

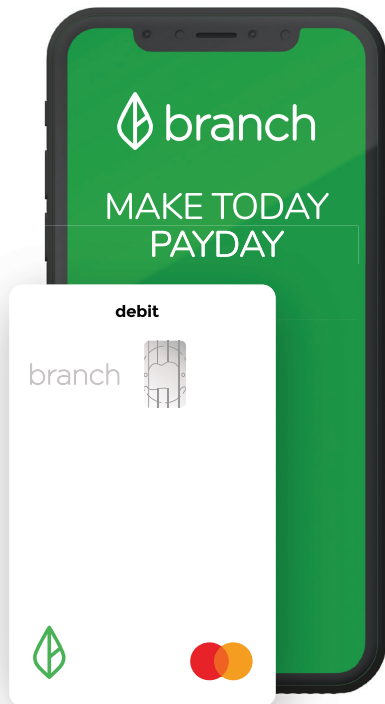


ORIENTATION GUIDE

PAYCARDS



*Scan the QR
code to launch
the Branch app*



SIGN UP FOR BRANCH

1. Download the Branch App on your phone. You can scan the QR code below or search “Branch” in your phones App store.
2. Launch the app and click the “Sign-Up” button at the bottom of the screen.
3. Follow the prompts in the app to complete the sign-up process with Branch.
4. If you wish to utilize the daily pay feature, follow the prompts in the “Wallet” section of the app after clicking the “Get Started.”



*Scan the QR code to
fill out the Wisely®
registration form*



SIGN UP FOR WISELY® CASH CARD - MINORS

1. Ask your manager for a Wisely® cash card.
2. Fill out the registration form by scanning the below QR code or typing the following web address into your internet browser: <https://forms.office.com/r/9i53cajviw>
3. After you submit the registration form, you will receive an email from payroll@borderfoods.com when the registration is complete.
4. Once registration is complete, you can follow the activation instructions included in the cash card envelope, and enter the account and routing information in KPay for direct deposit.

401(K)



TRANSAMERICA 401K RETIREMENT

The Company offers AGM's and RGM's a 401(k)-retirement savings plan in which you are eligible for if you are at least 18 years of age and have completed 90 days of employment.

1. 401(K) enrollment is completed online at www.TA-Retirement.com or by calling customer service center at 1-800-401-8726
2. Border Foods' 401(k) plan number is 512321

Border Foods will process an automatic enrollment at a 3% contribution if enrollment is not completed prior to eligibility date. If you already meet the 90 days of employment (internal promotes and rehires) you will be eligible for 401(k) immediately. You will also be automatically enrolled after 30 days, so if you do not want to participate in 401(k), you will want to access the Transamerica website or customer service line as soon as possible to waive participation.

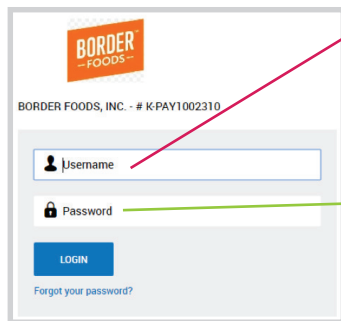


BORDER FOODS ORIENTATION GUIDE

401(K)



EMPLOYEE WEBSITE ACCESS



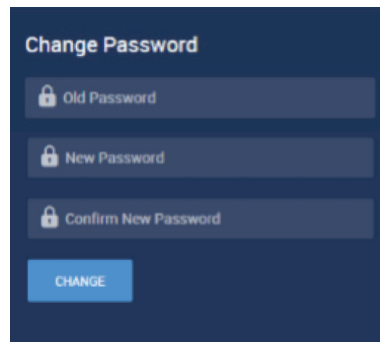
The login form features the BORDER FOODS logo at the top left. Below it, the text "BORDER FOODS, INC. - # KPAY1002310" is displayed. The form contains two input fields: "Username" with a person icon and "Password" with a lock icon. A blue "LOGIN" button is positioned below the password field. A link "Forgot your password?" is located at the bottom left of the form. A red arrow points from the "Username" field to the "USERNAME" instructions, and a green arrow points from the "Password" field to the "TEMPORARY PASSWORD" instructions.

USERNAME
First initial
+ full last name
+ last 4 digits of
your SS
ex: JDoe9999

**TEMPORARY
PASSWORD**
last 4 digits
of your SS

USERNAME

Your username is the first initial of your first name and full last name, ending with the last 4 digits of your social security number.



The "Change Password" form is set against a dark blue background. It includes three input fields, each with a lock icon: "Old Password", "New Password", and "Confirm New Password". A blue "CHANGE" button is located at the bottom of the form.

CHANGE PASSWORD

Your password will be the last four digits of your social security number. You will be prompted and required to change your password upon the first log-in. Your password must be a minimum of 8 characters with upper and lowercase letters, a number and a special character.




Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

 Text Message # 

 Voice Phone # 

 Email 

SAVE

VIRTUAL CODE

You will also be prompted and required to set up a Virtual Code. You will need to set the virtual code up with either a text, email or phone call. If you use the same computer to login to this website, you should only have to do this one time.

WEBSITE ADDRESS

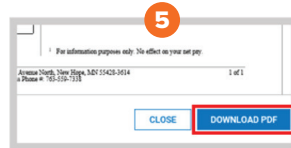
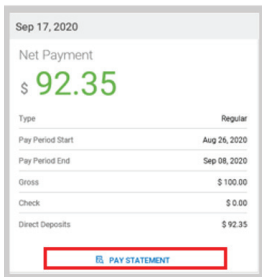
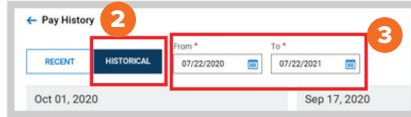
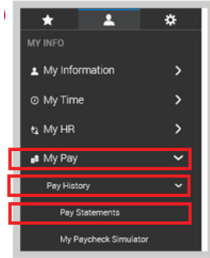
<https://secure.yourpayrollhr.com/ta/KPAY1002310.login>



Scan the QR
code to launch
the Kpay portal

BORDER FOODS ORIENTATION GUIDE

KPAY



PAY STATEMENT LOOKUP

1. From the main menu on the home page, select My Pay>Pay History>Pay Statements.
2. Your 3 most recently pay stubs will populate. If you need to view farther back in history, select the “Historical” box.
3. Set the date timeframe you are looking for in the “From” and “To” box, and press enter.
4. To view a pay statement, click the magnifying glass at the bottom of each dated box.
5. If you need to print the pay statement, click the “Download PDF” box to open a printable version of your pay statement.



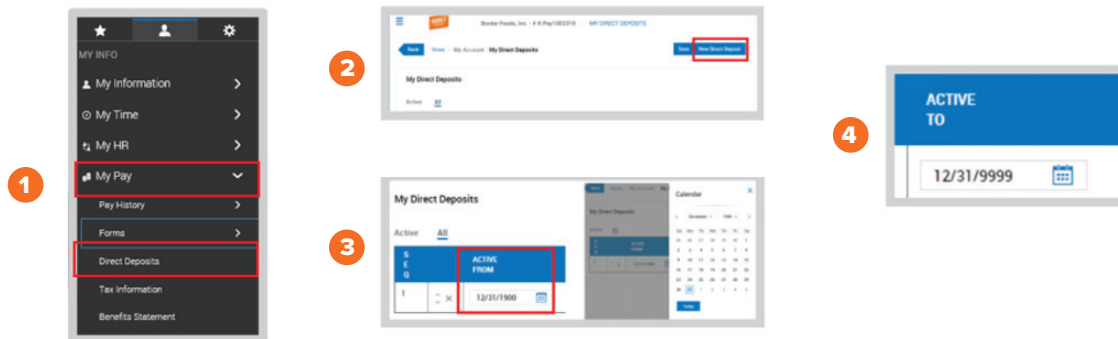
REQUESTING A W-4 CHANGE

1. From the main menu on the home page, select My Pay>Forms>Withholding.
2. In the upper right corner of the browser window, select “Add New Withholding Form”.
3. Select next to W-4 if you are changing your federal withholding. If there is no option to change the state withholding separately as the example below shows, changes made under the federal W-4 will apply to your state withholding as well.
4. After you fill out the W-4 form, select the “Submit Withholding Form” in the upper right corner of the browsing window.

If you need to update your state withholding as well and were given an option for a state W-4, select the state form and follow the same steps.

BORDER FOODS ORIENTATION GUIDE

KPAY



HOW TO SET UP DIRECT DEPOSIT

1. From the main menu on the home page, select My Pay>Direct Deposit
2. In the right corner of the browser screen, select “ New Direct Deposit”.
3. In the “Active From” column, click on the calendar and select the current days date.
4. Leave the “Active To” column as 12/31/9999.

5. Use the drop-down arrow under the “Account Type” column to select checking or savings.
6. Enter your bank’s Routing #/ABA and click the “?” to validate that the number is correct. If it is correct, a box will pop up with the bank information. Verify that the information is correct and close the box.
7. Enter the account number provided to you by your bank or as shown on a check for that account.
8. Hit the save button in the upper right corner of the browsing window, located next to the “New Direct Deposit” box.



BORDER FOODS ORIENTATION GUIDE

VACATION DONATION



DONATIONS

Border Foods permits employees to donate earned paid vacation to other employees within the organization to be used in cases of serious medical illness or injury or catastrophic life/family situations. Employees are permitted to donate available earned paid vacation days up to 80 hours per calendar year and a minimum of 8 hours to vacation donation bank.

REQUEST

To request a vacation donation, contact your General Manager or Area Coach.

CONTRIBUTE

If you would like to contribute to the vacation donation fund, please submit a Vacation Donation contribution form located on Manager Zone under Human Resources



BORDER FOODS ORIENTATION GUIDE

VACATION DONATION



Employees receiving vacation donation consideration is given when one or more of the following medically related circumstances are determined to exist and when there is evidence of need for additional paid time.

QUALIFYING CIRCUMSTANCES INCLUDE WHEN THE EMPLOYEE:

- Is experiencing a medical condition that is life threatening
- Catastrophic family situations, such as a fire or other emergency
- Has undergone major surgery for a health condition.
- Requires inpatient, hospice, or residential health care; or
- Is caring for an immediate family member who is experiencing a medical condition that is life threatening or who has undergone major surgery for a health condition, and who is not receiving round-the-clock care by medical professionals.

The Vacation Donation Policy, request and contribution forms are available at:
[Manager Zone > Human Resources > Forms](#)

BORDER FOODS ORIENTATION GUIDE

BORDER CARES



MAKING DONATIONS

The team members may make donations to the Border Cares escrow account through payroll deductions by completing the Border Cares donation form on Manager Zone.

APPLYING FOR BORDER CARES GRANT

ELIGIBILITY: All Border Foods employees working any position are eligible to apply for a Border Cares grant. Maximum annual Border Cares donation of \$2,500 will be paid to third party listed on the application.

PROVISIONS: Employees receiving Border Cares grants are based specifically when one or more of the following catastrophic circumstances is determined to exist and when there is evidence of need.



BORDER FOODS ORIENTATION GUIDE

BORDER CARES



Resources

Links

- Employee Relations Webinar Calendar
- Border Cares Donation Form
- Border Cares Program Details
- Border Cares Application
- Vacation Donation
- Shift Coverage Incentive
- Promo Depot
- Volunteer Time Off Form
- Wisely Pay Card
- Hiring POP Request Form

QUALIFYING CIRCUMSTANCES INCLUDE WHEN THE EMPLOYEE:

- Is experiencing a medical condition that is life threatening
- Catastrophic family situations, such as a fire or other emergency
- Has undergone major surgery for a health condition;
- Requires inpatient, hospice, or residential health care; or
- Is caring for an immediate family member who is experiencing a medical condition that is life threatening or who has undergone major surgery for a health condition, and who is not receiving round-the-clock care by medical professionals.

To be approved for Border Cares grant, Employee must provide proof of catastrophic need, i.e., bill.

Border Cares application is available on [Manager Zone > Human Resources > Links](#)

Questions and submission of application benefits@borderfoods.com



BORDER FOODS ORIENTATION GUIDE

BSWIFT - BENEFITS PORTAL



ELIGIBILITY

- AGM/RGM's are eligible to enroll upon hire or promotion. Coverage begins 1st of the month following 30 days of employment.
- Shift managers/Crew members are eligible for benefits after being employed for 12 months and average 30+ hours for the preceding 12 months.

DEPENDENTS

When you enroll in the Benefits Program, you may also cover your eligible dependents for medical, accident, dental, vision and life insurance.

ELIGIBLE DEPENDENTS INCLUDE YOUR:

- Legal spouse (unmarried individuals and/or domestic partners are not eligible)
- Dependent Child(ren)
- Medical, Dental and Vision coverage up to age 26 regardless of student status
- Other benefits up to age 19 or 26 (if a full-time student)



BORDER FOODS ORIENTATION GUIDE

BSWIFT - BENEFITS PORTAL

CHANGING YOUR BENEFITS DURING THE YEAR

Your benefit elections remain in effect for the entire plan year (April 1 – March 31), unless you have an IRS qualified life event (proof will be required). All changes as a result of a qualified life event must be made within 30 days of the event. Eligible qualified life events include the following:

- Legal marital status
- Birth/Adoption
- Loss/Gain of coverage
- Medicare or Medicaid eligible status



*Scan the QR
code to launch
the bswift portal*

ACCESSING THE BENEFITS PORTAL IS SIMPLE!

Simply go to: www.borderfoods.bswift.com

Username: first initial of first name + full last name + month and day of birth (i.e. John Brown, born on January 26th, 1984 would be "JBrown0126")

Password: last four digits of your SSN





BORDER FOODS ORIENTATION GUIDE

RELIANCE BASIC CARE PROGRAM



There are certain benefits that as a Team Member/Shift employee you do not need to depend on a year of service or hours requirement to be eligible. These are offered through Reliance Standard and are designed to provide some extra financial protection for you and your family at an affordable price.

AVAILABLE BENEFITS INCLUDE:

- Basic Advantage Total & Essential Plans
- Dental Plan
- Term Life and Short Term Disability

If you have questions or would like to enroll: benefits@borderfoods.com

A licensed professional counselor can help you with:

- *Stress, depression, anxiety*
- *Relationship issues, divorce*
- *Job stress, work conflicts*
- *Family & parenting problems*
- *Anger, grief & loss*
- *And more*



BORDER FOODS ORIENTATION GUIDE

EMPLOYEE ASSISTANCE PROGRAM (EAP)



Ask our Work/ Life Specialists about:

- *Child care*
- *Elder care*
- *Legal questions*
- *Identity theft*
- *Financial services,
debt management,
credit report issues*
- *Even reducing your
medical/dental bill*
- *And more*

Your EAP is designed to help you lead a happier and more productive life at home and at work. Call for confidential access to a Licensed Professional Counselor* who can help you.

WORK/LIFE BALANCE

You can also reach out to a specialist for help with balancing work and life issues. Just call and one of our Work/Life Specialists can answer your questions and help you find resources in your community.

EMPLOYEE ASSISTANCE PROGRAM

Toll-free 24/7 access:

- 1-800-854-1446 (multi-lingual)
- www.unum.com/lifebalance

BORDER FOODS ORIENTATION GUIDE

TACO BELL PERKS



PROVIDED BY RSCS MEMBER PROGRAMS



verizon[✓]

Sprint



SAVE ON YOUR MONTHLY CELL PHONE BILL

TACO BELL PERKS



SAVE ON
DISCOUNTED TICKETS
TO UNIVERSAL STUDIOS
HOLLYWOOD

Go to <https://tb.hrdiscounts.com/perks> for details on these and other discounts.

Found on My Taco Bell