



TM
UIC

One Family of Companies

New Hire / Rehire Orientation

UIC Corporate & Commercial

Agenda

- Welcome and Introduction
- Company Overview
- Company Policies
- UKG Pro (Human Capital Management System)
- Payroll and Timesheets
- Benefits
- Break
- Safety Orientation



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Company Overview

About The Company

UIC One Family of Companies

- ~ Recognized business leader
- ~ Shareholder value
- ~ Quality services and products
- ~ Consistent profitability

BUSINESS VALUES

Cooperation

Family and Kinship

Humility

Humor

*Hunting Traditions and Respect
for Nature*

Knowledge of Language

*Love and respect for our Elders
and one another*

Sharing

Spirituality

UIC Family of Companies

- UIC Commercial Services
- UIC Government Services, LLC
- UIC Government Construction

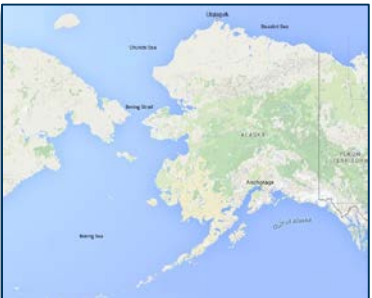
Who We Are

- Ukpeaġvik Iñupiat Corporation (UIC) is the village corporation for Barrow, Alaska. Barrow is home to more than 4,500 people, the majority of whom are Alaska Native Iñupiat.
- UIC provides economic resources to more than 2,900 Iñupiat shareholders and their descendants.
- UIC consistently ranks among the top largest Alaskan-owned companies.
- UIC employs more than 3,000 people worldwide.



The Heart of Our Culture

A Clean Umiaq



As the whaling seasons approach, the **bowhead whales** prepare for their journey north and east. They travel from the Bering Sea, through the Bering Strait, into the Chukchi Sea, and finally arrive at the Beaufort Sea.

Along the way, they come across hunters awaiting in their **Umiaqs** – “skin-covered boats”. Some boats appear light in color, clean, and pleasing to the eye as “**Clean Umiaqs**”.

If a bowhead whale wishes to give itself to a whaling crew, it will surface next to a **Clean Umiaq**. These boats belong to respectful people, people who are considerate of others. Whom share their catch with widows, orphans, the old, and all those who could not hunt for themselves. They are honest, they treat other people and all animals with respect.

These are the hunters to whom whales want to give themselves to.

UIC Cultural Video

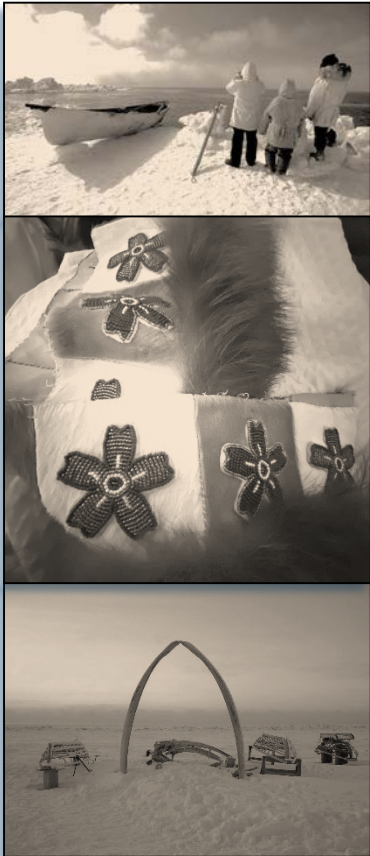
Our Story: Thousands of Years in the Making

- UIC and the family of companies are rich in culture and values. The short video you are about to view gives more information on company origins and our Shareholder way of life.

[UIC Cultural Video](#)

- You may view the full video at your leisure by visiting the link below:

[UIC Cultural Video \(full version\)](#)



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Our Vision and Mission

Ukpeaġvik Iñupiat Corporation

Vision Statement

Ukpeaġvik Iñupiat Corporation will be the recognized business leader for providing shareholder value, quality services and products, and consistent profitability.

Mission Statement

To enhance the lives of our shareholders by bringing our Iñupiat values to the services and products we provide to our customers.

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About UIC

Mission, Vision, Values

Board of Directors

Executive Management

Business Ethics and Conduct

Corporate Giving

Our Values

Ukpeagvik Inupiat Corporation

Sivuniqsuutivut:
Guiding Principles

Isumasaasuqtuat:
Our Wisdom

Suaŋativut:
Our Strength

Inuvut:
Our People



Our Inupiat Values:

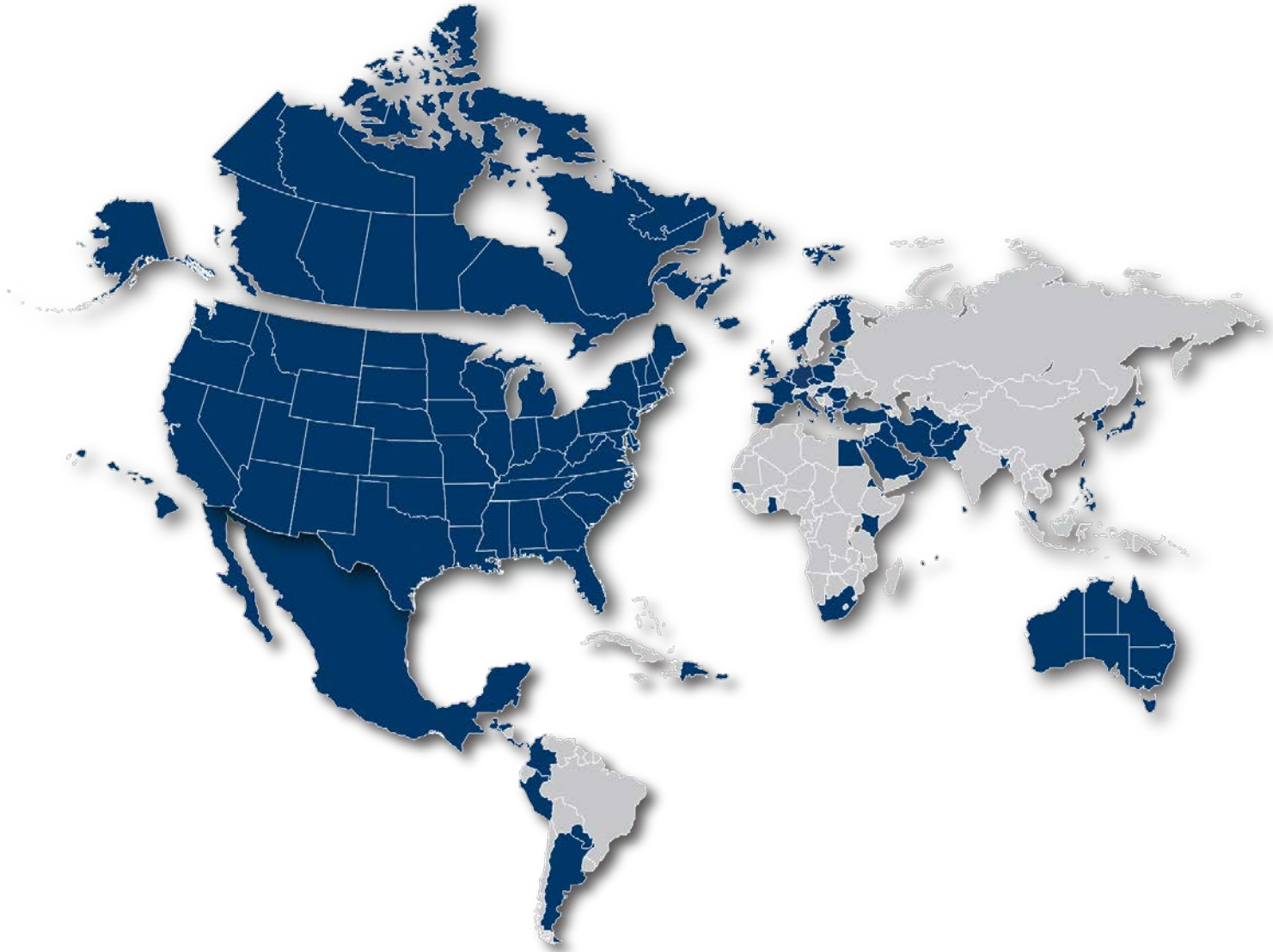
- Love and Respect for Our Elders & One Another
- Compassion
- Cooperation
- Family and Kinship
- Knowledge of Language
- Respect for Nature
- Sharing
- Resolution of Conflict
- Humor
- Spirituality
- Hunting Traditions
- Humility

UICCS is committed to the following principles:

- We conduct all our business honestly, cooperatively, and effectively.
- We assist every client to improve business practices and reduce cost.
- We enhance the socio-economic status of our shareholders while supporting our culture as a whole.



UIC Global Footprint



Code of Business Ethics

Policy Statement and Guiding Principles

This is what UIC and its board of directors, officers, and employees strive to be; and what we expect of everyone with whom we do business.

- Ethical practices should be incorporated into daily business and everyday transactions by following the general principles of this Code which include the following:
 - Respect the law.
 - Act with integrity by being honest, fair, and respectful to others.
 - Protect the interests of the company and our shareholders.
 - Be professional and make ethical conduct part of UIC's culture.
- There are five questions to ask yourself to help incorporate UIC's Code of Ethics into the daily business:
 - Is it legal?
 - Is it honest?
 - Is it fair?
 - Is it in UIC's best interest?
 - Does it fit UIC's culture?



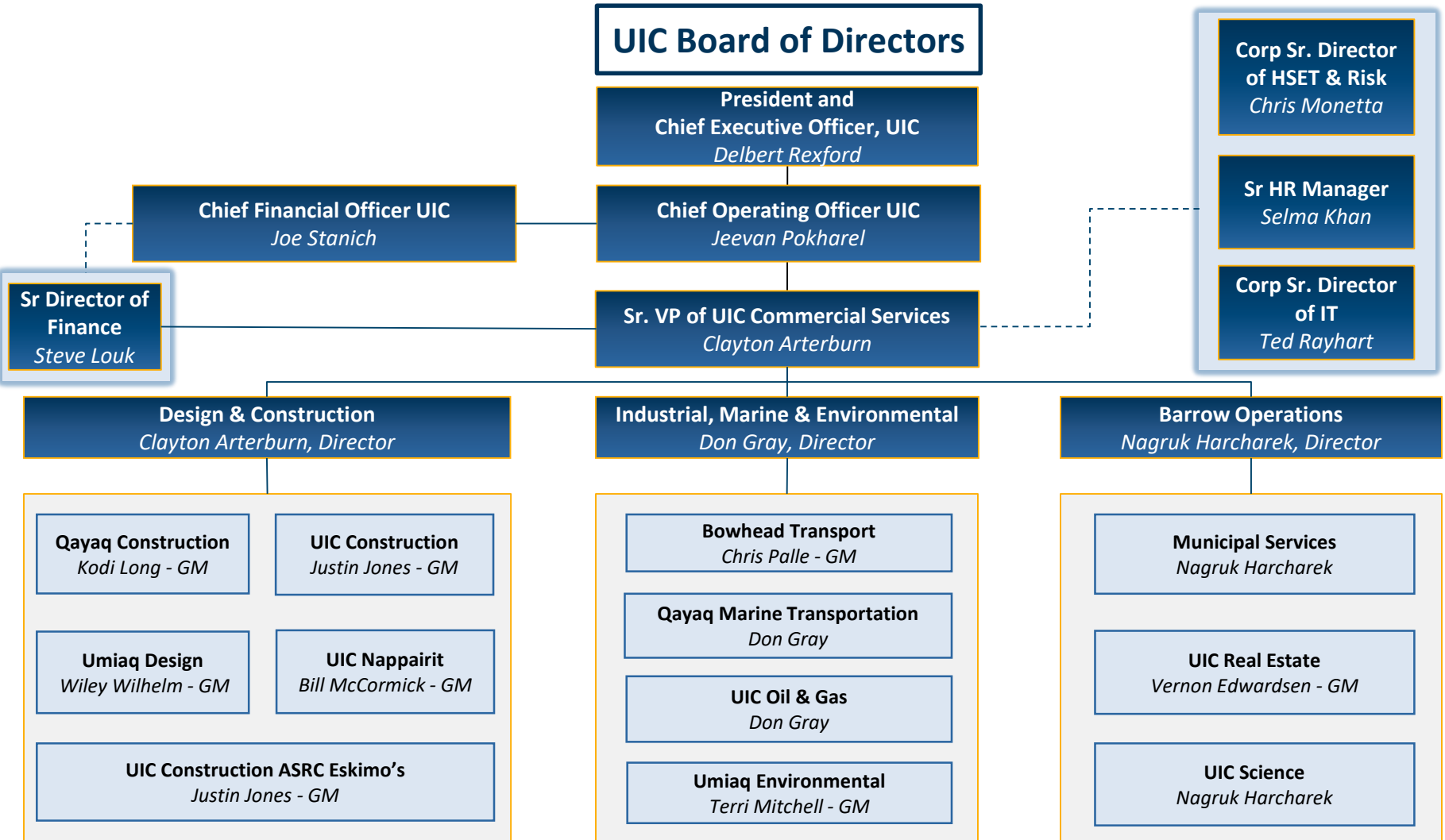
UIC Commercial Services

Business Lines & Services

- UIC Commercial Services (UICCS) is a holding company of 12 subsidiary companies that predominantly operate in and around the state of Alaska. These companies provide an array of services such as:
 - Design and Permitting
 - Commercial, Industrial, and Heavy Civil Construction
 - Environmental Remediation
 - Marine Transport
 - Oil and Gas Support
 - Municipal Services
 - Real Estate Management
 - Small Disadvantaged Business and 8(a) certified Operations



UIC Commercial Services Organization





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Company Policies



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Equal Employment Opportunity Policy

It is the Policy that The Company shall not discriminate against any employee or applicant because of race, color, religion, creed, sex, sexual orientation, gender or gender identity (except where gender is a bona fide occupational qualification), pregnancy, national origin, age, disability, military/veteran status, marital status, or genetic information. The Company is committed to the principle that all employees are entitled to equal opportunities in all aspects of employment.

The Company shall ensure that the Company's employment practices and other personnel actions are administered in a lawful and nondiscriminatory manner. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfers, reassignments, career development opportunities, compensation, benefits, and social and recreational programs. The Company's employment practices shall be based on established merit principles of performance and qualifications. The Company is committed to providing reasonable accommodation to qualified individuals in accordance with the Disability Accommodation policy.

Any employee of the Company who fails to comply with this EEO policy shall be subject to disciplinary action, up to and including termination.

Affirmative Action Policy

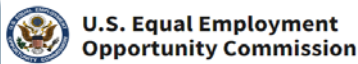
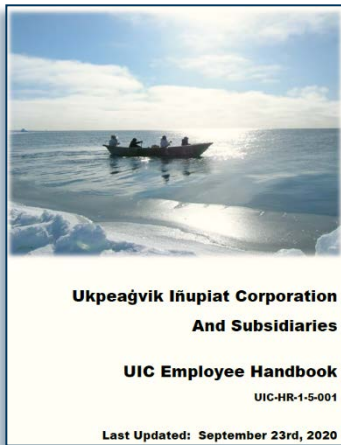
It is the Policy of the Company to take affirmative action to ensure equal employment opportunity in all Company policies and practices regarding recruiting, hiring, transfers, promotions, compensation, benefits, training, layoffs, and recalls from layoff. These policies and practices are administered without regard to race, color, religion, ancestry, national origin, age, disability, genetic information, sex (except where sex is a bona fide occupational qualification), marital status, and sexual orientation or veteran status. The Company's commitment to equal employment opportunity, including reasonable accommodations and freedom from harassment, are set forth in this and other Company policies.

The Company recognizes that hiring and other employment difficulties may be experienced by women, pregnant individuals, minorities, individuals with disabilities, and veterans. The Company is committed to the full and fair utilization of such persons in the workforce. Special measures may be required to achieve affirmative action within an organization and the Company promotes a determined and sustained effort in support of this Affirmative Action Policy Statement. It is the policy of the Company to take affirmative action to employ, and to advance in employment, all persons regardless of their status and to base all employment decisions only on valid job requirements. This effort includes the development and utilization of Affirmative Action Plans that may be required of the Company as a condition of certain federal contracts.

The Company shall work cooperatively with government agencies and civic and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Harassment-Free Workplace Policy

Workplace Harassment



- ✓ Title VII of the Civil Rights Act of 1964
- ✓ Age Discrimination in Employment Act of 1967
- ✓ Americans with Disabilities Act of 1990

- Workplace Harassment is:
 - A form of employment discrimination when there is unwelcomed verbal or physical conduct based on race, color, religion, sex, national origin, age, disability or genetic information.
- Workplace Harassment can occur, but is not limited to, when:
 - The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or even a non-employee.
 - The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
 - Unlawful harassment may occur without economic injury to, or discharge of, the victim.

UIC is a ZERO-TOLERANCE employer

Harassment-Free Workplace Policy

Workplace Harassment continued



- Some Examples of How A Hostile Work Environment May Be Created

By making an offensive remark about one's looks, clothing, or race

Any comment about one's skin color or ethnic features

Any negative comment about one's religious practices

Or any derogatory comments about one's physical or mental impairment

- Human Trafficking (FAR 52.222-50)
 - UIC is strongly against the act of human trafficking.
 - To report any practices of human trafficking please contact the Global Human Trafficking Hotline at 844-888-FREE or email help@befree.org.

REFERENCES

UKG Pro System

- hr.uicalaska.com

HR Department Contact

- HRCommercial@uiccs.com

If you have any questions concerning the policy or believe you are the victim of workplace harassment please contact **Your HR Department** at: HRCommercial@UICCS.com.

The Company policy for Harassment-Free workplace can be found on UIC's UKG Pro system at: hr.uicalaska.com.

Employee Conduct Policy

Expectations of Employee Conduct

- We expect you to conduct yourself with pride and respect associated with your position, fellow employees, customers, suppliers, and everyone associated with the Company in one form or another.
- The expectations for employee conduct include:
 - Honesty & Integrity
 - Loyalty to the Company
 - Business Ethics & Practices
 - Respect to Co-Workers/Customers/Business Partners/Suppliers
 - Job Performance
 - Safety Practices
 - Ethical Conduct
 - Follow Company Policies Written in the Employee Handbook



The Company policy for Employee Conduct can be found on UIC's UKG Pro system at: hr.uicalaska.com.

Drug & Alcohol Abuse Prevention

Tested Drug Families

Methamphetamines

Cocaine

Amphetamines

Opiates

Phencyclidine

Benzodiazepine

Marijuana

Barbiturates

Methadone

Oxycodone

MDMA (Ecstasy)

Buprenorphine

Tested by Evidential
Breath Testing Device:
Alcohol

UIC Company Policy

- Substance-abuse prevention is everyone's responsibility.
- UIC expects all of its employees to recognize and accept this responsibility, and to do their part in ensuring that, working together, we can achieve and maintain a drug-free work environment for all UIC employees.
- This policy applies equally to all UIC personnel, no matter what position or employment status.



The Company policy for Drugs and Alcohol Abuse Prevention can be found on UIC's UKG Pro system at:
hr.uicalaska.com.

Conflict of Interest Policy

What is Conflict of Interest



- Conflict of Interest is an actual or potential situation to influence a decision or have business dealings that may result in a personal gain for you or one of your relatives.
- Some examples where a Conflict of Interest may occur include:
 - Decisions Involving Friends or Families
 - Gifts & Entertainment
 - Outside Employment
 - Bonuses
 - Discounts
 - Favors
 - Other Opportunities that Provide You with Personal Gain

The Company policy for Conflict of Interest can be found on UIC's UKG Pro system at: hr.uicalaska.com.

Conflict of Interest Policy

Conflict of Interest: Outside Employment



- The Company reasonably expects you to devote your best efforts, energies and skills to the discharge of your job duties. Outside employment may not create a conflict with your work schedule, responsibilities, or performance with UIC. Outside employment must be approved in writing in advance by the Subsidiary General Manager in consultation with Human Resources. To avoid a conflict of interest:
 - You must disclose and receive approval for all outside employment.
 - You may not conduct outside employment activities during work hours.
 - You may not conduct outside employment activities using Bowhead facilities or equipment.
 - You may not be employed/act as a director, officer, employee, consultant, agent, or independent contractor with a company that does business with or competes with UIC or the subsidiary companies.
- Outside Employment Form
 - To obtain the UIC Conflict of Interest Outside Employment Request Form, please contact your supervisor or human resources. The form must be completed and submitted to HR for approval.

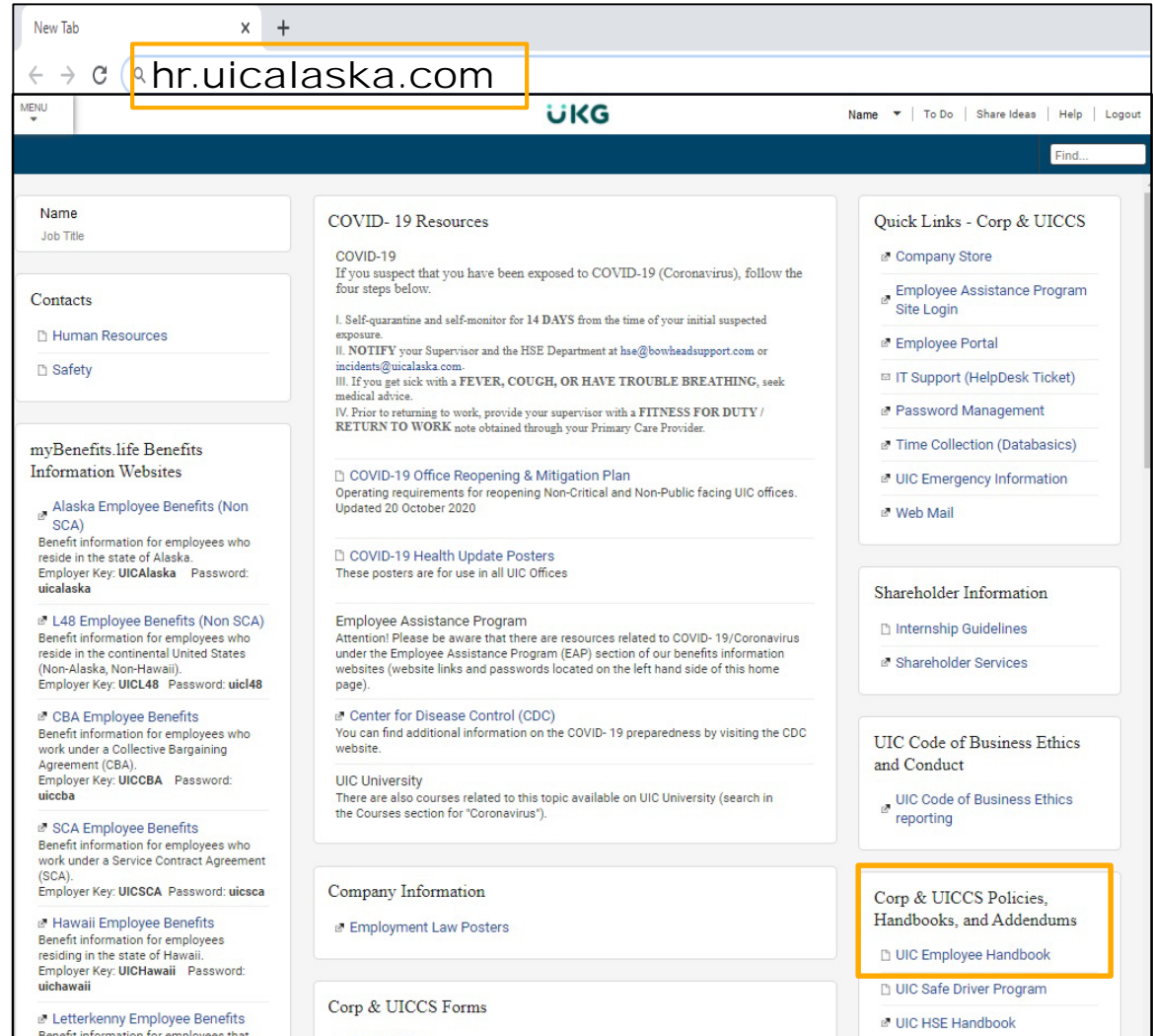
The Company policy for Conflict of Interest can be found on UIC's UKG Pro system at: hr.uicalaska.com.

Employee Handbook

Where to Find the Employee Handbook

The handbook is accessible from the UKG Pro (UP) homepage at hr.uicalaska.com

It is important to ALWAYS access the handbook from the UKG Pro system to get the most updated version.

New Tab x +

← → C hr.uicalaska.com

UKG

Name To Do Share Ideas Help Logout

Find...

Name
Job Title

Contacts
Human Resources
Safety

myBenefits.life Benefits Information Websites
Alaska Employee Benefits (Non SCA)
Benefit information for employees who reside in the state of Alaska.
Employer Key: UICAlaska Password: uicalaska
L48 Employee Benefits (Non SCA)
Benefit information for employees who reside in the continental United States (Non-Alaska, Non-Hawaii).
Employer Key: UICL48 Password: uicl48
CBA Employee Benefits
Benefit information for employees who work under a Collective Bargaining Agreement (CBA).
Employer Key: UICCBA Password: uiccba
SCA Employee Benefits
Benefit information for employees who work under a Service Contract Agreement (SCA).
Employer Key: UICSCA Password: uicsca
Hawaii Employee Benefits
Benefit information for employees residing in the state of Hawaii.
Employer Key: UICHawaii Password: uichawaii
Letterkenny Employee Benefits
Benefit information for employees that

COVID- 19 Resources
COVID-19
If you suspect that you have been exposed to COVID-19 (Coronavirus), follow the four steps below.
I. Self-quarantine and self-monitor for 14 DAYS from the time of your initial suspected exposure.
II. NOTIFY your Supervisor and the HSE Department at hse@bowheadsupport.com or incidents@uicalaska.com.
III. If you get sick with a FEVER, COUGH, OR HAVE TROUBLE BREATHING, seek medical advice.
IV. Prior to returning to work, provide your supervisor with a FITNESS FOR DUTY / RETURN TO WORK note obtained through your Primary Care Provider.
COVID-19 Office Reopening & Mitigation Plan
Operating requirements for reopening Non-Critical and Non-Public facing UIC offices. Updated 20 October 2020
COVID-19 Health Update Posters
These posters are for use in all UIC Offices
Employee Assistance Program
Attention! Please be aware that there are resources related to COVID- 19/Coronavirus under the Employee Assistance Program (EAP) section of our benefits information websites (website links and passwords located on the left hand side of this home page).
Center for Disease Control (CDC)
You can find additional information on the COVID- 19 preparedness by visiting the CDC website.
UIC University
There are also courses related to this topic available on UIC University (search in the Courses section for "Coronavirus").

Quick Links - Corp & UICCS
Company Store
Employee Assistance Program Site Login
Employee Portal
IT Support (HelpDesk Ticket)
Password Management
Time Collection (Databasics)
UIC Emergency Information
Web Mail

Shareholder Information
Internship Guidelines
Shareholder Services

UIC Code of Business Ethics and Conduct
UIC Code of Business Ethics reporting

Corp & UICCS Policies, Handbooks, and Addendums
UIC Employee Handbook
UIC Safe Driver Program
UIC HSE Handbook

Company Information
Employment Law Posters

Corp & UICCS Forms

Reminders

Action Items: HR & Payroll



- If you have not done so, you MUST complete all onboarding paperwork in the UKG Pro system, including tax forms and the I-9 form.
- Provide the required identification by the end of your first day of employment.
- This is VITAL for the initial set-up in the Payroll System in order for you to receive your 1ST PAY CHECK on time.

Please Note:

Your first pay check will be mailed to you via US Postal Service.

Direct deposit set-up will take a pay cycle to complete.



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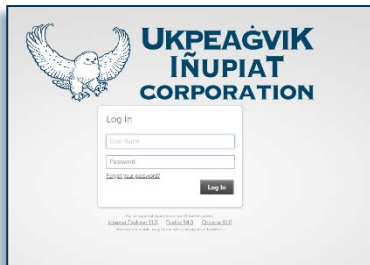
UKG Pro

Human Capital Management System



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Human Capital Management System



HIGHLIGHTS:

- UKG Pro is your Human Capital Management System or HCM
- Chrome or Microsoft Edge is the preferred browser
- Navigate to hr.uicalaska.com

UKG Pro/HCM Login

Google Chrome or Microsoft Edge is the preferred browser for UKG

To access UKG Pro enter/save into the browser hr.uicalaska.com.

If you are asked for login info, use the following:

Username: your Company email address

Password: your password you used when you set-up your email address

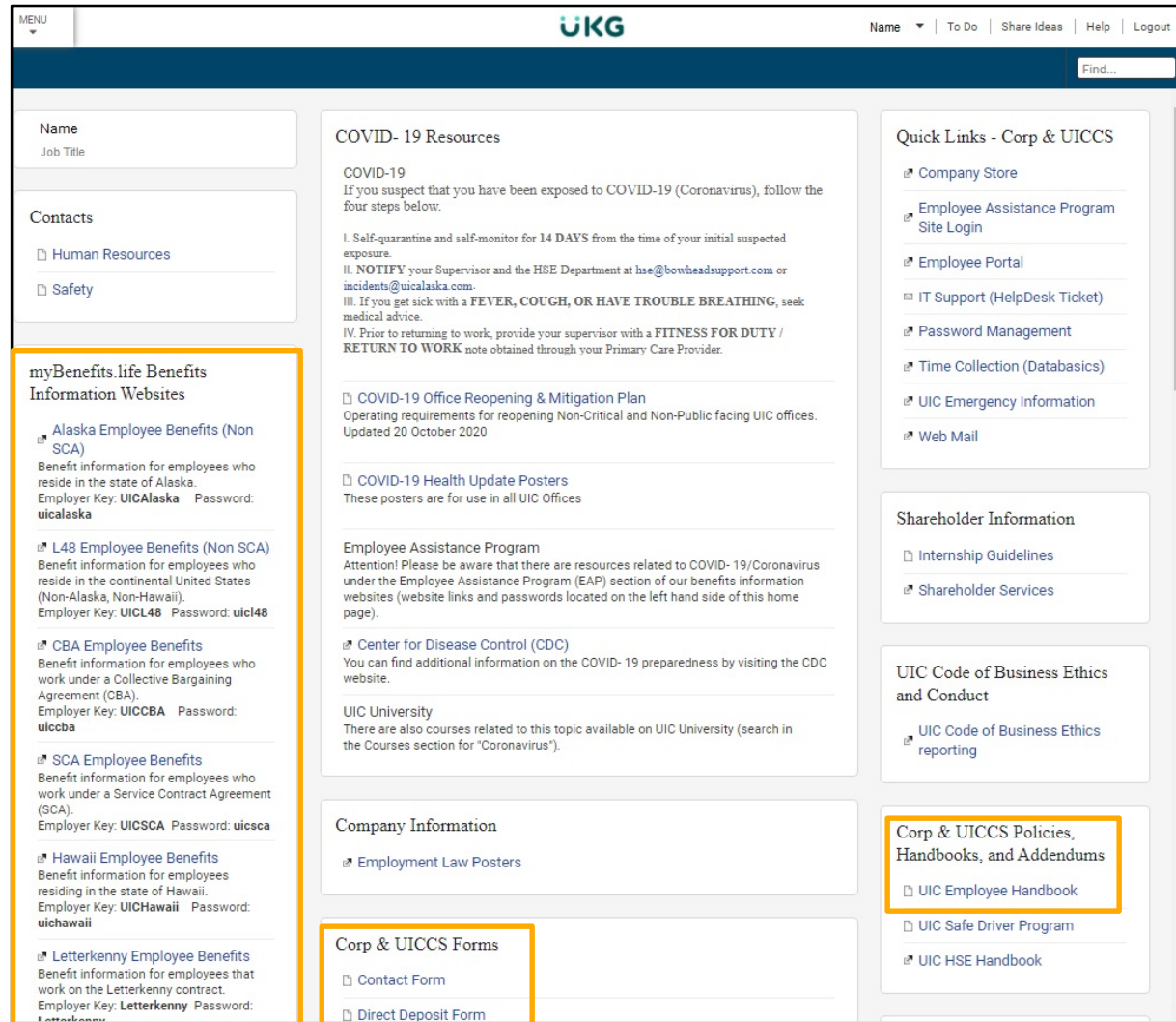
If you encounter problems, try the following steps:

1. Turn off pop up blocker (Go to Tools > Pop-up Blocker > Pop-up Blocker Settings)
2. If you continue to have issues logging in please submit a Helpdesk ticket for assistance: ITHelpDesk@uicalaska.com.

UKG Pro – Homepage

On the homepage of UKG you will find links for lots of information including:

- BENEFIT information
- FORMS to update your information
- The EMPLOYEE HANDBOOK

myBenefits.life Benefits Information Websites

- [Alaska Employee Benefits \(Non SCA\)](#)
Benefit information for employees who reside in the state of Alaska.
Employer Key: **UICAlaska** Password: **uicalaska**
- [L48 Employee Benefits \(Non SCA\)](#)
Benefit information for employees who reside in the continental United States (Non-Alaska, Non-Hawaii).
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- [Hawaii Employee Benefits](#)
Benefit information for employees residing in the state of Hawaii.
Employer Key: **UICHawaii** Password: **uichawaii**
- [Letterkenny Employee Benefits](#)
Benefit information for employees that work on the Letterkenny contract.
Employer Key: **Letterkenny** Password: **letterkenny**

COVID- 19 Resources

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UIC University
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Company Information

- [Employment Law Posters](#)

Corp & UICCS Forms

- [Contact Form](#)
- [Direct Deposit Form](#)

Quick Links - Corp & UICCS

- [Company Store](#)
- [Employee Assistance Program Site Login](#)
- [Employee Portal](#)
- [IT Support \(HelpDesk Ticket\)](#)
- [Password Management](#)
- [Time Collection \(Databasics\)](#)
- [UIC Emergency Information](#)
- [Web Mail](#)

Shareholder Information

- [Internship Guidelines](#)
- [Shareholder Services](#)

UIC Code of Business Ethics and Conduct

- [UIC Code of Business Ethics reporting](#)

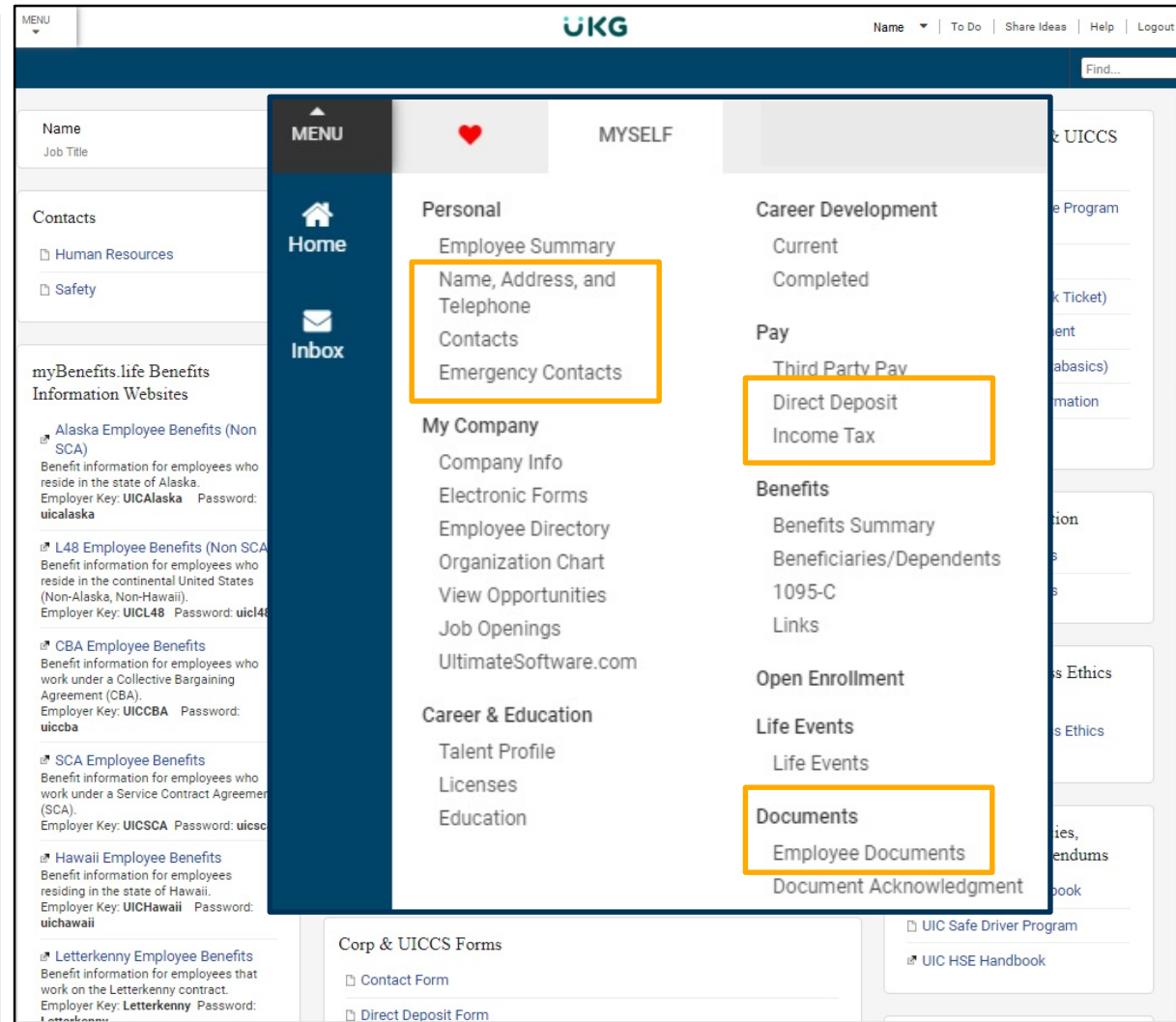
Corp & UICCS Policies, Handbooks, and Addendums

- [UIC Employee Handbook](#)
- [UIC Safe Driver Program](#)
- [UIC HSE Handbook](#)

UKG Self-Service Features

Click on Menu → Myself
to see Self-Service Features

- Add/Update your **address and phone numbers**
- Add/Change **emergency contacts, dependents, and beneficiaries**
- Add/Change **direct deposit** information
- View/Change **tax** information
- Upload a document to your personnel record
- Update benefits when you have a life changing event with “Life Events”
- Participate in benefit open enrollment
- Opt in/out of paper pay statements



The screenshot shows the UKG Self-Service portal. The 'MENU' dropdown is open, and the 'MYSELF' section is selected. The 'Personal' sub-menu is highlighted, showing options like 'Name, Address, and Telephone' and 'Emergency Contacts'. The 'Pay' sub-menu is also highlighted, showing 'Direct Deposit' and 'Income Tax'. The 'Documents' sub-menu is highlighted, showing 'Employee Documents' and 'Document Acknowledgment'. The 'Corp & UICCS Forms' section is visible at the bottom, showing 'Contact Form' and 'Direct Deposit Form'.

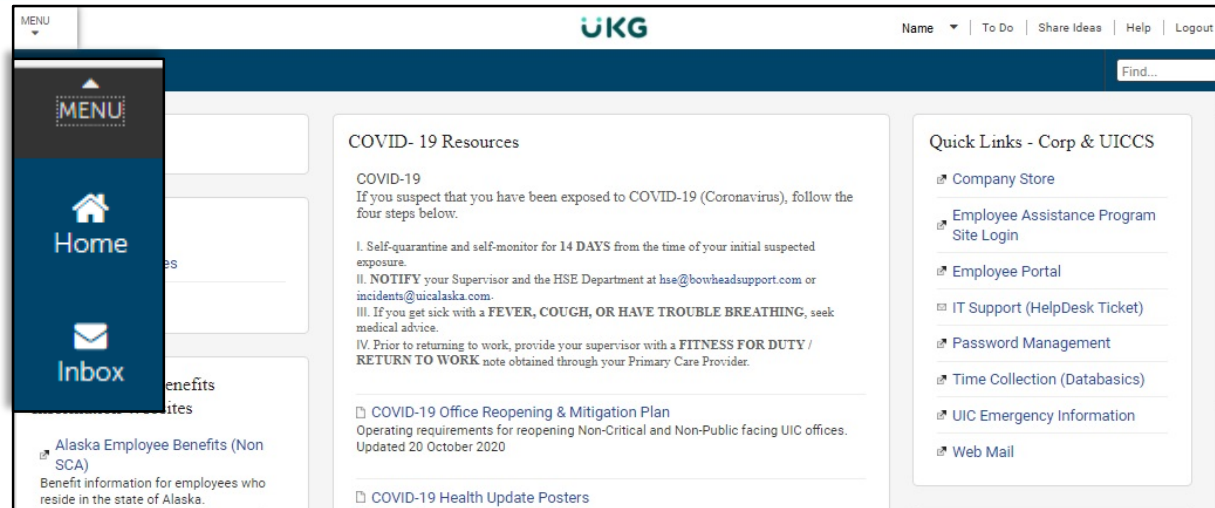
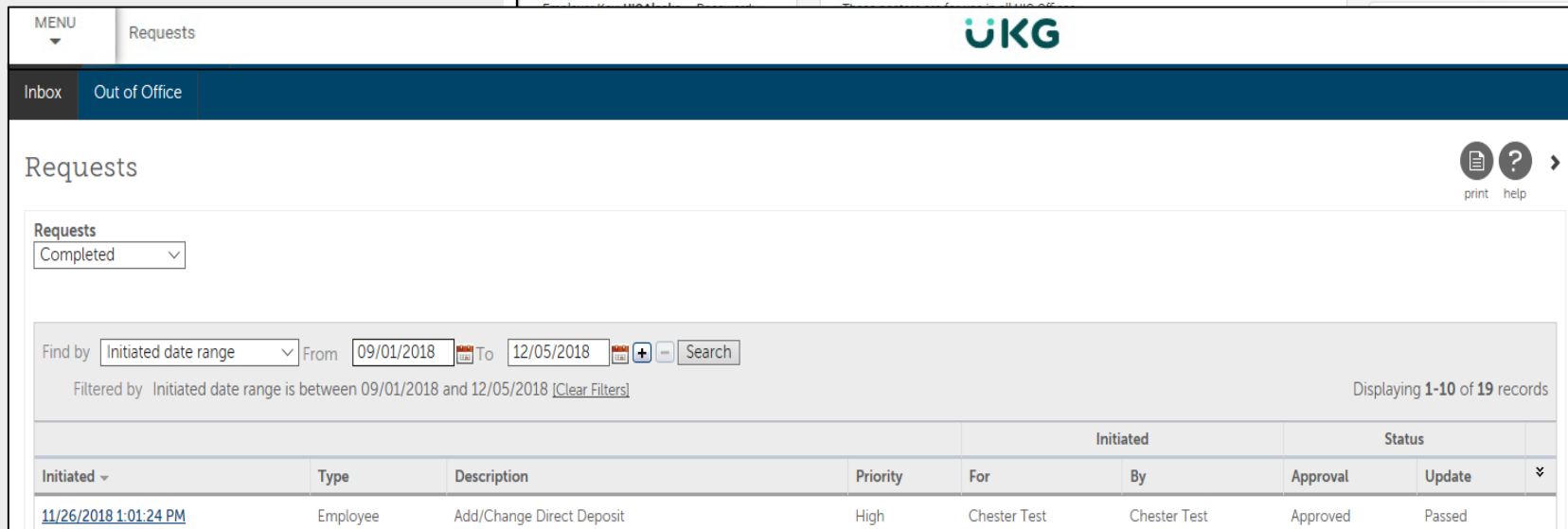
UKG Self-Service Features

To check the status of a requested change, navigate to your Inbox.

From the homepage, click:

Menu → Inbox

- Completed – Approved, Denied, Etc.
- In Progress
- Pending Approval

Initiated	Type	Description	Priority	For	By	Approval	Update
11/26/2018 1:01:24 PM	Employee	Add/Change Direct Deposit	High	Chester Test	Chester Test	Approved	Passed

Welcome to the UIC University Learning Management System (LMS)!



Welcome to the UIC University Learning Management System (LMS)!

We are invested in giving you the tools that will empower you to achieve great things and fully manage and track your own learning. UIC University allows you to launch courses aimed at both personal and professional development, at no cost to you, with the aim to aid you in reaching your career goals. The course offerings are expansive and include topics such as Microsoft Office, IT Certifications, Communication, Compliance, and much more.

If you are unable to locate training on a specific topic, please email the UIC University team at uicuniversity@uicalaska.com.



UIC University is an online learning management system with training content that will enhance both your personal and professional development, at no cost to you, with the aim to aid you in reaching your career goals!

In addition to ClickSafety and Navex, we have OpenSesame, that offers over 6,000 courses that cover various topics. Their course offerings are expansive and include topics such as Microsoft Office, IT Certifications, Communication, Compliance, Ethics, and much more. Enhancements include:

- Simple training course searches, as well as a wide-variety of updated learning plans.
- Easy course navigation to fit your schedule. You can start, stop, and restart training course without worrying about losing any of your work.
- Engaging, updated training courses that hold your attention and make learning enjoyable.

Training content will be monitored and updated periodically

UIC University Login



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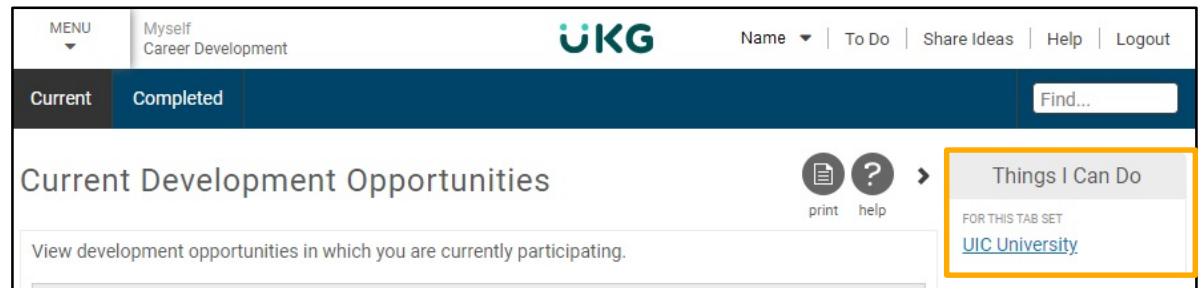
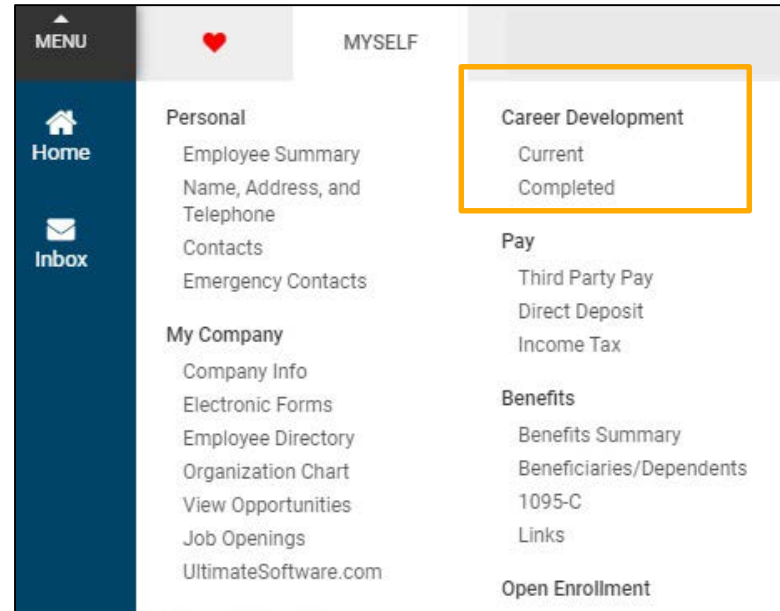
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Navigating to UIC University

From the UKG homepage:

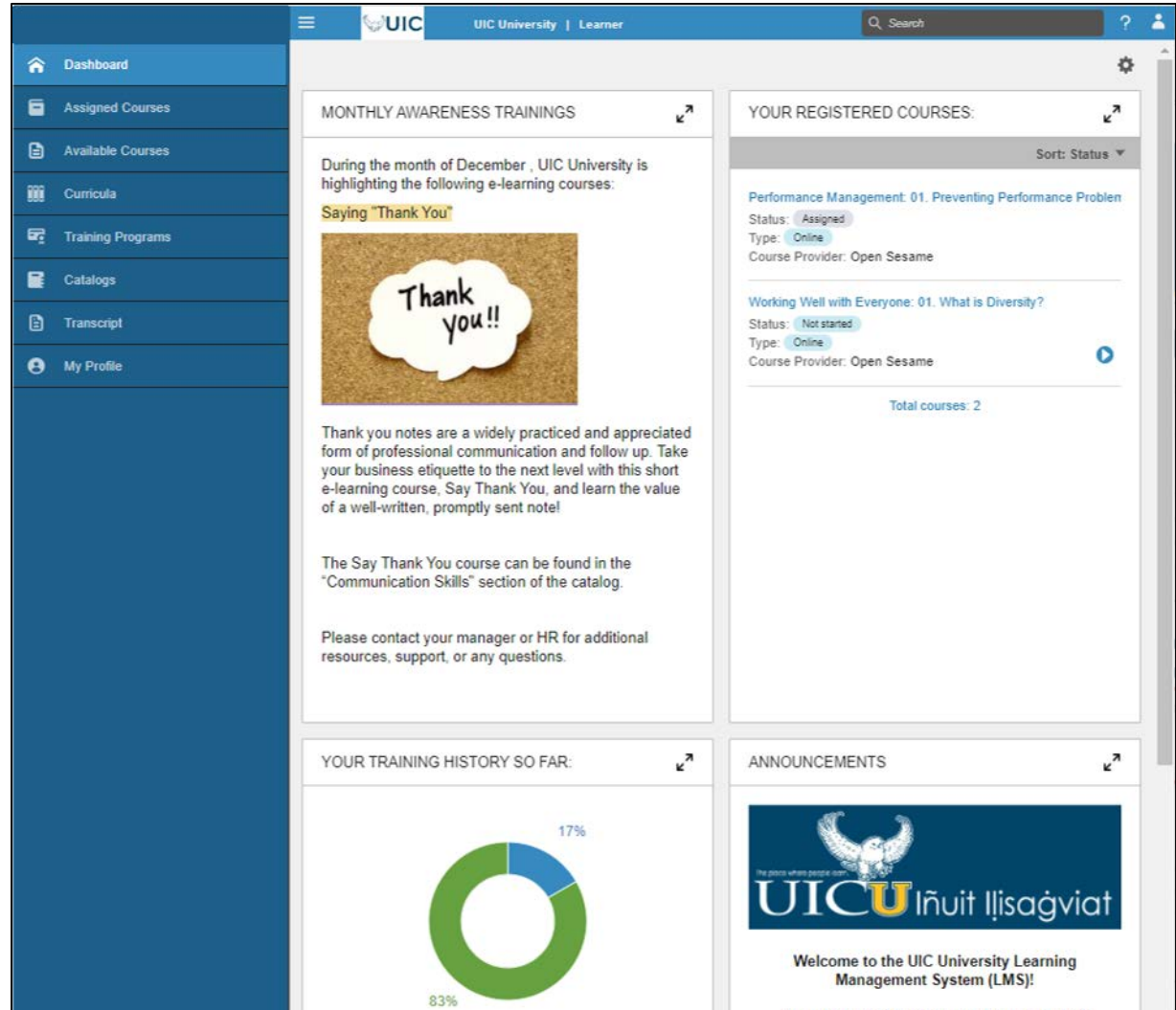
1. Click on Menu
2. Click on Career Development
3. Click on UIC University
(under 'Things I Can Do')



UIC University Dashboard

Once you are logged into UIC University, you are brought to the Employee Dashboard which is the homepage. The navigation on the left side of your screen allows you to find training courses, transcripts, and more.

You will also see announcements from your Human Resources UIC University team, and a list of your registered courses along with your training history.

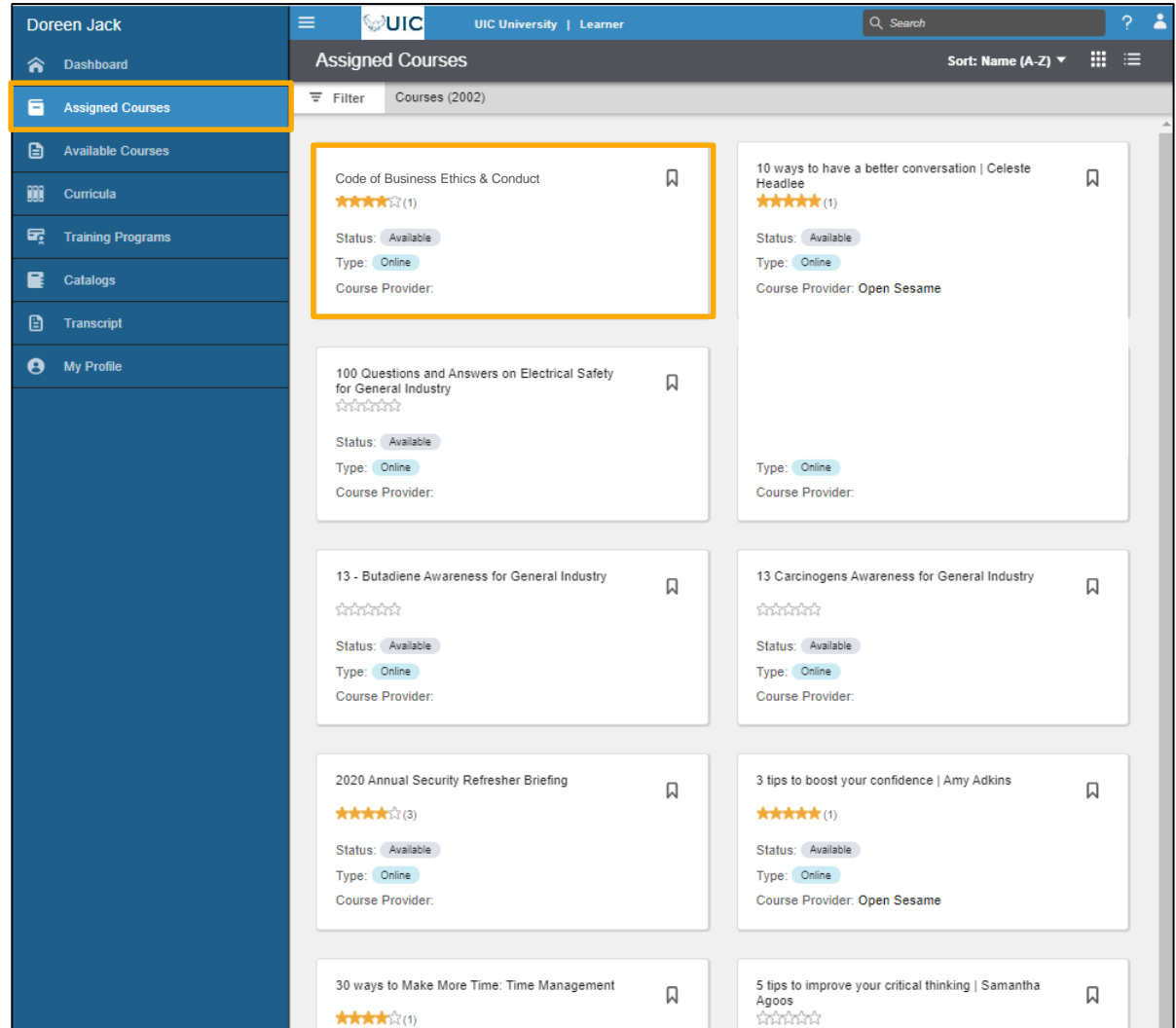



UIC University – Your Training

You will need to complete your Code of Business Ethics & Conduct training on UKG.

1. Click on Assigned Courses
2. Click Code of Business Ethics and Conduct

Note:
Use the search function if it does not appear in your queue.

The screenshot shows the UIC University Learner interface. On the left is a navigation menu for user 'Doreen Jack' with options: Dashboard, Assigned Courses (highlighted with an orange box), Available Courses, Curricula, Training Programs, Catalogs, Transcript, and My Profile. The main area is titled 'Assigned Courses' and shows a list of courses. The first course, 'Code of Business Ethics & Conduct', is highlighted with an orange box. Other visible courses include '10 ways to have a better conversation', '100 Questions and Answers on Electrical Safety', '13 - Butadiene Awareness', '13 Carcinogens Awareness', '2020 Annual Security Refresher Briefing', '3 tips to boost your confidence', '30 ways to Make More Time', and '5 tips to improve your critical thinking'. Each course card displays a star rating, status (Available), type (Online), and provider (Open Sesame).

UKG Password Management

IMPORTANT FOR NEW EMPLOYEES

Prior to accessing any UIC websites (such as Webmail or UKG) you must register on the Password Management Site first.

To complete your registration:

1. Visit the website <http://reset.uicportal.com>.
2. Click on the Edit My Profile link.
3. Log in using the Username and Password provided by your manager.
4. Set answers to the three security questions.

If you forget your password in the future, you will be able to reset it by answering the three security questions.

After completing registration, you must change your password.

To change your password:

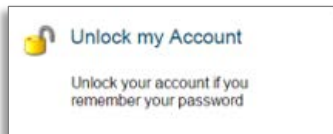
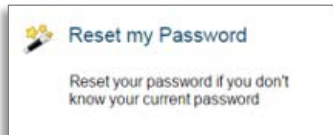
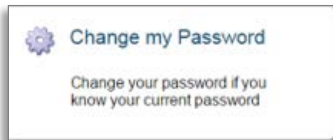
1. Return to the homepage.
2. Click on the Change my Password link.

You can choose one of the two options:

- a) Click on the Generate Password button to automatically generate a password.
- b) Click the Reset Password button to manually enter a password.

Password must be a minimum of 8 characters and meet the following complexity requirements:

- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numerical digit (0 through 9)



Help Desk
helpdesk@uicalaska.com



TM
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Payroll and Timesheets

UIC Corporate & Commercial

Payroll

Pay Schedules

- Employees are paid weekly.

First paycheck

- **Your first paycheck will be mailed to the address that we have on file via US Postal Service.** Checks are mailed from the Anchorage office and can take up to 7 business days to receive.

Important Note

- If you are planning to move prior to the pay date, please reach out to the payroll department as soon as possible so that we can ensure your check is mailed to the correct address.

Direct Deposit

- All direct deposits must go through a pre-note process to verify your bank account and routing numbers. This process takes 2 pay periods to complete. If you plan to switch banks or add a new account, this will restart the pre-note process.

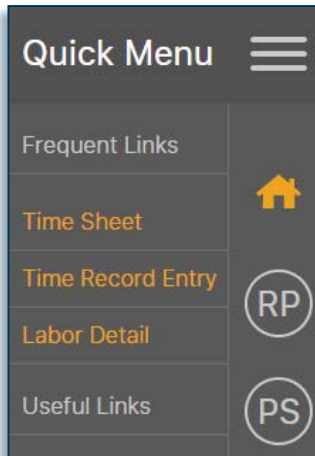
Payroll Contact Information

- The Payroll email is: UICCS_PR@uiccs.com.
- You may contact Payroll for general payroll inquiries such as: not receiving your pay check, benefit deduction questions, W2 request, pay statements, etc.
- Payroll assistance is available Monday – Friday, 8am – 5pm (AKST).

Note: Whenever the payday falls on a holiday, your pay will be issued the previous work day.

Timesheets

Links to Your Timesheet

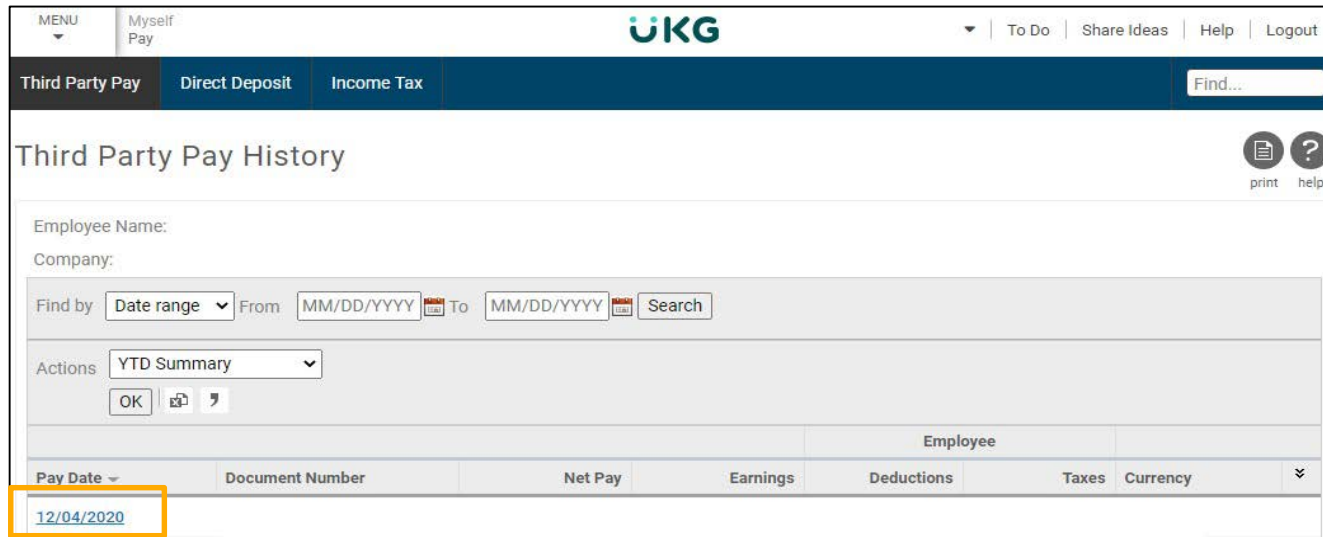


- For SL Databasics Companies
 - Navigate to [Databasics.UICAlaska.com](https://databasics.uicalaska.com)
 - Your Employee ID is your User ID which Human Resources and/or your supervisor will provide to you.
 - You are required to “Request Password” at initial login.
- For Timberline Companies
 - Navigate to <https://udpb.hh2.com/WebApp/v2/Default.html>
 - Payroll will provide login credentials to you.

Viewing Pay Statements

UICCS employees are able to access their pay statements on UKG Pro

- Log-in to UKG Pro at hr.uicalaska.com.
 - Once you log in, either the home screen or the select company screen will display. If the select company screen displays, select the company that you are actively employed by to continue to the UKG Pro home screen.
- Select Menu → Myself → Third Party Pay (under 'Pay').
- Your pay history will display.
- You can select specific pay dates for you to view your pay data for that specific pay date or you can simply click the search button all of your pay data will appear.
- You can also view your current PTO balance on the pay statement.



Click here

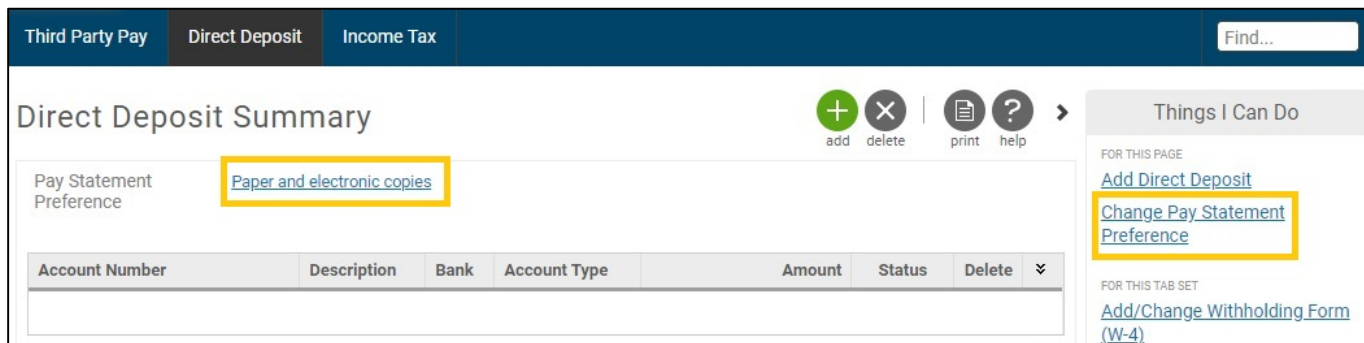
Pay Date	Document Number	Net Pay	Earnings	Deductions	Taxes	Currency
12/04/2020						

Pay Statement Preference

Your pay statement preference will default to Electronic Copies Only*. If you would like to receive a paper pay statement in the mail, you will need to opt in.

To OPT IN:

- Log-in to UKG Pro at hr.uicalaska.com.
- Navigate to Menu → Myself → Direct Deposit (under 'Pay').
- Select 'Change Pay Statement Preference'.
- Elect 'Paper and electronic copies'.
- Click Save.



Third Party Pay Direct Deposit Income Tax Find...

Direct Deposit Summary

Pay Statement Preference Paper and electronic copies

Account Number	Description	Bank	Account Type	Amount	Status	Delete	⌵

Things I Can Do

FOR THIS PAGE

- [Add Direct Deposit](#)
- [Change Pay Statement Preference](#)

FOR THIS TAB SET

- [Add/Change Withholding Form \(W-4\)](#)

*Except where mailed pay statements are required by law, all pay statements will default to electronic copies.

Helpful Information

Reminders

UICCS Email

Login instructions for your company email will be sent to your supervisor. Please check periodically for important company communications.

Corporate Databasics Timekeeping System

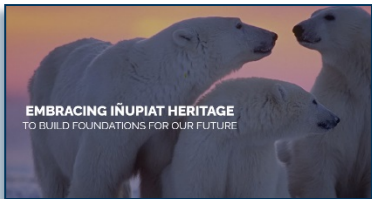
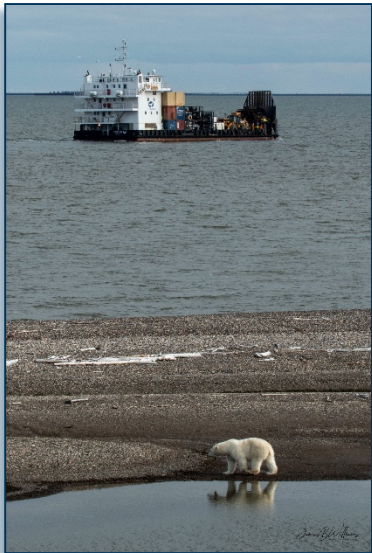
Corporate timecards are accessed through the Databasics system, at <https://site40.data-basics.net/uicv600215/databasics.ext>

Commercial Timekeeping System

UIC Commercial timecards can be found at: <https://udpb.hh2.com/WebApp/v2/Default.html>

UKG Pro

The UIC UKG Pro system contains useful information on benefits, password management, web mail and employee handbook. You can access the system at hr.uicalaska.com.





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Employee Benefits

Full Time Employee Benefits

- Holidays (please refer to your new hire packet for holiday schedule) *
- Leave *
- Health: Medical, Vision, Prescription and Dental
- Flexible Spending Account – Dependent Care & Parking and Transit
- Life Insurance
- Accidental Death or Dismemberment (AD&D)
- Supplemental Life Insurance for Employee, Spouse, and Dependents
- Short Term Disability
- Short Term Disability Buy-up
- Long Term Disability
- Critical Illness Plan
- Tricare Supplemental Plan (for our men and women of service)
- Tuition Assistance (eligibility determined by contract and manager approval) *

* Full Time-Temporary and Full time/Part time Skilled Trade Employees are not eligible

Medical Insurance Enrollment and Registration

Eligibility

- You are eligible for most UIC benefits on the first of the month following your date of hire, or on your hire date if it coincides with the first day of the month, and you are a full-time employee scheduled to work a minimum of 30 hours per week.

How to Enroll

- Log into the UKG Pro system. Directions for login are sent to you in an email.

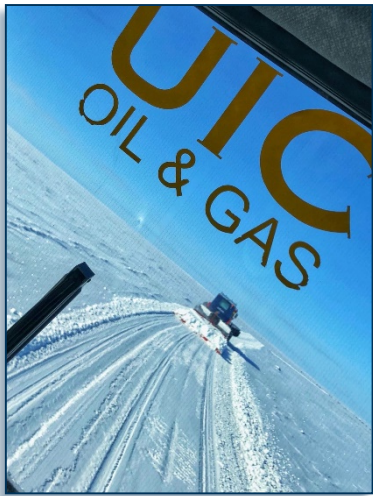
How to Register (2 options)

- Go online to <http://www.premera.com/>
 - Find a doctor or service
 - Review Explanation Of Benefits (EOBs)
 - Compare cost for medical services
 - Submit claims
 - Order ID cards
 - And more!

OR

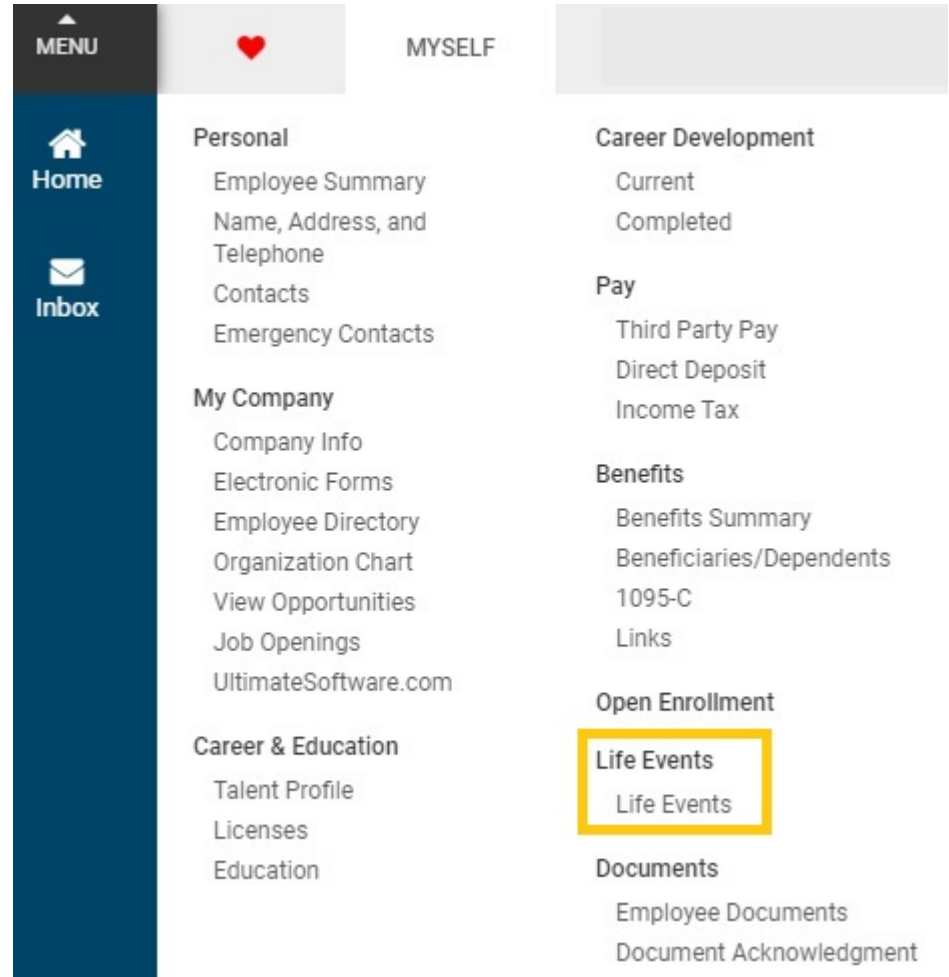
- Call Premera's Customer Service Line for assistance (844) 236-1842
Monday – Friday, 8:00am to 6:00pm Pacific Time

Premera also has a **mobile APP** available for Android, iPhone and Windows mobile devices.



Benefits Enrollment in UKG Pro

- You have 30 days from your date of initial eligibility to enroll in benefits.
- Select Myself > Life Events > I am a new employee
- Please remember to add any dependents that you want on your insurance plans.
- The system will take you through each and every benefit option and you have to either elect or decline each one to move forward.
- Confirm your elections when you are finished and click **Submit**.



The screenshot displays the UKG Pro user interface. On the left is a dark blue vertical navigation bar with a 'MENU' header and icons for 'Home' (house icon) and 'Inbox' (envelope icon). To the right of the menu bar is a light gray header area containing a red heart icon and the text 'MYSELF'. The main content area is divided into three columns. The first column lists categories: 'Personal' (Employee Summary, Name, Address, and Telephone, Contacts, Emergency Contacts), 'My Company' (Company Info, Electronic Forms, Employee Directory, Organization Chart, View Opportunities, Job Openings, UltimateSoftware.com), 'Career & Education' (Talent Profile, Licenses, Education), and 'Career Development' (Current, Completed). The second column lists 'Pay' (Third Party Pay, Direct Deposit, Income Tax), 'Benefits' (Benefits Summary, Beneficiaries/Dependents, 1095-C, Links), and 'Open Enrollment'. The third column lists 'Documents' (Employee Documents, Document Acknowledgment). The 'Life Events' option under 'Open Enrollment' is highlighted with a yellow rectangular box.

Benefits: Mid-Year Changes

- Once you are enrolled, you must wait until the next Open Enrollment period to change your benefits unless you have a qualified change in family status as defined by the IRS.

- Examples of qualifying life events include, but are not limited to:
 - Marriage, divorce, legal separation, or annulment.
 - Birth or adoption of a child.
 - Change in your workplace (if your benefit options change).
 - Loss of other health coverage.
 - Change in your dependent's eligibility status because of marriage, age, etc.



***You must provide HR with certification within 30 days of the qualified life event.**



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Medical Insurance

	Consumer Driven Plan with HRA	Consumer Driven Plan with HSA	High Deductible Basic Plan (with or without HSA – employee's choice)
Annual In Network Deductible	\$2,000 individual / \$4,000 family	\$1,500 individual / \$3,000 family	\$5,000 individual/\$10,000 family
UIC Fund contribution	\$750 individual/ \$1,500 family	\$750 individual/ \$1,500 family	—
In Network Out of pocket Maximum	\$3,000 individual / \$6,000 family	\$3,000 individual / \$6,000 family	\$6,000 individual/\$12,000 family
Coinsurance (the percentage covered by the plan)	80% In-network / 60% Out-of-network *after deductible	80% In-network / 60% Out-of-network *after deductible	70% In-network / 50% Out-of-network *after deductible
Preventive Services	Covered at 100%, no deductible	Covered at 100%, no deductible	Covered at 100%, no deductible
Prescriptions - Retail (30-day supply) Prescriptions - Home Delivery (90-day supply)	After Deductible, except for preventive prescriptions \$10 / \$30 / \$50 Self-administered injectables: You pay 30% to a max of \$150 \$20 / \$60 / \$100 Self-administered injectables: You pay 30% to a max of \$300	After Deductible, except for preventive prescriptions \$10 / \$30 / \$50 Self-administered injectables: You pay 30% to a max of \$150 \$20 / \$60 / \$100 Self-administered injectables: You pay 30% to a max of \$300	After Deductible, except for preventive prescriptions \$10 / \$30 / \$50 Self-administered injectables: You pay 30% to a max of \$150 \$20 / \$60 / \$100 Self-administered injectables: You pay 30% to a max of \$300

*Please refer to your plan documents for more detailed information

*UIC Fund Contribution will be prorated based on your date of hire

HRA and HSA Comparison

	HRA	HSA
Who contributes?	Employer	Employer and/or employee
Are there contribution limits?	No, only the Employer can fund	* Yes; for 2021: \$3,600 for employee only or \$7,200 for employee and dependent coverage
Who owns the account?	Employer	Individual/Employee
Are funds portable?	No	Yes
Do funds rollover year to year?	Yes	Yes
What happens if I leave the Company?	Funds are forfeited	HSA balance remains with the employee
What expenses are eligible?	Medical only	All IRS Code 213(d) expenses
Can I use the account for non-medical expenses?	No	Yes, but are taxable
Can I also have an FSA?	Yes	Only a limited-purpose FSA (dental/vision)

* Please consider contributions you may have made to other Health Savings Accounts in the same calendar year when choosing your HSA contribution amount.

HRA and HSA Funding

Company Contribution	HRA Employee / Employee + Dependent(s)	HSA Employee / Employee + Dependent(s)
Upon enrollment in the plan	\$375/\$750*	-
Within 60 days of completing health assessment and physical activity requirement	\$375/ \$750	\$375 / \$750
Incrementally on a per pay period basis through December	-	\$375/ \$750*
Total Company Contribution:	\$750/\$1500	\$750/\$1500

* Company contribution will prorated based on your date of hire

Wellness Incentive Program

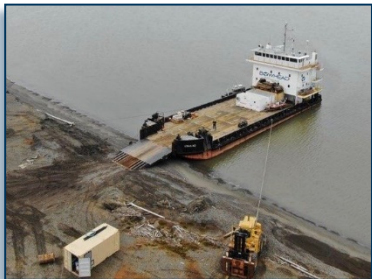
How to earn your incentive for 2021



2021 Incentive

\$375 Employee Only

\$750 Employee plus Dependent



To earn your incentive, you and your spouse (if applicable) must complete these activities on the Virgin Pulse Wellness Platform:

1. Complete a Health Assessment

AND

2. Complete one of these two activities:

- Log 300 minutes of activity or 60,000 steps either by syncing an activity device or logging points.
- Receive a preventative service.

You should see your incentive in your account within 90 days after you complete both actions.

Remember, your incentive will be:

- \$375 contribution to your Health Savings Account or your Health Care Reimbursement for employee only coverage.
- \$750 contribution to your Health Savings Account or your Health Care Reimbursement for employee plus dependent coverage.

All Actions must be completed by December 31, 2021

Telehealth through Premera

What is Telehealth?

The telehealth options are an added benefit to you through Premera. It allows you to obtain healthcare with a national network of U.S. board-certified doctors and pediatricians through virtual talk or secure text.

What is it for?

Diagnosing and treating common illnesses including, but not limited to, colds & allergies, migraines & headaches, bronchitis, upper respiratory infections, nasal congestion, and the flu. Prescription drugs can even be prescribed if necessary.

Who is eligible to use it?

If you are enrolled in the Company medical plan, you are eligible to utilize the Telehealth benefit options.

Options:

- **Doctor on Demand**
Connect with doctors and psychologists via live video.
- **MyCare Alaska**
Chat-first virtual care platform via text.
- **Talkspace**
Connect to behavioral health professionals by video and text for about the same cost as an in-person visit.
- **Boulder Care**
Comprehensive approach to addiction therapy in the form a digital treatment program for Opioid Use Disorder (OUD).
- **Premera Pulse** (*Text "Pulse" to 24248 to activate your account*)
Digital resource through Premera designed to deliver personalized health information.

Please refer to your plan documents for more detailed information

Service Contract Waivers

Service Contract Act / Davis Bacon Act



UPLOAD DOCUMENT

- Myself
- Documents
- Add (green button)
- Choose File
- Add Document Title
(i.e. John Smith waiver)
- Select Category as
'SCA Waiver'
- Save (green button)

! IMPORTANT !

- Employees who support a contract subject to the Service Contract Act (SCA) who do not enroll in a UIC medical plan will automatically be enrolled in employee only coverage on the High Deductible Basic medical plan, unless a waiver form and proof of other qualified coverage are provided.
- The SCA waiver can be found on the homepage of UKG Pro.
- The waiver and proof of other qualified coverage can be uploaded to the UKG Pro site by logging in and going to:
Myself > Documents > Add (green button) > Choose File > Add Document Title (i.e. John Smith waiver) > Select Category as 'SCA Waiver' > Save (green button)

Please refer to the UIC Service Contract Act (SCA) Benefits Policy (UIC-HR-2-6-091 Rev 1) for additional information regarding the calculation of the health and welfare (H&W) used to meet the H&W requirements under the Service Contract Act (SCA).

Aetna Dental Coverage

Deductibles

- Individual \$50
- Family \$150



Core Plan and Buy-Up Plan

Core Plan \$1500 Annual Maximum

Preventive Treatment

Covered in Full:

Cleaning, x-rays, exams

Basic Treatment

You pay 20%

Filling, extraction, root canal

Major Treatment

You pay 50%

Dentures, Bridges, Crowns

Buy-Up Plan \$2500 Annual Maximum

Preventive Treatment

Covered in Full:

Cleaning, x-rays, exams

Basic Treatment

You pay 20%

Filling, extraction, root canal

Major Treatment

You pay 50%

Dentures, Bridges, Crowns

Orthodontia

You pay 50%

Up to a \$5,000 lifetime maximum

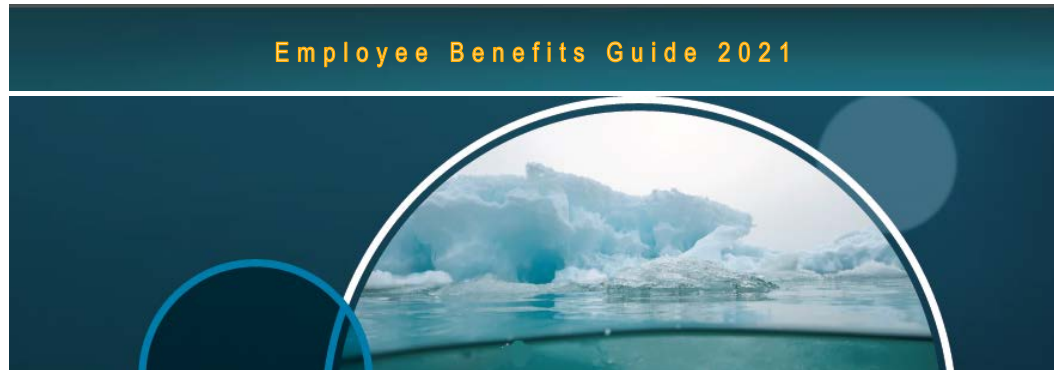
VSP Vision Coverage

Vision Care Plan

The vision plan includes benefits for eye exams, eyeglasses, and contact lenses through VSP.

- Eye exam (every 12 months) with a \$20 copay In-Network
- Lenses (every 12 months)
- Contacts (every 12 months)
- Frames (every 24 months)

Please refer to your plan documents for more detailed information



Benefits Emergency Contact



If you or a covered member of your family needs emergency doctor or hospital care before you receive your insurance card, give the caregiver this information:

- **Premera**

Group Number: **4002747**

ID Number: Use your Social Security Number until a number is assigned.

Customer Service: (844) 236-1842

- **Aetna Dental**

Group Number: **847008** (ID Card must be printed from www.aetna.com)

ID Number: Use your Social Security Number until a number is assigned.

Customer Service: (877) 238-6200

- **VSP Vision**

Group Number: **30032318** (No ID Card will be issued)

ID Number: Provide your vision provider with your Social Security Number and they will be able to verify your benefit coverage with VSP.

Customer Service: (800) 877-7195

Flexible Spending Accounts

HealthCare Flexible Spending Account

- Set aside up to \$2,750 before taxes for qualified healthcare expenses.
- Access entire amount on 1st day of plan year.
- Use money for eligible out-of-pocket medical expenses such as deductibles and copays.
- If you are enrolled in the HDHP with HSA, sign up for the Limited FSA (Dental & Vision only).

When enrolling, keep in mind:

- Use it or lose it plan.
- You must re-enroll each plan year.

Dependent Care Flexible Spending Account

Maximum Annual Contributions:

- Dependent Care FSA = \$5,000 (\$2,500 if married and filing a separate tax return).

When enrolling, keep in mind:

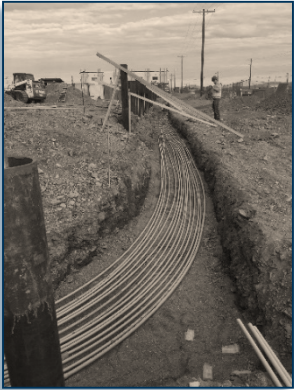
- Use it or lose it plan.
- You must re-enroll each plan year.
- The IRS specified maximum is \$5,000 per year.
- Remember to include amounts you contributed at any previous employer(s) during the calendar year.



HsaBANK®

Flexible Spending Accounts

Commuter / Parking Benefit



Allows Employees to set aside “**pre-tax dollars**” for qualifying transportation and parking expense reimbursement.

Annual IRS Limits:

Transit Account: \$270 per month

Parking Account: \$270 per month

Stipulations:

- Changes must be submitted 2 weeks prior to effective date.
- Claims must be submitted within 180 days of the incurred expense.
- You must re-enroll each plan year.

Hsa[®]
BANK

Please refer to your plan documents for more detailed information

Tricare Supplemental Plan

TRICARE Supplemental Plan administered through SelmanCo

- Plan Deductible of \$100 per individual and \$200 per family
- After you have met both your TRICARE and TRICARE Supplement Plan deductibles, the supplemental insurance pays 100% of your approved expenses not paid by TRICARE.

Care Required	Tricare Select Pays	The Supplement Plan Pays
Annual Deductible	Non-Network: \$150 for individual and \$300 for family	100% of Tricare Deductible
Primary Care Outpatient Visit	Network: \$28 or \$41 Non-Network: 25% of TRICARE allowed amount	Network: \$28 or \$41 Non-Network: 25% of TRICARE allowed amount
Inpatient Admission	Network Provider: \$250 per day, or up to 25% hospital charge, whichever is less, plus 20% separately billed services Out of network: \$901 per day, or 25% hospital charge, whichever is less, plus 25% separately billed services	Network Provider: \$250 per day, or up to 25% hospital charge, whichever is less, plus 20% separately billed services Out of network: \$901 per day, or 25% hospital charge, whichever is less, plus 25% separately billed services

* This voluntary program is **only** available to employees and their dependents **who are eligible for Tricare**

401(k)

Employer matching 401(k) contribution can be as high as 3% of all gross eligible wages up to the annual maximum wages established by Federal law (*please consider contributions under multiple employers in the same calendar year when choosing your contribution amount*).



1-800-728-3123

- Contributions are 100% vested
- To receive the maximum matching contribution, you must maintain a deferral percentage of at least 3% of all gross eligible wages each pay period.
- Employer match will begin with your first 401(k) contribution.
 - For SCA employees, the employer match will be deducted from the H&W.
- Traditional 401(k) and Roth 401(k) options are available.
- Enrollment must be completed through UKG Pro.
 - Visit hr.uicalaska.com.
 - Username is your company network login and password.
- Investment elections, viewing statements, 401(k) loans, etc. must be done using the Wells Fargo site.
- Register at www.wellsfargo.com 7-10 days after receiving your first paycheck.

Company Insurance Coverage

All Fulltime Regular Employees Automatically Enrolled In:

- Life Insurance
- Accidental Death or Dismemberment
- Short-term Disability
- Long-term Disability



Employer Provided Life Insurance:

When employer-provided group term life insurance exceeds \$50,000 for an employee, the value of the coverage over \$50,000 must be reported as taxable income. The amount reported as taxable income is the cost of the benefit (determined by the IRS) not the benefit itself. The calculated value is included on your pay advice and can be located under the Other Benefits and Information section – Group Term Life.

Life and AD&D Insurance

Basic Life and AD&D

UIC provides you with life and AD&D insurance coverage at no cost to you.

- You automatically receive 2x your annual earnings, up to \$200,000.
- You must choose a beneficiary.

Voluntary Life and AD&D

You may enroll in voluntary life and accidental death and dismemberment coverage.

Employees	Spouses	Children
Up to 5x your salary	Up to 100% of employee's coverage	Up to 100% of employee's coverage
In \$10,000 increments	in \$5,000 increments	in \$2,000 increments
up to \$500,000	up to \$500,000	up to \$10,000
\$140,000 guarantee issue amount	25,000 guarantee issue amount	-

***Coverage above guarantee issue amount requires completion of an Evidence of Insurability Form**



Disability Insurance

Short-Term Disability & Buy-Up

- As a full time employee, UIC provides you with base short-term disability which pays 60% of your weekly earnings, to a maximum \$1,500 per week for the first 13 weeks of a disability.
- Employees will have the option to purchase a buy-up plan. With the supplemental buy-up plan, you will receive 70% of your covered weekly earnings, up to \$2,000 through the 13th week of disability.
- Premiums are paid by the employee via payroll deductions.

Long-Term Disability

- As a full time employee, UIC provides you with base long-term disability which pays 60% of your base earnings, to a monthly maximum \$7,500 if you are disabled for more than 90 days and are unable to work.
- LTD benefits are offset by other sources of income.

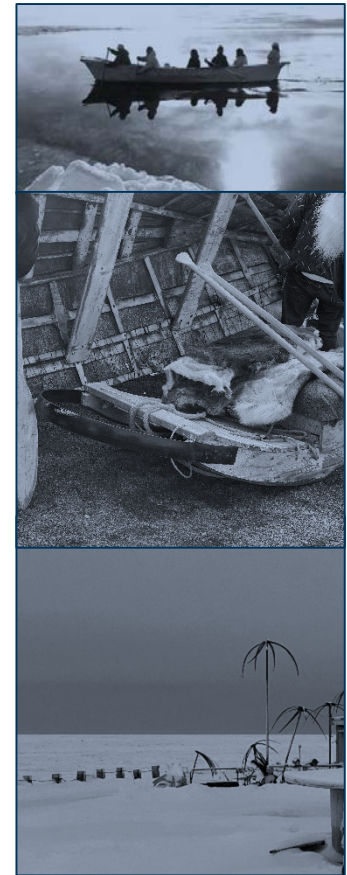
Please refer to your plan documents for more detailed information



Voluntary Critical Illness

- Critical illness insurance pays a one-time lump sum benefit amount upon the diagnosis of a covered disease or illness such as invasive cancer, paralysis, heart attack, stroke, etc.
- You can use this money to cover lost wages, child care, travel, home care or regular household expenses.
- Pre-Existing Condition Limitation
 - This plan will not pay benefits for a covered loss caused or contributed to by, or resulting from, a pre-existing condition.

Covered Person	Weekly
Employee	\$5,000, \$10,000 or \$20,000
Spouse	50% of employee benefit
Children	25% of employee benefit



Please refer to your plan documents for more detailed information

Benefits Information

MyBenefits.Life

Detailed benefit guides, documents and other benefits information can be found on our benefits website at:

[MyBenefits.Life](https://mybenefits.life)

Employer keys (passwords):

- For non-SCA employees located in Alaska: UICAlaska
- For non-SCA employees located in the Lower 48 states: UICL48
- For SCA employees: UICSCA

MyBenefits.Life

One-stop web portal and app for employees and their dependents to view benefit plan information provided by their employer



Download the Mobile App



Links to the benefit website can be found on the homepage of UKG Pro hr.uicalaska.com

Employee Assistance Program



Our **Employee Assistance Program (EAP)** can help you or your dependents find solutions for everyday challenges of work and home as well as more serious issues involving emotional and physical well-being.

UIC pays the entire cost for up to 6 EAP sessions per problem as needed for:

- Health and wellness
- Child and elder care
- Family or parenting issues
- Work/Life balance
- Marital or relationship issues
- Pre and postnatal concerns
- Grief and loss
- Depression, anxiety and stress
- Alcohol or drug dependencies
- Health management support & referrals
- Legal consultation services with an attorney
- Financial Services
- Magellan Self-Screening System

Confidential in-person or telephone counseling or crisis services available 24 hours a day, 7 days a week.

Telephone Number: (800) 478-2812

Online: www.MagellanHealth.com/member

–Select Register or Enter as a Guest

–Program Number: 800-478-2812

–Organization name: Bowhead

More Benefits

My Secure Advantage Program

Provides resolution services to help you work through identity theft issues
Services to help build your will and other legal documents
Money coaching

Secure Travel Program

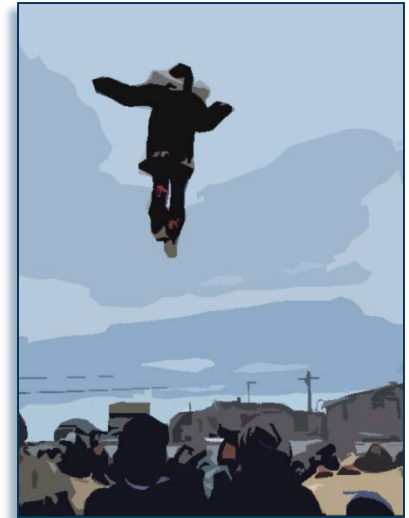
Provides emergency medical evacuation assistance and travel services when traveling 100 miles or more away from home

CIGNAssurance Program

Support and assistance such as counseling and financial guidance after the loss of a covered loved one

Health Advocate

Offers assistance with a wide range of healthcare and health insurance issues such as help with claims, scheduling appointments, test results etc.



*Please refer to the Life & Disability section and the Resources section of the benefits information website for more detailed information.





One Family of Companies

Leave Benefits

**Ukpeaġvik Iñupiat Corporation
And Subsidiaries**

UIC Employee Handbook

UIC-HR-1-5-001

Last Updated: September 23rd, 2020

Section 6 – Employee Time Off from Work

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Types of Leave

- Leave with Pay – Paid Time Off (PTO)
(PTO pay does not apply to part-time or temporary employees and typically will not apply to skilled trade employees.)
- Bereavement Leave
- Jury Duty and Witness Leave
- Military Leave
- Subsistence Leave

Eligibility and benefits may **vary by contract**. Please refer to the following for more information.

- Employee Handbook
- Your UKG Onboarding Paperwork

Tuition Reimbursement

Financial Assistance Education / Training / Certifications

Tuition Reimbursement Policy

Pre-Approved Tuition *

Max of \$5,250 per year for tuition and books

Training and Certificates

Pre-Approved Training and Certification

No dollar limit for training and certification

Eligibility Requirements for Both Programs

Regular-Fulltime Employee

90 Days of Service

Continuously Employed for the duration of each course

* Not applicable for all contracts. Manager review and approval required.

* Fulltime-Temporary and Fulltime/Part time Skilled Trade Employees are not eligible for tuition assistance.

Benefit Reminders

- **Benefit Enrollment**

- You will need to enroll in benefits as soon as possible after your eligibility date (the first of the month following your start date, or if your start date was the first day of the month, you are eligible for benefits on that day).

- **Benefit Premiums**

- Regardless of when you enroll, you will be responsible for all benefit premiums based on your eligibility date. In the event your enrollment results in missed payroll deductions, you will be responsible for paying the missed premiums through additional payroll deductions.

- **Plan Year**

- The plan year for all benefits runs calendar year, **1/1/2021 – 12/31/2021**

- **Wellness Incentive Program**

- If you are enrolled in the HRA or HSA Medical Plan, you have the option to participate in our Wellness Incentive Program. Just complete an online health assessment and meet the physical activity requirement in 2021 to receive a lump sum company contribution to your HRA or HSA.

- **Benefits Information Website**

- More information regarding the wellness incentive can be found on the benefits information website under the Resources section ([MyBenefits.Life](https://www.uicalaska.com/MyBenefitsLife)).





Welcome Aboard

*We will take a quick break and
the Safety Orientation will begin shortly.*