**Welcome to The UPS Store team! Your short-time employment begins from Fall to Winter semester, or Spring to summer semester. Should we need you past that date, you will be notified.**

***Please Keep this for future reference***

## Contact Information

- **Lina** – 619- 798-0035
- **James** – 619-455-2872
- **Jenaya** – 619-591-6469
- **Burke** - 619-823-6231
- **Amor** – 619-277-2667 – Amorc@bulicode.com

## Time Keeping & Getting Paid

- **Timesheets** will be sent to you every other Monday to look at, approve, sign and return.
- You will be **paid bi-weekly** via direct deposit the Friday of that week.

## Scheduling

- **Homebase** is the app where you will see your schedule and clock in and out.
    - **Availability –** if your availability changes, you can change it on the app.
- **Shifts –** If you are scheduled clock in/out when you arrive and when you leave.

## Late or Sick

- **Late-** If you are going to be late, we ask that you call your store manager as soon as you can so we can get your shift covered.
- **Sick-** If you are sick, we ask that you please not come in. Just give the manager a call and let them know.

## Uniform

- The UPS Store branded Shirt
- Name badge must be worn on right side (opposite side of TUPSS logo)
- Pants- must be solid black, flat front business casual pants
- Shorts- must be solid black, flat front shorts – hems must be no higher than 3-4 inches above the knee
- Socks must be dark
- Shoes- must be closed-toed shoes
- All denim apparel is **prohibited**

## SDSU School Breaks 2023

- Jan 2- New Years – Campus Closed
- January 16- MLK- Campus Closed
- January 17- 1st Day of Spring Semester
- January 18 – First Day of classes
- March 27- 31 – Spring Break
- March 31- Cesar Chavez Day - Campus Closed
- May 4- Last Day of Classes
- May 5- 11- Final Exams
- May 11- 14 – Commencements
- May 18 – Last day of Spring

THE UPS STORE

# Breaks, Lunch & Overtime

## Hours Scheduled

**4 Hours –** *Example: Scheduled 8AM-12PM*

- **One Paid** - 10-minute break (End of the 2nd hour)
  - Break taken at 10AM

**6 Hours –** *Example: Scheduled 8AM-2PM*

- **One Paid** - 10-minute break (End of the 2nd hour)
  - Break taken at 10AM
- **One Unpaid** - 30-minute break (End of the 4th hour)
  - Lunch taken at 12PM

**8 Hours -** *Example: Scheduled 8AM-4PM*

- **One Paid** - 10-minute break (End of the 2nd hour)
  - Break taken at 10AM
- **One Unpaid** - 30-minute break (End of the 4th hour)
  - Lunch taken at 12PM
- **One Paid** - 10-minute break (End of the 6th hour)
  - Break taken at 2PM

# Overtime for California Employees

The nature of our business sometimes requires employees to work overtime. Supervisors will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their supervisor.

Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements as follows:

- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of eight (8) hours in any workday;
- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 hours in the same workweek; *

- Two times the regular rate of pay (or double time) for all hours worked in excess of twelve (12) in any workday;
- One and one-half times (1.5) the regular rate of pay for the first eight (8) hours on the seventh consecutive day in the same workweek; *
- Two times the regular rate of pay (or double time) for all hours worked in excess of eight (8) on the seventh consecutive day in the same workweek.*
    - There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with their supervisor or the President for more information.
    - Employees are generally entitled to a day of rest after working six consecutive days in the same workweek, unless their work hours never exceed 30 in any workweek or six on any day of the workweek. Employees aren't encouraged to forgo their day of rest, but they may voluntarily choose to do so. Before foregoing a day of rest, notify the President in writing. If the nature of the job requires an employee to work seven or more consecutive days, the employee will receive, in each calendar month, the equivalent of one day's rest in seven.

* The workweek is defined as any seven consecutive days, starting with the same calendar day each week (Sunday), as determined by The UPS Store.

THE UPS STORE

# California At-Will Employment

Employment with The UPS Store is "at-will." This means employees are free to resign at any time, with or without cause, and The UPS Store may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any matter, that you will be employed with The UPS Store for any set period of time.

# Paid Sick Leave for California Employees

To be eligible for paid sick leave, employees must work in California for The UPS Store for 30 or more days within a year of their hire date. Employees can begin using accrued paid sick leave after 90 days of employment with The UPS Store.

- Eligible employees may take up 24 hours or 3 days (whichever is more) of accrued paid sick leave per year for:
    - The diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member; or to attend legal proceedings, or to obtain care, counseling or other victims' services for domestic violence, sexual assault, or stalking.
    - Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours or six days per year.
        - Upon separation from The UPS Store, employees are not entitled to compensation for accrued, but unused paid sick days.
    - To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the leave is not foreseeable, an employee must provide notice as soon as practicable.

# Paid Family Leave for California Employees

Employees in California are eligible for up to 6 weeks (increased to 8 weeks effective July 1, 2020) of wage replacement benefits within a 12-month period form the state of California for absences from work for the following reasons:

- To care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition; or
- To bond with a new child: or
- To bond with a new child in connection with the adoption or foster care placement of that child.

Beginning January 1, 2021, employees may also be entitled to wage replacement benefits to participate in a qualifying exigence related to the covered active duty or call to covered active duty of their spouse, domestic partner, child, or parent in the Armed Forces of the United States.

Employees must provide a medical certification when filing a Paid Family Leave claim to provide care for a seriously ill family member.

Paid Family Leave is limited to the first year after the birth, adoption or foster care placement of a child.

Employees may be required to use to 2 weeks of accrued paid time off prior to receiving Paid Family Leave benefits.

California Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of California if the employee is absent from work for the reasons stated above.

The State of California will determine whether you are eligible for Paid Family Leave benefits, including the number of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the State of California.

Generally, employees entitled to leave under the federal Family and Medical Leave Act, the California Family Rights Act, or the New Parent Leave Act must take Paid Family Leave concurrently with leave taken under those acts.

# Workers' Compensation

Employees who are injured on the job at The UPS Store are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to the employees and cover any injury or illness sustained in course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by The UPS Store. No premium is charged for this coverage and no individual enrollment is required. The UPS Store will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accident or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the President to obtain the required claim forms and instructions.

THE UPS STORE

# Emails & Apps

Upon being hired by The UPS Store, you will receive a number of emails from our the following companies and people.

**Amor Caro-** Amorc@bulicode.com – Office Manager, runs payroll and hiring documentation

**ADP-** Payroll company, their email will give you a link to login to their portal to be able to see and download your paystubs, sick, sick hours balance and address on file (where your W2 is mailed), direct deposit account.

- If you do not get this within 1 week of being hired, please contact Amor and let her know so she can have it resent.
- If you need to make any changes to your banking information, please change it on the ADP app and send a screenshot of your updated banking information to Amor so she can make sure that there is no errors before processing the following payroll.

**Mineral HR-** This is where you will login to complete your Harassment Prevention for California Employees Course within the first 10 days of employment.

**Homebase** – This is where you will see your schedule and hours worked. We recommend downloading the app the day you are hired, so you can see any changes to schedule and to communicate with fellow staff.

THE UPS STORE

# Payday!

Paydays are always on Friday unless it is a national holiday, if this is the case, payroll is run a day early.

On the Monday of payroll, you will receive a copy of your hours worked (from Amor) in which you will need to verify, sign and return within 2 hours. Your hours will be put in and you will be paid that Friday through direct deposit.

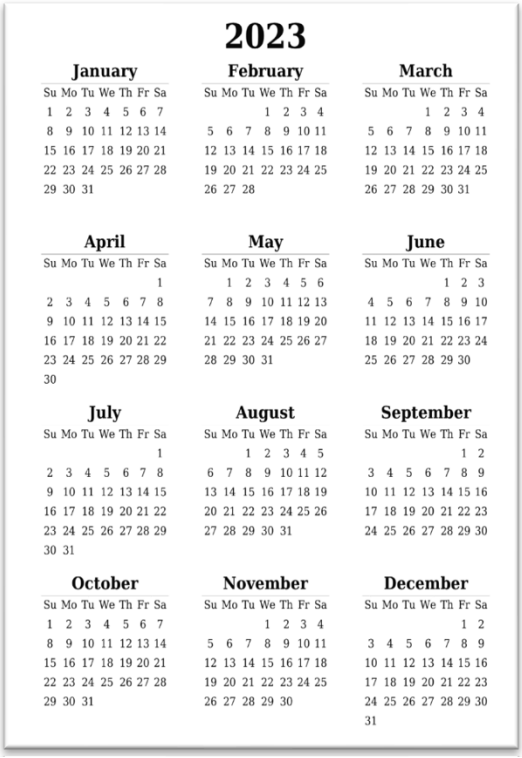
If you are a California Notary or get a shout out on Yelp, your bonus will be paid on the first check of the following month. For January bonuses' earned, you will be paid on the first payroll that includes February 1.

After working for The UPS Store for 90 days you will be able to use accrued sick pay as needed. Should you call out sick, you will need to email Amor at Amorc@bulicode.com with the day/hours missed by the end of that week in order to make sure that they hours are added to your timesheet and paycheck.

If you have any further questions about paydays or timekeeping please contact Amor.

THE UPS STORE

# Payroll Dates 2023 - 2024



2023

**January**

| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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**February**

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| 26 | 27 | 28 | | | | |

**March**

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**May**

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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**June**

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**July**

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**August**

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**September**

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**October**

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**November**

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**December**

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

## 2023 Holiday Schedule

**January 1-2** – New Years – Closed
**April 9** – Easter- Closed
**May 14 –** Mother's Day – Closed
**May 29 –** Memorial Day – Closed
**July 4**- Independence Day – Closed
**September 4** – Labor Day – Closed
**November 23** – Thanksgiving Day – Closed
**December 25** - Christmas Day – Closed
**December 31** - New Year's Eve – Closed

| Payroll Dates 2023 | Pay Day |
|---|---|
| December 25 – January 7 | January 13<br>Notary/Yelp/Bonuses |
| January 8 - 21 | January 27 |
| January 22 – February 4 | February 10<br>Notary/Yelp/Bonuses |
| February 5 - 18 | February 24 |
| February 19- March 4 | March 10<br>Notary/Yelp/Bonuses |
| March 5 - 18 | March 24 |
| March 19 – April 1 | April 7<br>Notary/Yelp/Bonuses |
| April 2 -15 | April 21 |
| April 16 - 29 | May 5 |
| April 30 – May 13 | May 19<br>Notary/Yelp/Bonuses |
| May 14 – 27 | June 2 |
| May 28 – June 10 | June 16<br>Notary/Yelp/Bonuses |
| June 11 – 24 | June 30 |
| June 25 – July 8 | July 14<br>Notary/Yelp/Bonuses |
| July 9 – 22 | July 28 |
| July 23 – August 5 | August 11<br>Notary/Yelp/Bonuses |
| August 6 – 19 | August 25 |
| August 20 – September 2 | September 8<br>Notary/Yelp/Bonuses |
| September 3 – 16 | September 22 |
| September 17 – 30 | October 6 |
| October 1- 14 | October 20<br>Notary/Yelp/Bonuses |
| October 15 – 28 | November 3 |
| October 29 – November 11 | November 17 |
| November 12 – 25 | December 1 |
| November 26 – December 9 | December 15<br>Notary/Yelp/Bonuses |
| December 10 – December 23 | December 29 |

# THE UPS STORE



## 2024

**January**

| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 28 | 29 | 30 | 31 | | | |

**February**

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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**March**

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**April**

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**May**

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**June**

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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**July**

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**August**

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**September**

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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**October**

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**November**

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**December**

| Su | Mo | Tu | We | Th | Fr | Sa |
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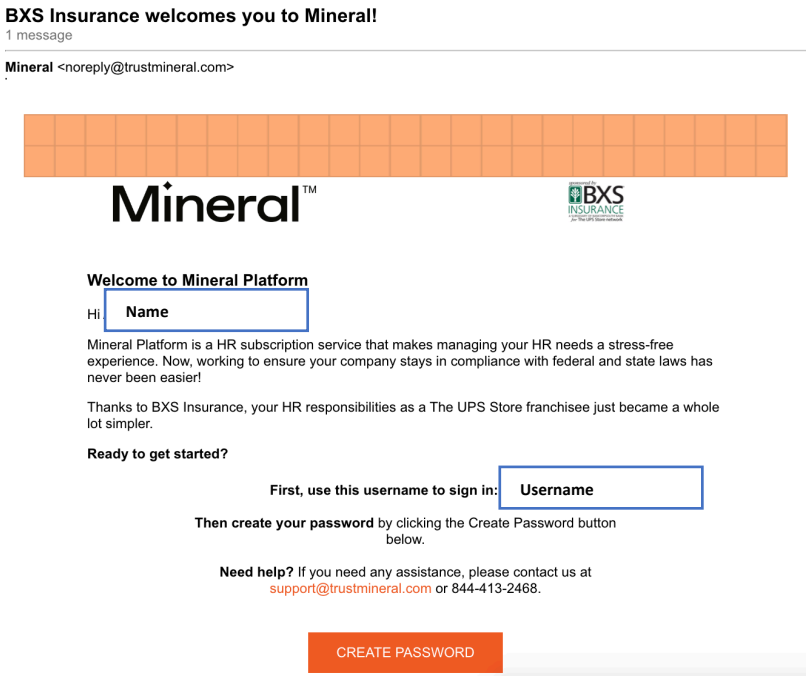
## 2024 Holiday Schedule

**January 1-2** – New Years – Closed
**March 31** – Easter- Closed
**May 12 –** Mother's Day – Closed
**May 27 –** Memorial Day – Closed
**July 4-** Independence Day – Closed
**September 2** – Labor Day – Closed
**November 28** – Thanksgiving Day – Closed
**December 25** - Christmas Day – Closed
**December 31** - New Year's Eve – Closed

| Payroll Dates 2024 | Pay Day |
|---|---|
| December 24 – January 6 | January 12<br>Notary/Yelp/Bonuses |
| January 7 - 20 | January 26 |
| January 21 – February 3 | February 9<br>Notary/Yelp/Bonuses |
| February 4 - 17 | February 23 |
| February 18- March 2 | March 8<br>Notary/Yelp/Bonuses |
| March 3 - 16 | March 22 |
| March 17 – 30 | April 5 |
| March 31- April 13 | April 19<br>Notary/Yelp/Bonuses |
| April 14 - 27 | May 3 |
| April 28 – May 11 | May 17<br>Notary/Yelp/Bonuses |
| May 12 - 25 | May 31 |
| May 26 – June 8 | June 14<br>Notary/Yelp/Bonuses |
| June 9 – 22 | June 28 |
| June 23 – July 6 | July 12<br>Notary/Yelp/Bonuses |
| July 7 – 20 | July 26 |
| July 21 – August 3 | August 9<br>Notary/Yelp/Bonuses |
| August 4 – 17 | August 23 |
| August 18 – 31 | September 6 |
| September 1 - 14 | September 20<br>Notary/Yelp/Bonuses |
| September 15 - 28 | October 4 |
| September 29 -October 12 | October 18<br>Notary/Yelp/Bonuses |
| October 13 – 26 | November 1 |
| October 27 – November 9 | November 15<br>Notary/Yelp/Bonuses |
| November 10 – 23 | December 6 |
| November 24 – December 7 | December 20<br>Notary/Yelp/Bonuses |

This course must be completed for the state of CALIFORNIA within the first 3 days of work.

1. You will have received this in your email follow the link to register for the courses required on Mineral



**BXS Insurance welcomes you to Mineral!**
1 message

**Mineral** <noreply@trustmineral.com>

Mineral™ BXS INSURANCE

**Welcome to Mineral Platform**

Hi **Name**

Mineral Platform is a HR subscription service that makes managing your HR needs a stress-free experience. Now, working to ensure your company stays in compliance with federal and state laws has never been easier!

Thanks to BXS Insurance, your HR responsibilities as a The UPS Store franchisee just became a whole lot simpler.

**Ready to get started?**

**First, use this username to sign in:** **Username**

**Then create your password** by clicking the Create Password button below.

**Need help?** If you need any assistance, please contact us at support@trustmineral.com or 844-413-2468.

CREATE PASSWORD

This will include your Username so make sure to not throw this away. Please keep in your email.

2. Login
3. Click on Training (top left corner)
4. Choose **Harassment**
5. In search bar type – **California**
6. Choose the - **Harassment Prevention for California Employees**
7. Click **Start Course (78 minute duration)**
8. Hit **I accept** to begin course
9. Hit play on video
10. Once completed please email Amor a screenshot of the certificate of completion to amorc@bulicode.com