





The following individuals have upcoming employment anniversaries. Thank you for your continued service and dedication!

Michael Mustachia 3/18—4 years
Paula Armour 3/19—9 years
James Tungate 3/20—17 years
Mark Louden 3/21—1 year
Myea Freeman 3/22—2 years
Dave Myers 3/23—8 years
Cliff Stanley 3/26—11 years
Ahmed Ali 3/28—1 year
Joe Hooker 3/28—1 year
Chaz Yaden 3/29—2 years
Alan Garrett 3/30—17 years
Jeff Wilson 3/30—8 years

Troy Parrish 3/31— 9 years
Skip Pittsenbarger 3/31—9 years
Alan Smith 3/31—9 years



HAPPY BIRTHDAY!

Rex Renner-3/19

Cordell Watts-3/19

Mark Grether-3/21

Tim Cobble—3/22

Annetta Ward—3/22

Hekima Kabuya—3/22

Jon Harvey—3/22

Sheree Hall—3/23

Brian Durbin—3/23

Gary Bow-3/24

Khaled Elkhawaga—3/25

Dave Thornton—3/27

Charles Barnett—3/27

Shaun McConnell—3/28

Jason Flesch—3/30

Adam Hayes—3/31

Attention Drivers

If you add any coolant to a truck, please call the shop immediately. We need to know how much coolant you are adding and how often. Trucks should not continuously need coolant added and if they do, there could be a problem larger than an external leak. Thank you for your attention to this matter and drive safe.

Employee Parking Lot

The parking lots in front of the office and on the back side of the warehouse are for personal vehicles only. Please do not park tractors in the employee parking lot. Parking tractors in the employee lot creates an unnecessary possibility for a preventable accident. If you have any questions on the designated tractor parking area, please contact a member of the safety department.

Geil Lane Yard

With spring finally being here and the grass beginning to grow, we would like to remind everyone when parking trailers on the fence line and near the drainage basin to please keep from going over the curb. If the rear ends of the trailers are over the curb, the mower can not access those parts of the property to be properly cut. Thank you in advance from facility maintenance.

Attention All Drivers

If your DOT physical or CDL will be expiring before April 30, 2023, make arrangements now to renew! Physicals need to be renewed 30 days in advance to allow time to get it updated with your state. If you have any questions call Paula at ext. 276 Thank you!

Attention Drivers - Please turn in all of your bills!

Please make sure all bills are being filled out completely, correctly, and turned in with the bill of ladings!

Incomplete, incorrect, and missing bills/bols can lead to lost revenue for the company. It is extremely important the M&M bills are filled out correctly so we can be paid by the customer on time. Ford bills have the yellow sticker instead of the M&M Bill. Always turn in a copy of the bill of lading with the M&M bill/sticker. Lost revenue for the company comes full circle and can affect all of us. Thank you for your cooperation.

Paycom Information

If you need to update your address, phone number, emergency contact, etc. please be sure to do so in Paycom. This can all be found under "Information" in Paycom.

If you need to update your direct deposit, view paystubs, make tax updates, etc., this can be found under "Payroll" in Paycom.

We are no longer using paper forms for updates and all changes must be completed by you in Paycom. If you have trouble doing so, please call HR at ext. 236 or Payroll at ext. 226.

Paycom also has a feature called "Ask Here" where you can message us <u>anytime</u> during the day if you have a paycom, payroll, or benefit question. This can be found by clicking on the box with the question mark at the top of the screen once you are logged in to Paycom.

