



LUCID CONSULTING

Partnering Business & Technology

Nichols Brothers Boat Builders Employee Self Service Manual

Nichols Brothers Boat Builders Employee Self Service Manual

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HRMS EMPLOYEE SELF SERVICE

LOGON STEPS

Log in

First Time Log On

1. **Click** First-Time User Register Here
2. **First Name:** Enter your first name you see on your pay checks
3. **Last Name:** Enter your last name you see on your pay checks
4. **Social Security Number:** Enter your Social Security Number in XXX-XX-XXXX format, including the dashes.
5. **Security Question:** Select a Security Question from the dropdown menu.
6. **Security Answer:** Enter your answer to the Security Question you chose.
7. **Click** Save

To protect your confidentiality, please keep your user name and login credentials in a safe and secure location. Please also be mindful to close the application on your computer or cell phone when completing your ESS session.

The screenshot shows a web interface with a grey header bar containing the text "Welcome to ESS!". Below the header is a white box titled "Create New Logon". Inside this box, there is a heading "To set up your Logon, provide the following information:" followed by five input fields: "First Name" (with a note "Not case-sensitive"), "Last Name" (with a note "Not case-sensitive"), "Social Security Number" (with a note "xxx-xx-xxxx"), "Security Question" (a dropdown menu), and "Security Answer". At the bottom of the form are two buttons: "Save" and "Cancel".

Returning Users

1. **Enter** Username and Password
2. **Click** Logon

The screenshot shows a login page with a grey header bar containing the logo for "NICHOLS BROS. BOAT BUILDERS". Below the header is a white box with two input fields: "Username" and "Password". At the bottom right of the box is a blue button labeled "Logon".

Instructions for each menu item can be found on the Instructions Pane on the right side of the screen. These will give clues and directions to make full use of the benefits of ESS.

Related links to the page you are viewing can be found to the right in the Related Links pane below the Instructions Pane. These links will take you to other pages within ESS as well as external links to your insurance providers' web pages, and to forms and documents like W-4 forms and Direct Deposit Authorizations.

Personal

Personal Profile

Nichols Brothers Boat Builders Log off -

sage Employee Administrator Reports

Employee Personal Profile

Personal Changes will require Approval 

Personal Profile

Address
Phone
Dependents/ Beneficiaries
Emergency Contacts
Education
Medical
Skills
Events
Time Off
Change Logon

Benefits
Current Benefits

Employment
Compensation
Pay History
Job
Performance Review
Company Phone List

Employee ID
First Name
Middle Name
Last Name
Nick Name
Salutation
Social Security [Show Number](#)
Birth Date
Age
Marital Status
Gender
E-mail
Alt. E-mail
Smoker Yes No
Ethnic Origin

1. Under the Personal menu, **Click** Personal Profile
2. If your information is not correct click the edit icon  in the upper right-hand corner
3. Make changes as needed
4. **Click** Save
5. These changes will notify your manager and the HR department.

Address

Employee	Address
Personal	Changes will require Approval
Personal Profile	
Address	
Phone	Home
Dependents/ Beneficiaries	Street
Emergency Contacts	Apt/POBox
Education	City
Medical	State
Skills	Zip
Events	
Time Off	
Change Logon	
Benefits	
Current Benefits	County
Employment	
Compensation	Country

1. Under the Personal menu, **Click** Address
2. If your information is not correct click  in the upper right-hand corner
3. Make changes as needed
4. **Click** Save
5. These changes will notify the HR department.

Phone

Employee	Phone
Personal	Changes will require Approval
Personal Profile	
Address	
Phone	Use International Phone Numbers <input checked="" type="radio"/> No <input type="radio"/> Yes
Dependents/ Beneficiaries	Home () -
Emergency Contacts	Business (360)331-5500
Education	Cellular () -
Skills	Pager () -
Events	
Time Off	
Change Logon	Fax () -

1. Under the Personal menu, **Click** Phone
2. If your information is not correct, click  in the upper right-hand corner
3. Make changes as needed
4. **Click** Save
5. These changes will notify your manager and the HR department.

Dependents/ Beneficiaries

Employee	Dependents/ Beneficiaries					
Personal	Changes will require Approval					
Personal Profile	+					
Address						
Phone						
Dependents/ Beneficiaries	Name ↕	Type ↕	Relationship ↕	SSN ↕	Birth Date ↕	Edit 
Emergency Contacts		Beneficiary	SIGNIFICANT OTHER			
Education						
Skills						
Events						

1. Under the Personal menu, **Click** Dependents/ Beneficiaries
2. If the information is not correct for a listed dependent/beneficiary, click 
3. Make changes as needed
4. **Click** Save
5. If you would like to add a dependent/beneficiary, then click the  icon in the upper right hand corner.

Dependents/ Beneficiaries

Changes will require Approval

First Name *

Middle Initial

Last Name *

Type *

Relationship *

Birth Date

Age

Gender

Smoker Yes No

Address

6. The fields with the * must be filled in with the dependent/beneficiary's information
7. **Click** Save
8. These changes will notify the HR department.

Emergency Contacts

Employee	Emergency Contacts
Personal	Changes will require Approval
Personal Profile	Primary Contact
Address	Use International Phone Numbers <input checked="" type="radio"/> No <input type="radio"/> Yes
Phone	Name Home
Dependents/ Beneficiaries	Relationship Business
Emergency Contacts	Address Extension
Education	Cellular
Skills	Pager
Events	
Time Off	
Change Logon	
Benefits	
Current Benefits	
Employment	Secondary Contact
Compensation	Use International Phone Numbers <input checked="" type="radio"/> No <input type="radio"/> Yes
Pay History	Name Home
Job	Relationship Business
Performance Review	Address Extension
Company Phone List	Cellular
NBBB Handbook	Pager
Resources	
Leave Request	

1. Under the Personal menu, **Click** Emergency Contacts
2. If the information is not correct for a listed emergency contact, click
3. Make changes as needed
4. **Click** Save
5. These changes will notify the HR department.



Education

Employee	Education
Personal	Changes will require Approval +
Personal Profile	School <input type="text"/> Degree <input type="text"/> Major <input type="text"/> Edit Delete
Address	
Phone	
Dependents/ Beneficiaries	
Emergency Contacts	
Education	
Skills	
Events	
Time Off	
Change Logon	

1. Under the Personal menu, **Click** Education
2. Here you can add any educational information by clicking the
3. If the information is not correct for listed education, **Click** edit
4. **Click** save
5. These changes will notify the HR department



Events

Employee	Events										
Personal	Changes will require Approval +										
<ul style="list-style-type: none"> Personal Profile Address Phone Dependents/ Beneficiaries Emergency Contacts Education Skills Events Time Off Change Logon 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Event</th> <th style="width: 20%;">Effective</th> <th style="width: 20%;">Next Due</th> <th style="width: 10%;">Edit</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Event	Effective	Next Due	Edit	Delete					
Event	Effective	Next Due	Edit	Delete							

1. Under the Personal menu, **Click** Events
2. Here you can add any Events that you have by clicking the 
3. Choose your Event from the dropdown menu and enter your details
4. If the information is not correct for listed events, **Click** the edit icon 
5. **Click** save
6. These changes will notify the HR department

Time Off

Employee	Time Off																					
Personal																						
<ul style="list-style-type: none"> Personal Profile Address Phone Dependents/ Beneficiaries Emergency Contacts Education Skills Events Time Off Change Logon 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Plan</th> <th>Carryover</th> <th>+ Accrued</th> <th>Through</th> <th>- Taken</th> <th>- Requested</th> <th>= Available</th> </tr> </thead> <tbody> <tr> <td>PTO - % Hrly ▼</td> <td>0.00</td> <td>10.47</td> <td>2/3/2019</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Birthday ▼</td> <td>0.00</td> <td>8.00</td> <td>2/3/2019</td> <td>0.00</td> <td>0.00</td> <td>8.00</td> </tr> </tbody> </table>	Plan	Carryover	+ Accrued	Through	- Taken	- Requested	= Available	PTO - % Hrly ▼	0.00	10.47	2/3/2019	0.00	0.00	0.00	Birthday ▼	0.00	8.00	2/3/2019	0.00	0.00	8.00
Plan	Carryover	+ Accrued	Through	- Taken	- Requested	= Available																
PTO - % Hrly ▼	0.00	10.47	2/3/2019	0.00	0.00	0.00																
Birthday ▼	0.00	8.00	2/3/2019	0.00	0.00	8.00																

1. Under the Personal menu, **Click** Time Off
2. This will display the Paid Time Off, Vacation, and Birthday hours available to you as of the most recent Payroll Period.
3. The details of your plan will be shown
4. To view details, **Click** the  icon to open the details of that plan. Note: Birthdays will not have details until you have been paid your Birthday hours.
5. To enter Time Off Requests, see Leave Request under the Resources menu.

Change Logon

Employee	Change Logon
Personal Personal Profile Address Phone Dependents/ Beneficiaries Emergency Contacts Education Skills Events Time Off Change Logon	 <p>Please enter the following information to change your logon.</p> <p>The username and password cannot contain any spaces and the password must be in the following format:</p> <p>Minimum Length: 8 Maximum Length: 15 Minimum Numeric Characters: 1</p> <p>Minimum Special Characters: 1</p> <p>Username Username</p> <p>Password</p> <p>Confirm Password</p>
Benefits Current Benefits	
Employment Compensation Pay History Job Company Phone List	

1. Under the Personal menu, **Click** Change Logon
2. This is where you will come to change your password.
3. To update password information, **Click** the edit icon in the top right 
4. You will be prompted to enter new password information and all requirements are listed.

Benefits

Current Benefits

Employee	Current Benefits																
Personal Personal Profile Address Phone Dependents/ Beneficiaries Emergency Contacts Education Skills Events Time Off Change Logon	<p>Your Monthly total deduction is \$91.79</p> <p>Your employer's Monthly total contribution is \$354.00</p> <table border="1"> <thead> <tr> <th>Benefit</th> <th>Election/ Coverage</th> <th>Your Deduction</th> <th>Employer Contribution</th> </tr> </thead> <tbody> <tr> <td>Core - HMO Plan</td> <td>*</td> <td></td> <td>\$325.85</td> </tr> <tr> <td>Dental</td> <td>*</td> <td></td> <td>\$28.15</td> </tr> <tr> <td>HSA Single</td> <td>*</td> <td></td> <td>\$62.49</td> </tr> </tbody> </table>	Benefit	Election/ Coverage	Your Deduction	Employer Contribution	Core - HMO Plan	*		\$325.85	Dental	*		\$28.15	HSA Single	*		\$62.49
Benefit	Election/ Coverage	Your Deduction	Employer Contribution														
Core - HMO Plan	*		\$325.85														
Dental	*		\$28.15														
HSA Single	*		\$62.49														
Benefits Current Benefits																	

1. Under the Benefits menu, **Click** Current Benefits.
2. This will display your current medical, dental, and savings plans. Your deduction will be displayed as well as employer contributions to the monthly premiums.
3. Note that this will not display employer match for your 401(k) contributions, but those numbers are available on your account statement through the BAC link in the Related Links pane.

Employment

Compensation

Employee	Compensation
Personal	
Personal Profile	Pay Effective Date
Address	Annual Pay
Phone	Pay Period Salary
Dependents/ Beneficiaries	Hourly Rate
Emergency Contacts	Pay Frequency Weekly
Education	Salaried / Hourly
Skills	
Events	
Time Off	
Change Logon	
Benefits	
Current Benefits	
Employment	
Compensation	
Pay History	
Job	
Company Phone List	
Resources	
	History ^
	Effective Date Annual Pay Pay Period Salary Hourly Rate Salary Grade

1. Under the Employment menu, **Click** Compensation
2. This will display your current compensation as well as any changes that take place in your compensation.

Pay History

Employee	Pay History
Personal	
Personal Profile	Pay Day Wages Paid Deductions Taxes Net Pay Preview View Stub
Address	2/8/2019
Phone	2/1/2019
Dependents/ Beneficiaries	1/25/2019
Emergency Contacts	1/18/2019
Education	1/11/2019
Skills	1/4/2019
Events	12/28/2018
Time Off	12/21/2018
Change Logon	12/14/2018
Benefits	12/7/2018
Current Benefits	11/30/2018
Employment	11/21/2018
Compensation	11/16/2018
Pay History	11/9/2018
Job	11/2/2018
Company Phone List	10/26/2018
Resources	10/12/2018
NBBB Handbook	10/5/2018
Leave Request	9/28/2018
Phone Directory	

1. Under the Employment menu, **Click** Pay History
2. This will display the basic details of your paychecks
3. Under the View Stub column, you can view, download, and print your paycheck stubs for previous payroll periods. Note that this pane will show only nineteen lines of pay history. Previous history can be found on subsequent pages. **Click** the orange number in the bottom left of the Pay History pane.

Job

Employee	Job														
Personal	<table border="1"> <tr> <td>Job</td> <td>Organization</td> </tr> <tr> <td>Title</td> <td>Department</td> </tr> <tr> <td>Start Date</td> <td>Class</td> </tr> <tr> <td>In Position</td> <td>Resource</td> </tr> <tr> <td>Manager</td> <td>NBBB</td> </tr> <tr> <td>Supervisor</td> <td></td> </tr> <tr> <td>Hire Date</td> <td></td> </tr> </table>	Job	Organization	Title	Department	Start Date	Class	In Position	Resource	Manager	NBBB	Supervisor		Hire Date	
Job	Organization														
Title	Department														
Start Date	Class														
In Position	Resource														
Manager	NBBB														
Supervisor															
Hire Date															
<ul style="list-style-type: none"> Personal Profile Address Phone Dependents/ Beneficiaries Emergency Contacts Education Skills Events Time Off Change Logon 	History ^														
Benefits	<table border="1"> <thead> <tr> <th>Title</th> <th>Start Date</th> <th>Manager</th> <th>Supervisor</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title	Start Date	Manager	Supervisor										
Title	Start Date	Manager	Supervisor												
Employment															
<ul style="list-style-type: none"> Compensation Pay History Job 															

1. Under the Employment menu, **Click** Job
2. This will display your current job title and information, including manager and supervisor names, and a history of your positions within the company

Company Phone List

Employee	Company Phone List										
Personal	<table border="1"> <tr> <td>Department</td> <td>All</td> </tr> <tr> <td>Last Name</td> <td></td> </tr> <tr> <td>First Name</td> <td></td> </tr> <tr> <td>Sort By</td> <td>Last Name</td> </tr> <tr> <td></td> <td>Go</td> </tr> </table>	Department	All	Last Name		First Name		Sort By	Last Name		Go
Department	All										
Last Name											
First Name											
Sort By	Last Name										
	Go										
<ul style="list-style-type: none"> Personal Profile Address Phone Dependents/ Beneficiaries Emergency Contacts Education Skills Events Time Off Change Logon 											
Benefits											
Current Benefits											
Employment											
<ul style="list-style-type: none"> Compensation Pay History Job Company Phone List 											

1. Under the Employment menu, **Click** Company Phone List
2. This allows you to search for employees within the company for email addresses and phone numbers as well as display photos of employees.
3. Leaving Department set to All and Last Name and First Name fields blank will return a search for all employees.

Resources

NBBB Handbook

Employee

Personal

- Personal Profile
- Address
- Phone
- Dependents/ Beneficiaries
- Emergency Contacts
- Education
- Skills
- Events
- Time Off
- Change Logon

Benefits

- Current Benefits

Employment

- Compensation
- Pay History
- Job
- Company Phone List

Resources

- NBBB Handbook
- Leave Request
- Phone Directory

Ice Floe, LLC dba Nichols Brothers Boat Builders

Ship Building: Our Way

SAFE

PROUD

NICHOLS BROS. BOAT BUILDERS

1. Under the Resources menu, **Click** NBBB Handbook
2. This displays the current employee handbook for you to view, download, or print

Leave Access

Employee	NICHOLS BROTHERS BOAT BUILDERS – (2019) – OFFICIAL LEAVE REQUEST																																																																																																																																																																																																					
Personal	EMPLOYEE SECTION																																																																																																																																																																																																					
Personal Profile	Name: _____ Employee Number: _____ Today's Date: _____																																																																																																																																																																																																					
Address	Date of Requested Time Off: _____ AND <input checked="" type="radio"/> circle OR <input checked="" type="checkbox"/> Requested dates on below calendar.																																																																																																																																																																																																					
Phone	Type of Leave: Please Enter Exact Number of Hours OR Choose Appropriate Fill to Amount:																																																																																																																																																																																																					
Dependents/ Beneficiaries	Number of PTO Hours: _____ <input type="checkbox"/> Birthday Holiday: 8 Hrs. Number of Unpaid Hours: _____																																																																																																																																																																																																					
Emergency Contacts	<input type="checkbox"/> Fill PTO to 40-Hour Week. <input type="checkbox"/> Fill PTO to _____-Hour Week																																																																																																																																																																																																					
Education	Partial Day: TIME LEAVING: _____ and / or TIME ARRIVING: _____																																																																																																																																																																																																					
Skills	Leave Request Policies and Guidelines																																																																																																																																																																																																					
Events	<input type="radio"/> You can ONLY use PTO for time in which you are scheduled to work, not including Saturday or Sunday.																																																																																																																																																																																																					
Time Off	<input type="radio"/> Approval of pre-arranged time off is given on a first-come, first-serve basis.																																																																																																																																																																																																					
Change Logon	<input type="radio"/> Approved PTO requests excuse the employee from the schedule for that time.																																																																																																																																																																																																					
Benefits	<input type="radio"/> IF YOU DO NOT SELECT THE TYPE OF BENEFIT, YOUR ACCRUED PTO WILL BE APPLIED!																																																																																																																																																																																																					
Current Benefits	<input type="radio"/> Employees needing more than three days of PTO for (Self or Immediate family member's serious health condition) should contact HR. [FMLA]																																																																																																																																																																																																					
Employment	<input type="radio"/> The Supervisor / Timekeeping Support Staff will review requests submitted each week to (Approve / Deny) requests.																																																																																																																																																																																																					
Compensation	<input type="radio"/> Leave Requests need to be submitted no later than Noon (12:00 PM) Monday, for absences during the prior week.																																																																																																																																																																																																					
Pay History	2019																																																																																																																																																																																																					
Job	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="7">January</th> <th colspan="7">February</th> <th colspan="7">March</th> <th colspan="7">April</th> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td> </tr> </table>	January							February							March							April							S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		1	2	3	4	5							1	2							1	2						1	2	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
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1. Under the Resources menu, **Click** Leave Request
2. This allows you to view and print the form used to request any time off
3. This form must be filled out and put through normal channels. Currently, this is only for access to the form and not for submission.

Phone Directory

Employee		NICHOLS BROTHERS BOAT BUILDERS PHONE DIRECTORY				5/10/2018		
Personal		NAME	DIRECT	EXT	TITLE	CELL PHONE		
Personal Profile		ADMINISTRATIVE OFFICES					FAX LINES	
Address		Auto Attendant	331-5500	0	Main Number / Cristy		FRONT OFFICE (360) 331-7484	
Phone		Elise Gabelein	331-5357	318	Payroll / Accounts Receivable		PURCHASING (360) 331-2287	
Dependents/ Beneficiaries		Sylvia Moss	331-5170	310	Accounts Payable		SALES (360) 331-6181	
Emergency Contacts		Mitch Wright	331-5185	201	Director of Finance	(404) 273-7239	TRUCK DRIVER (360) 632-4397	
Education		Susan Gale/Korrine Simon	222-2021	218	Senior Accounting Manager		LANGLEY FACILITY (360) 221-3111	
Skills		Kevin Corrigan	331-5172	315	Human Resources / Director	(425) 346-2693	150 Sunrise Ln, Langley, WA 98260	
Events		Lyna Nichols	331-5351	207	Human Resources / Administration	(360) 684-4987		
Time Off		Cristy Mosset	222-4860	345	Front Desk		Payless (360) 331-4810	
Change Logon		WATERFRONT OFFICES					Sharpe (800) 422-2325	
Benefits		Matt Nichols	331-5171	307	Executive Vice President of Sales	(206) 550-9410		
Current Benefits		Lacey Greene	331-5173	302	Sales & Marketing	(360) 632-4548		
Employment				208	Conference Room			
Compensation		Tor Hovig			Sales	(206) 679-5807		
Pay History		WAREHOUSE 1st FLOOR OFFICES						
Job		Carl Taylor	331-5174	306				
Company Phone List		Mike Downey	331-5311	256		(425) 754-3181		
Resources		Chris Richards	331-5175	324	Construction Manager	(360) 909-8318		
NBBB Handbook		Trevor Fleming / Mark Thompson	222-2026	026	Foreman			
Leave Request		Jerry Case / Jason Cramer	222-2003	214	Panel Line Supervisor / Special Projects	Jerry (360) 682-3201		
Phone Directory		Casey Williamson	331-5178	299	Metal Work Supervisor	(800) 632-4495		
		Nick Tingstad	222-4862	862	Construction Manager	Nick (360) 632-9833		
		Eli Neider	331-5187	314	Construction Manager			
		Phil Willis / Aaron Cooper	331-5180	301	Paint / Welding Supervisor	Phil (360) 969-6435		
		Dave Wicks	331-5343	313	Warehouse Manager			
		WAREHOUSE 2nd FLOOR OFFICES						
		Gavin Higgins / CEO	331-5186	330	Chief Executive Officer	(360) 632-0030		
			331-5361	202	Gavin's Office Conference Phone			

1. Under the Resources menu, **Click** Phone Directory
2. This is a list of phone numbers for positions, locations, and many people within the company. The list is available to view, download, and print.