



KCM Technical Company Newsletter



Stay Connected with KCM

KCM Technical will be sending out a bi-monthly newsletter with the latest information and updates.

New look, same great product

We have launched an updated website & want to introduce our Contractor Resources page on www.kcmtech.net!

We created this informational page to provide easy access for your day-to-day needs.

On this page you will find everything from your Contractor Resources page, 401k information, healthcare portal, and COVID-19 Resources.

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How are we addressing COVID-19?

KCM Tech. will continue to do everything we can to ensure your safety & comfort.

For more information on our COVID policy, please visit our Contractor Resources page at: www.kcmtech.net/contractor-resources



Going back to work?

Going back to work means you could be coming into our office. We have created a mandatory COVID-19 questionnaire that you can fill out a day before you plan on visiting us at KCM Technical. The QR code will take you to the questionnaire.



Keep up a morning routine



Take your lunch outside or away from your workspace

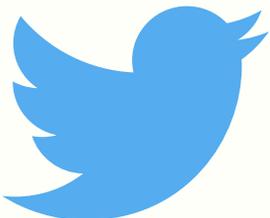


Know when to clock out

Still working from home?

We understand how difficult working from home can be.

That's why we have connected with members of our team for advice on how to effectively work from home!



Social Media

Follow us on social media to keep up with informative graphics, & the latest updates.

Contractor Resources Page

Here are some of the things you will
find on our new page!



**Employee
Portal**



**Medical
Portal**



401k



**COVID-19
Resources**



**Work-related
injuries/illnesses**



**Employment
Verification**

[Click here to access our
Contractor Resources page](#)

Call a Nurse

Available if you are enrolled in a health care plan through KCM

If you're a Blue Cross Blue Shield of Michigan or Blue Care Network member, and have questions about your general health or a specific condition, their 24-hour nurse line can help.

If your symptoms are mild, a registered nurse can answer your health concerns and give advice. Calls typically last an average of 12 minutes and are at no cost to you.

Hotline Resources:

1-800-775-2583 (BCBS of Michigan PPO)

1-855-278-5214 (BC Network HMO & HMO-POS)

[Or visit their website here](#)

HSA

If you have chosen a plan that has an HSA here is what is new in the HSA world: As part of the CARES Act that was signed into law at the end of March, Congress is also now allowing people to use an HSA account to pay for over-the-counter drugs and medicine, such as allergy medications and pain relievers, without a doctor's prescription. That reverses a provision of the Affordable Care Act that required a prescription for such purchases. The CARES Act also allows the use of HSA's for telehealth and other remote care services until Dec. 31, 2021.

HSA Resources:

Visit [healthequity.com](https://www.healthequity.com) to find the new expenses covered thanks to the CARES ACT!

Click here to check out a [Health Savings Account](#).

Holidays & Timecards

We want to ensure that YOU get paid accordingly!

- **Paid Holidays:** Please enter 8 hours in the non-billable field note "paid holiday."
- **To use PTO:** Enter 8 hours in the non-billable field note "use PTO for month/day."
- **Unpaid time off:** Enter your hours in the non-billable field and note "unpaid day off for month/day." Or you can leave this day blank and enter 0 hours with the note.
- **Worked on 7/3:** Enter hours worked in regular hours field (as normal). Please note "worked 7/3."

You will need to enter the note in the "write notes" section, then select supplier from the "share with" drop down for KCM to view the note.

All other notations will be ignored if you note, sick, non-billable, vacation or any other then the above notations, we will not be able to determine if you would like to use PTO or take an unpaid day.

Paid holidays are effective after 30 days of employment (from original start date). Overtime applies on any hours worked over 40 hours per week. Holidays, PTO, Training, & Travel do not count towards OT.



One more tip: You can find your current PTO balance in your employee portal!