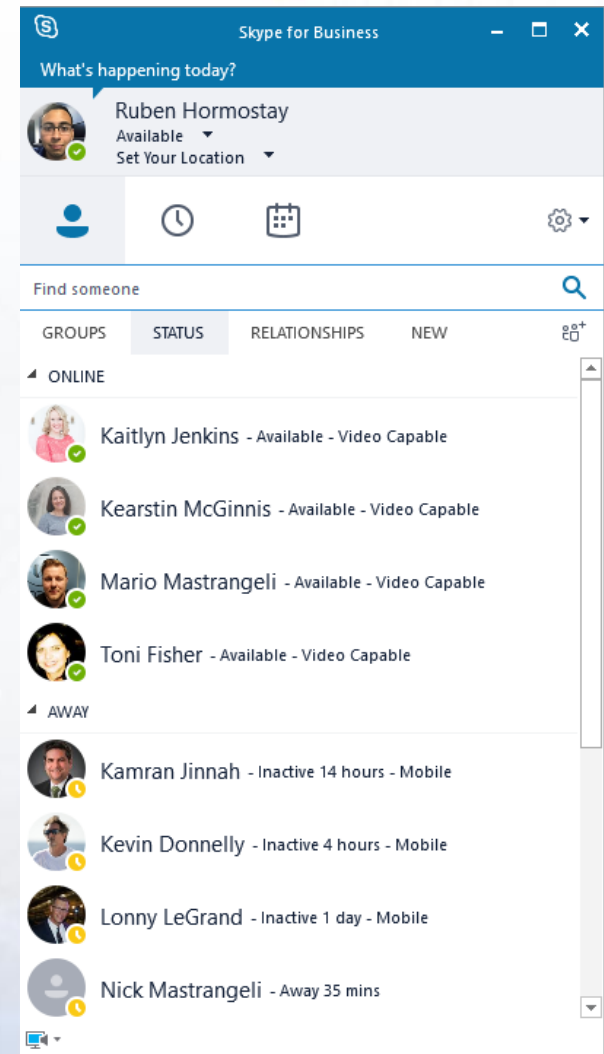
- E1 Licenses
 - Include all Office products shown above, access is available in the Cloud.
 - Can be accessed by going to the Employee Portal or www.microsoftonline.com or www.office.com which brings you to the image above
 - You can install applications on your mobile devices.
- E3 Licenses
 - Issued to TekSynap employees who have been issued a TekSynap laptop.
 - Have ability to be downloaded to your desktop or mobile device.
 - **Each E3 user** can install Microsoft products on up to 5 personal devices. [Click here for an Office 365 installation tutorial](#). Note: If you have a 64-bit device, you will need to select the Advanced option next to the Language field.
- Your e-mail signature must be added to your Outlook. **Corporate policy states that you must add professional picture.**

IT SERVICES: SKYPE FOR BUSINESS



Skype for Business is a video-conferencing application that is used for internal communication and conferencing corporate-wide.

- All employees must upload a headshot into Skype for Business. This photo will automatically be shared with all of your other Office 365 products.
- All employees should be logged into Skype for Business during normal business hours if their program allows. Skype for Business will show your status throughout the day: Active, Away, In a Meeting etc.



IT SERVICES: SHAREPOINT



SharePoint allows you to share, organize, discover, build and manage resources including files, folders, task lists, libraries and sites. [View the features of SharePoint 2013.](#)

We recommend using Internet Explorer as your browser when accessing SharePoint. Please add the following TekSynap Sharepoint Collaboration sites as Trusted Sites in your IE options: <https://synaptekcorp1.sharepoint.com>

All employees have SharePoint access to the Quality Management System structure.

- Depending on your project needs, you may also have access to the following:
 - Proposal Collaboration: <https://synaptekcorp1.sharepoint.com/synproposals>
 - Projects Collaboration: <https://synaptekcorp1.sharepoint.com/synops>
 - SharePoint Online: <https://synaptekcorp1.sharepoint.com>

BENEFITS



- Anthem BlueCross BlueShield
- Delta Dental
- Principal 401K, with up to 4% Salary Match and No Vesting Period.
- Life and Accidental Death and Dismemberment
- Short Term/Long Term Disability
- 529 College Savings Plan with Employer Match (Enrollment is done through Employee Portal)
- \$5000 Annual Educational Reimbursement
- Pet Benefit Plan
- 15 days Paid Time Off (PTO), 1 additional day of PTO earned with each year of service (max of 20)
- 10 Federal Holidays
- Flex time within Pay Period (with approval from PM/VP)
- \$5,000 travel award after 5, 10, 15 years of service

401 (K) SAVINGS PLAN



- We offer Principal 401K, with up to 4% salary match with no vesting period.
- Signing up for 401K benefits is done through the PayCom portal. You will be provided login information to PayCom during your onboarding process. From here you will be asked to select your contribution amount.
- You will be able to change your contribution amount at any time.
- **Your first 401K contribution will begin during your second pay period.**
- After registering through PayCom, we encourage you to create an account login for Principal.com to keep track of all of your 401K information. Please wait approximately 1 week for the system to process before registering.

ANTHEM BCBS BENNY CARD



- If you elect to sign up for Anthem Blue Cross Blue Shield medical benefits you will receive a Visa “Benny Card” in the mail. You will need to call in order to activate.
- If you elect the individual plan, your Benny Card will have \$3,000. If you select the family plan, your card will have \$6,000. Card amounts are refreshed each October.
- You can use your Benny Card to pay for any medical related expenses excluding vision and dental.
- Within one week after you register in PayCom, you will automatically receive an email from 125 Company asking you to create a login. **125 Company allows you to track your Benny Card account summary.**
- More information can be found on the "Health and Wellness" tab on the Employee Portal.

BENEFIT QUESTIONS?



- Third Party Contact Information
 - Toni Fisher (Toni.Fisher@teksynap.com, 571-271-6707) is your best corporate resource for any benefit question.
 - Benefits Point of Contact-BB&T (including Benny Card, Anthem, VSP Vision, Delta Dental): Karen Wadsworth (karen.wadsworth@BBandT.com, 703-383-5686) and Kelly Jarvis (KMJarvis@BBandT.com, 703-934-5231). Karen and Kelly are the best point of contact for specific medical benefit-related questions.
 - 401(k) Specialist: Ed Gimenez, 240-403-2563
 - 529 Plan Specialist: Josh Bixler, 703-894-4800 x101

HR GENERAL REMINDERS



- Regularly check your TekSynap email for corporate announcements, benefit updates. We recommend you add your TekSynap email to your cell phone for easy access.
- Fill out all onboarding paperwork/notifications in PayCom as soon as possible.
 - If elected, 401K withdraw will begin at 2nd paycheck. You will receive information for Principal.com login.
 - HRA, Anthem BlueCross BlueShield participants will receive an email from 125 Company and Benny Card in the mail.
 - 529 Plan - Enrolling for the plan can be completed by going on the Employee Portal and clicking on the 529 Plan icon. The activation code is LIGHTSPEED.
 - W4, complete paperwork on left column of PayCom under Payroll Information.
- Annual Performance Review - You will receive a PayCom notification for your annual review. It is your responsibility to complete the review promptly, followed by your PM.
- At your annual review time, update your resume with new certifications and skills. Upload any certifications, training completions to your PayCom documents.
- Employee Referral Program: submit any friends' resumes to careers@teksynap.com.

Q & A

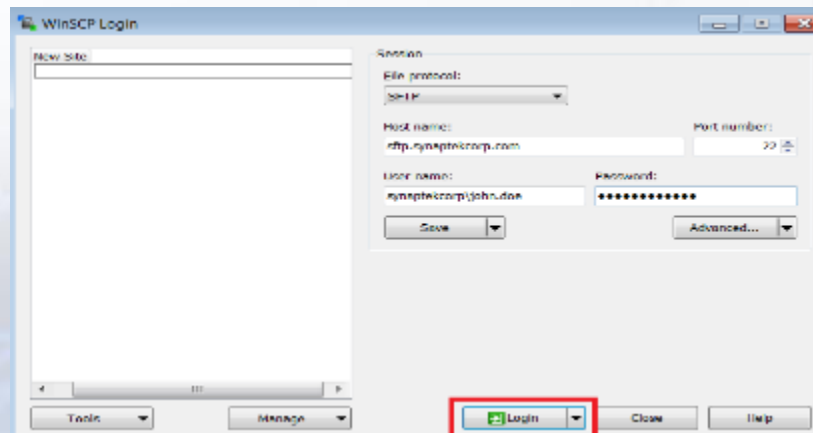
**Be sure to follow TekSynap
on LinkedIn for news!**

IF NEEDED sFTP INSTRUCTIONS



Secured File Transfer Protocol (sFTP)

- Used for transferring files to TekSynap internal or external FTP site depending on your needs. The sFTP site provides corporate information, additional software downloads. This is only required if your supervisor requests you to access this site.
- Download and install the sFTP client Winscp version 5.6.5 or later from <http://winscp.net/eng/index.php>
- Add hostname, your single sign-on username and password as shown, then click login.



IF NEEDED: DRIVE/SITE MAPPING



- On your Windows computer you can “Map Network Drives” from Windows Explorer or My Computer. This provides a shortcut directly to the SharePoint folders and files you access on a regular basis.
 - Windows 7 Tutorial: [Click here](#)
 - Windows 8/10 Tutorial: [Click here](#)
- TekSynap Programs Library – <https://synaptekcorp1.sharepoint.com/synops>
- TekSynap Proposals Library – <https://synaptekcorp1.sharepoint.com/synproposals/synproposals>