HR and Payroll New Hire Information

1. **Fuel Cards/Credit Cards:** If you are scheduled to receive a fuel card it may not be available to you as of your date of hire. In the situation, you will need to keep your receipts for your business related fuel purchases and submit them for reimbursement via and expense report. A blank copy of the expense report can be found on the website http://www.mappbuilt.com/welcome (Section 7, item #3). Your supervisor will need to approve the expense reimbursement before it is submitted to account. Once you receive your fuel card it will not be necessary for you to maintain are submit any receipts for your fuel purchases.
2. **Phone Reimbursement:** If you elect to use your personal smart phone you will need to submit an expense report with a copy of your phone bill for the reimbursement allowance.
3. **Payroll**: All salary exempt and salary non-exempt employees are paid for current week. If you start on a Monday you will receive a payroll check on that Friday for the current week's pay. The first week of your payroll will most likely be processed as a live check. Once we activate your direct deposit you will receive a weekly email with a copy of your EFT Remittance.
4. **Auto Allowance**: Is disbursed the 1st pay period of every month provided that we have your current auto policy information on file.
5. **Business cards**: A proof is generated for all new hires to review and then the order is processed upon approval. To reorder business cards you can send an email to Tappi twaggespack@mappbuilt.com and she will take care of this for you.
6. **MAPP Store:** Every new hire is issued a $125 credit to spend at the MAPP store. The link is found on the website in section 7, item 10. The order will be shipped to the address that you note on the order. You must spend the full $125 benefit at the time of purchase. Any remaining balance on the $125 credit will be forfeited. Note that Louisiana employees will have a 10% tax included, and all orders will include an $8.00 shipping/delivery fee. When the order is placed if the total exceed the $125 credit then you will receive a phone call to collect the overage via credit/debit card before the order will be processed and shipped. Additional credits are earned through the Hats Off program noted below in item 8.
7. **Policies:** There are a few policies that are unique to MAPP.
   Continuing Education Policy (Section 3, item 5). MAPP strongly believes in the necessity to continuously educate and for this reason we have our own internal CE credit program. We offer lunch & learns throughout the year, as well as other opportunities for you to fulfill your CE credit obligations. Any training that you attend outside of a MAPP sponsored event are also credit worthy opportunities. These event can be submitted via the CE credit form (Section 7, item 1) The plan year for this program is November 1 – October 31. New hire CE credits will be prorated based on the month that they are hired during the plan year. Continuous education is very important to the continued success of our company. Annual salary increases will be withheld from implementation for anyone that has not fulfilled their annual continuing education requirements.
   Hats Off: (Section 3, item 14). MAPP has an internal program that provides an opportunity for you to recognize fellow MAPPies for their efforts of going above and beyond the call of duty. You submit your nominations in Outlook to "Hats Off". After the nomination is approved a copy of your nomination is sent to the MAPPie and a new sticker is posted to their card at http://www.mappbuilt.com/hatsoff.
   - Upon completion of the bronze level you automatically receive a $25 credit at the MAPP Store.
   - Upon completion of the silver level you automatically receive a $50 credit at the MAPP Store.
   - Upon completion of the gold level you automatically receive an extra ½ day vacation (if eligible to accrue).

   Employee Referral Program: provides an opportunity for you to put extra money in your pocket for your efforts to help in recruiting new MAPPies (Section 7, item 11)