

# KNOW GREATER TALENT®



A DAY & ZIMMERMANN COMPANY

## **Yoh Contingent Worker @ Curative Orientation**

BECAUSE THE WORLD NEEDS MORE GREAT TALENT.

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# Welcome to Yoh!



A DAY & ZIMMERMANN COMPANY

**#1** First Technology Staffing Firm  
in the country.

Offices in the United States, Canada and Europe.  
Revenue: \$420M  
Locations: 35 Globally  
Employees: 750

Yoh is a subsidiary of: Day & Zimmermann  
Day & Zimmermann founded in: 1901  
Revenue: \$2.4B  
Locations: 150 Globally  
Employees: 25,000



**#3** RPO Providers in professional projects/on demand category  
**#8** among Top Managed Services Programs  
**#8** among the Largest Clinical/Scientific Staffing Firms  
**#12** among the Largest U.S. Engineering Staffing Firms  
**#21** among the Largest U.S. IT Staffing Firms  
**#23** among the Largest U.S. Staffing Firms  
**#71** among the Largest Global Staffing Firms

Industry  
Leading

Founded in  
Philadelphia  
in 1940.

## Yoh Program Team

Team Email for correspondence:

[CurativePayroll@Yoh.com](mailto:CurativePayroll@Yoh.com) - All Payroll inquiries  
including timecard entry

[CurativeContractorSupport@Yoh.com](mailto:CurativeContractorSupport@Yoh.com) - For  
support for all other matters outside of payroll,  
including onboarding

Contractor Support Hotline  
**866-556-7763**

## Key Contacts

How can I find out about benefits?

**My Benefits Service Center**

855-889-6522

[mydayzimbenefits@benefitfocus.com](mailto:mydayzimbenefits@benefitfocus.com)

Questions about a paycheck? Direct deposit?  
Taxes?

**YOH Contractor Support**

[CurativePayroll@Yoh.com](mailto:CurativePayroll@Yoh.com)

How can I get a copy of my 2020 taxes?

**W2 TAX FORMS**

Request W2 reprints

<http://www.mytaxform.com/>

(Enter Company ID 17330)

See something, say something

**ETHICS HELP LINE**

877-319-0270

<https://dayzim.alertline.com>

Where can I get my employment verified?

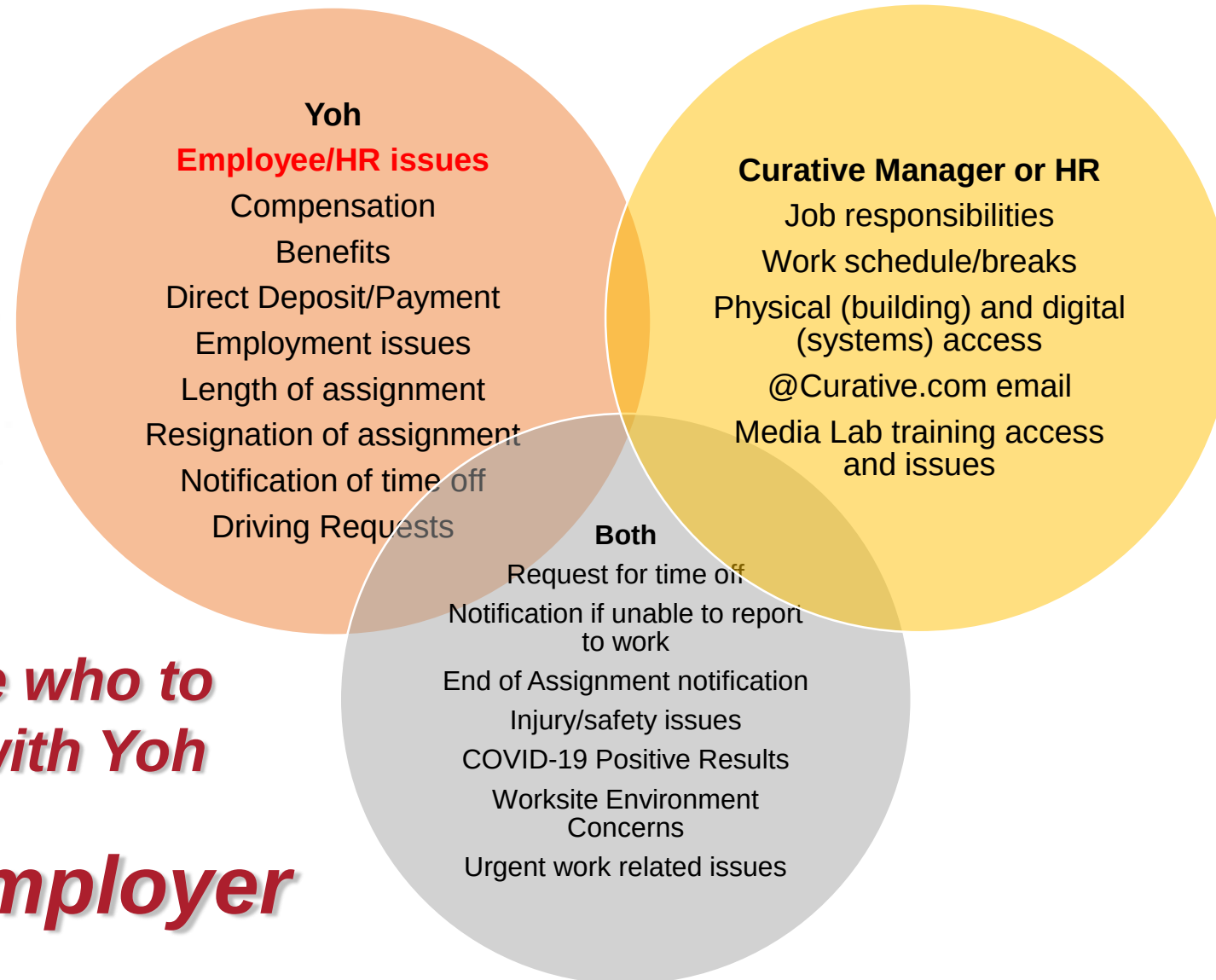
**EMPLOYMENT VERIFICATIONS**

[www.uconfirm.com](http://www.uconfirm.com)



- Curative was founded in January 2020 with the initial aim of developing new test for sepsis
- Pivoted to support pandemic in March 2020 to develop COVID-19 Test
- Curative's mission is to end the COVID-19 pandemic. They are focused on painless testing, producing reliable data and supporting vaccine initiatives
- They have COVID-19 test collections sites and vaccine locations throughout the U.S. (Kiosks and Vans)
- They have multiple laboratories that process the samples within 48 hours of being received
- Curative has processed 10M+ samples
- Website
  - [www.curative.com](http://www.curative.com)
- Video overview of collection testing site & laboratory process
  - <https://www.youtube.com/watch?v=wxrCCPGc-QL&feature=youtu.be>

# Who to Contact?



***If you are unsure who to contact -- start with Yoh***

***Yoh is your Employer***

# Onboarding Process - YohConnex

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# Yoh Onboarding Process

## Onboarding Link

- **Time Sensitive and must be completed ASAP (You can not start at Curative until Onboarding link is completed)**
- Yoh Onboarding link sent to your personal email address
- Average time to complete link is 30-45 minutes

## Background Check

- Accurate background check sent to your personal email address
- Background check information must be submitted ASAP
- You are permitted to start working pending the results of your background check

## I9 Process

- Required government process to provide documentation that you have the right to work in the US
- Section 1 of the I9 is part of the Onboarding link
- You must provide the name and email address of your I9 verifier (Adult Family or Friend) who can see your documents. Choose the I9 documents you will use. *(Additional details on slide 10)*

## YohConnex Access

- Upon completion of the first three steps you will gain access to the online portal for time card entry
- Please keep your log in information in a safe place as you will need it weekly
- Save the YohConnex.com website as a favorite on your phone and computer

# Onboarding Link Details

The Onboarding link is a very important part of the process to become a Yoh employee, as it contains vital information such as your W4 for taxes, direct deposit for payroll and your I-9. This information must be completed before you begin work at Curative.

The process takes anywhere from 30-45 minutes and will walk you through the steps below:

| Personal Details           |        |
|----------------------------|--------|
| Description                | Status |
| Details                    | ✓      |
| Address                    | ✓      |
| Education Details          | ✓      |
| Tax Details                | ✓      |
| Direct Deposit Information | ✓      |
| I-9 Information            | ✓      |
| Additional Info            | ✓      |

| Policies                          |        |
|-----------------------------------|--------|
| Policy Description                | Status |
| Authority to Release Information  | ✓      |
| Worker's Compensation Information | ✓      |
| Certification of Information      | ✓      |
| Contractor Handbook               | ✓      |

| Forms                                      |        |
|--------------------------------------------|--------|
| Form Name                                  | Status |
| Employment Agreement (Non-Exempt)          | ✓      |
| Work Opportunity Tax Credit (WOTC) Program | ✓      |
| Yoh Field Guide for Covid Cases            | ✓      |

| Memos/Programs |                                                   |
|----------------|---------------------------------------------------|
| Form Type      | Description                                       |
| MEMOS          | Summary of Rights Under Fair Credit Reporting Act |
| MEMOS          | HIPAA Privacy Notice                              |
| PROGRAMS       | 401(k) Retirement Plan                            |
| MEMOS          | E-Verify Right to Work Notice                     |
| MEMOS          | This Organization Participates in E-verify        |
| MEMOS          | SSA/Medicare Tax Exemption for Nonresident Aliens |
| MEMOS          | Health Insurance Marketplace Coverage             |
| MEMOS          | Social Media Guidance                             |



- Medical Staff Members will receive separate AdobeSign email containing a waiver for HepB, Tdap, and Flu vaccine

# Onboarding Final Confirmation

1

## Final Confirmation

The *Final Confirmation* section contains a summary of the status of the forms.

| Section          | Item                                              | Status |
|------------------|---------------------------------------------------|--------|
| Personal Details | Address                                           | ⚠️     |
|                  | Education Details                                 | ❌      |
|                  | Tax Details                                       | ❌      |
|                  | Direct Deposit Information                        | ❌      |
|                  | SSN Information                                   | ✅      |
|                  | Additional Information                            | ❌      |
| Forms            | Work Opportunity Tax Credit (WOTC) Program        | ❌      |
|                  | Employment Agreement                              | ❌      |
| Policies         | Worker's Compensation Information                 | ❌      |
|                  | Certification of Information                      | ❌      |
|                  | Contractor Handbook                               | ❌      |
|                  | Authority to Release Information                  | ✅      |
| Programs/Memos   | Summary of Rights Under Fair Credit Reporting Act | ❌      |
|                  | HIPAA Privacy Notice                              | ❌      |
|                  | 401(k) Retirement Plan                            | ❌      |
|                  | E-Verify Right to Work Notice                     | ❌      |
|                  | This Organization Participates in E-verify        | ❌      |
|                  | SSA/Medicare Tax Exemption for Nonresident Aliens | ❌      |
|                  | Health Insurance Marketplace Coverage             | ❌      |

2



Onboard has been completed successfully

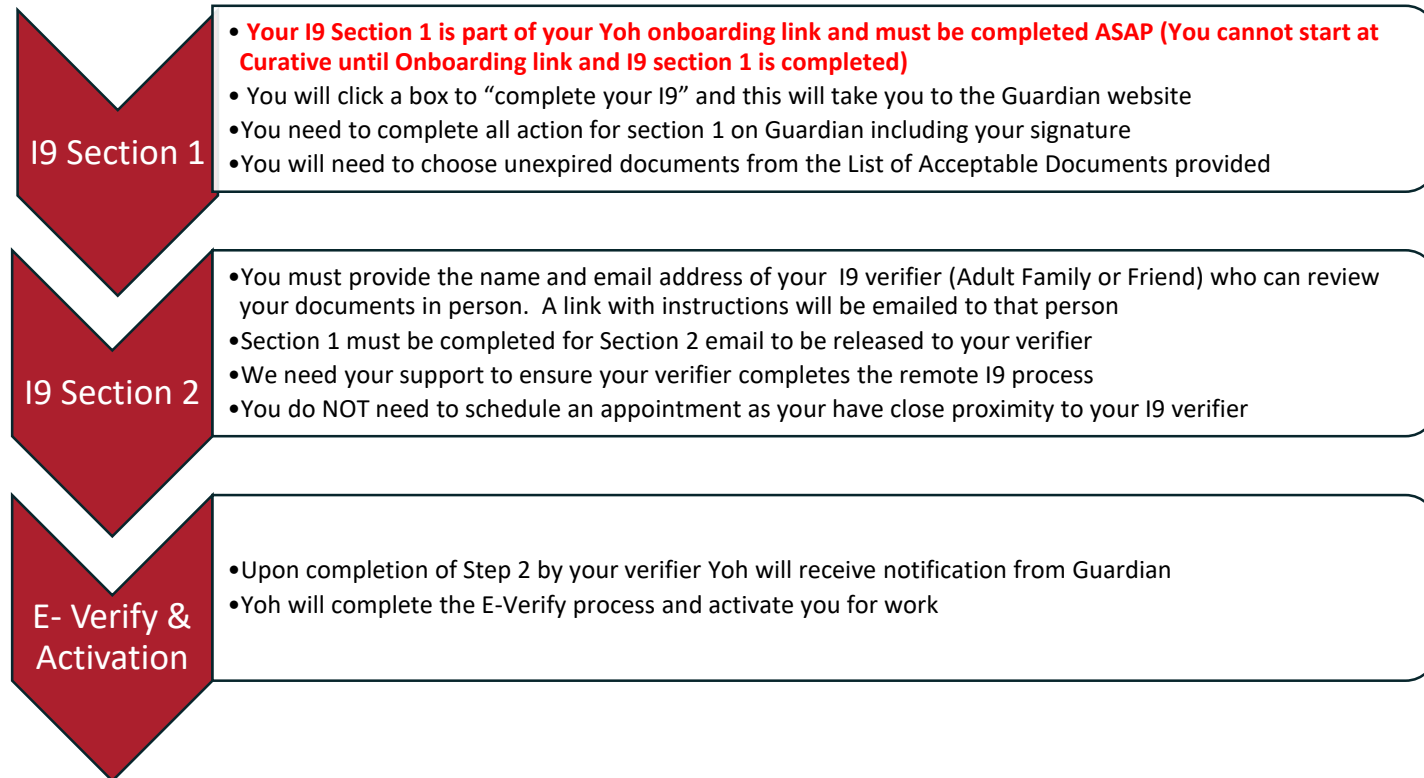
We are processing your onboarding paperwork. Please come back at a later time to access your timesheet, paystubs, profile, etc. Good luck in your new role!

You will receive a green confirmation message that you have completed all required steps for the onboarding link.

You will be required to hit both buttons on the final confirmation page as noted to the right

# Remote I9 Process

The I9 process is government mandated and required to confirm your right to work in the USA. Outlined below are the steps in the I9 process. It is important for these steps to be taken ASAP. **I9 section 1 must be completed prior to your start date.** You can start your placement at Curative pending the completion of your I9 section 2. Legally the full I9 must be completed within 72 hours of your start date or your assignment may need to be suspended.



| LISTS OF ACCEPTABLE DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All documents must be UNEXPIRED                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                                                                                                                                                                                                                                           |
| Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.                                                                                                                                                                                                                                                                                                                                    |    |                                                                                                                                                                                                                                           |
| LIST A<br>Documents that Establish Both Identity and Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                   | OR | LIST B<br>Documents that Establish Identity AND LIST C<br>Documents that Establish Employment Authorization                                                                                                                               |
| 1. U.S. Passport or U.S. Passport Card                                                                                                                                                                                                                                                                                                                                                                                                                          |    | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                         |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)                                                                                                                                                                                                                                                                                                                                                                                      |    | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                                        |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa                                                                                                                                                                                                                                                                                                                              |    | 3. School ID card with a photograph                                                                                                                                                                                                       |
| 4. Employment Authorization Document that contains a photograph (Form I-766)                                                                                                                                                                                                                                                                                                                                                                                    |    | 4. Voter's registration card                                                                                                                                                                                                              |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport; and<br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |    | 5. U.S. Military card or draft record                                                                                                                                                                                                     |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI                                                                                                                                                                                                       |    | 6. Military dependent's ID card                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 7. U.S. Coast Guard Merchant Mariner Card                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 8. Native American tribal document                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 9. Driver's license issued by a Canadian government authority                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | For persons under age 18 who are unable to present a document listed above:                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 10. School record or report card                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 11. Clinic, doctor, or hospital record                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 12. Day-care or nursery school record                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 4. Native American tribal document                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 5. U.S. Citizen ID Card (Form I-197)                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    | 7. Employment authorization document issued by the Department of Homeland Security                                                                                                                                                        |

# Important Points as you start your new assignment

You are not permitted to start your placement including training until your Yoh Onboarding link is completed

- ☐ Communication is very important: please reply to Yoh when we contact you
- ☐ As your employer we need to know of any changes to your job duties or your working environment. If Curative requests you to perform additional duties or shift to another role, please inform Yoh immediately.
- ☐ Notify Yoh if you are requested to drive while on assignment
  - Please note, you are not compensated for your daily commute, only for authorized business travel between test sites
  - You are not permitted to drive as part of your work assignment without Yoh's permission as your employer
- ☐ Pay period is weekly: Monday – Sunday. Your timecard is required for Yoh to pay you and should be completed after your final shift of the week (**final deadline is 12pm ET on Monday**) to ensure you get paid on Friday. Please reference the time entry section of this document for additional details. Yoh will send weekly text reminders.
  - ☐ Please note, only you have access to enter your time in YohConnex. Your supervisor can not enter any time for you
  - ☐ All training hours are working hours that you personally need to record in YohConnex (Including Media Lab hours)
  - ☐ Only record hours PHYSICALLY worked
  - ☐ Only choose double time pay when authorized by Yoh for specific Curative holidays
  - ☐ If working outside of California, only chose OT for hours upon reaching 40 hours for the pay period

# Curative Email and Media Lab Training

As outlined in your welcome email from Curative please complete your assigned Media Lab training after your official start date with Yoh

## Curative Email + Media Lab

### Curative Email

You will receive a link to your personal email from Curative. Click on the link, and it will take you to setup a Curative email through Gmail to be used during your assignment.

Should you not receive or have any issues please reach out to your Curative HR contact and/or [itsupport@curative.com](mailto:itsupport@curative.com)

### Media Lab

Media Lab is accessed through your Curative Gmail. Once you have logged into Gmail there will be a little gear box in the upper right hand side, next to it are 9 dots (shown below):



Please click on the nine dots, and in your drop down you will see a Media Lab icon. Click on that to access your Media Lab training.

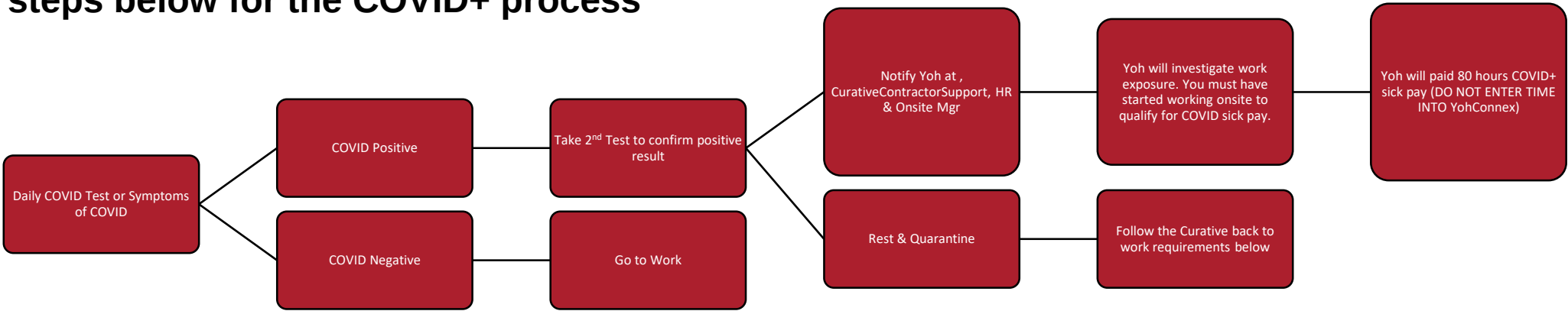
# COVID-19 Procedures

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# COVID Positive Process

Your health and well being are our top priority

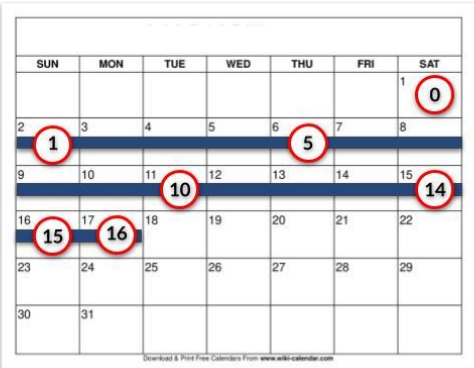
Please follow steps below for the COVID+ process



## Confirmed Positive: “Five-Ten-Fourteen” Testing Timeline



curative



Day 0: First POSITIVE Test  
Day 1: Confirmatory POSITIVE  
Day 5: Test  
Day 10: Test  
Day 14: Test  
Day 15: 2 Tests, 5 mins apart  
Day 16: 2 Tests, 5 mins apart

Return to work on Day 17, if  
**NEGATIVE** on Days 14, 15 and 16.

\* Employees must be cleared by the  
Biosecurity Manager to return to work  
and must notify supervisor of return to  
work status.

*\*Non-work exposure will not qualify for COVID+ sick pay*

# Protect Yourself & Others from COVID-19

It is critical to observe social distancing and wear your mask/PPE at all times

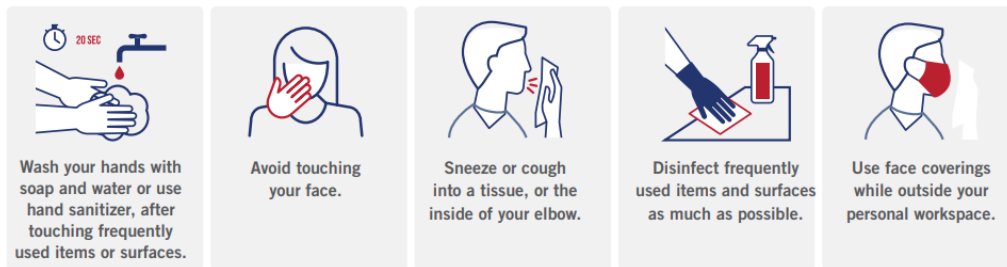
*Please be aware of how your actions can keep you safe. Below are some tips for protecting yourself.*

## RESPIRATORY ETIQUETTE

Everyone should wash their hands often, avoid close contact, cover coughs and sneezes, clean and disinfect. Wash your hands often for 20 seconds each time with soap and water. If you don't have soap and water, use hand sanitizer with >60% alcohol.

**Additional ways to reduce and slow the spread of COVID-19 include:**

- Stay home if you are sick.
- Don't touch your face (eyes, nose, mouth, etc.).
- Don't touch things with your open hand unless absolutely necessary, especially things that others have frequently touched (e.g., elevator buttons, doorknobs, handrails, etc.). If you must touch them, use a barrier.
- Cough or sneeze into your sleeve.
- Refrain from hugging, shaking hands and other forms of physical touching.



Please be aware and cautious of COVID-19 symptoms



## COVID-19 SYMPTOMS



**Employees should be aware of COVID-19 symptoms.**  
**Employees should not report to work if they are sick.**

People with COVID-19 have experienced a wide range of symptoms that are unusual for them - ranging from mild symptoms to severe illness.

These symptoms may appear 2-14 days after exposure to the virus:

- Fever (temperature of 100.4°F or greater) or feeling feverish
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- General unwell feeling
- Congestion
- Runny nose
- Diarrhea
- Nausea/Vomiting

# Benefits, Policies, Procedures

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# Yoh Benefits



The **MyBenefits** website offers you access to your benefit options including: plan cost, plan summaries, informational webinars and videos, decision support tools and much more including:

- Health, dental, vision and pharmacy plan details including overview information, price comparisons, and links to carriers;
- Voluntary benefit options;
- Designate any Life or AD&D beneficiaries.

You can also sign up for a number of tools and services to make your life easier. You will have the ability to:

- Go Green and sign up to receive information electronically
- View your paycheck deductions
- Access the communications portal, which is your gateway to useful educational information and links to benefits providers

The **MyBenefits** portal can be accessed through any computer, tablet or smart phone through **MyBenefits.DayZim.com**. Please navigate to the web portal to create your account and enroll in benefits.

**IF YOU HAVE QUESTIONS, PLEASE CONTACT THE MYBENEFITS SERVICE CENTER AT 855.889.6522 (8am to 8pm EST) OR VIA EMAIL AT [MYDAYZIMBENEFITS@BENEFITFOCUS.COM](mailto:MYDAYZIMBENEFITS@BENEFITFOCUS.COM).**

# Safety Attitude

“I’d like to recognize our most important asset. I’m talking about you – our people, our team. Whether you are working for a Yoh customer, or in a Yoh office, you make an impact every day and we deeply value your contributions and dedication. We want to make sure you all go home safely to your families every day.

That’s why safety is our #1 corporate value.”



*-Emmett McGrath  
President of Yoh*



- Come to work, ready to work
- Follow all SOPs and Safety Guidelines
- Take time to acclimate to your new work environment. Every testing collection site or Laboratory can be set up differently.
- Always report any incidents/accidents right away.
- Stay informed about safety
- Look for hazards and communicate concerns proactively
- Stay healthy, well rested and focused
- In the event of adverse weather conditions:
  - Use your best judgement on your ability to get safely to and from work
  - Stay in touch with your onsite supervisor on the status of adverse weather affecting your worksite

# Safety Incident Process

**All incidents, no matter how minor, must be reported immediately.**

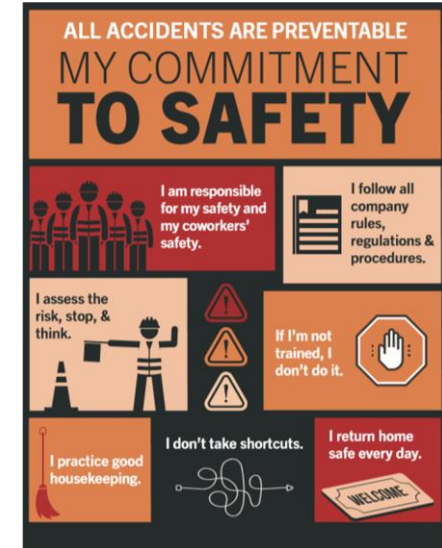
If you have a work related injury please notify:

- Onsite Curative Contact / EHS – Your direct onsite supervisor
- Yoh Safety – [YohSafety@Yoh.com](mailto:YohSafety@Yoh.com) or Deanna Corey at 704.763.2036

Once an injury is reported, your supervisor and the Yoh Safety Team will guide you through the process

## Important Points to Remember

- Life or limb-threatening injuries should first receive emergency care (911) and then be reported
- Workers Compensation and Yoh Safety must be notified prior to end of shift of any event
- The Yoh Safety and Workers' Compensation teams will direct all medical care for any non-emergency



# Dress Code Policy

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Please adhere to the dress code below while onsite at all Curative sites

## Curative's Healthcare Worker Dress Code Policy

- Healthcare Workers are encouraged to dress comfortably in casual attire. Scrubs are preferred but not required.
- Employees should use their best judgment to dress with professionalism and not wear anything that would make other employees or customers uncomfortable.
- Clothing should not include profanity, be political, be offensive or appear distracting or revealing. Our goal is to promote an inclusive environment for all employees."
- Employees should be dressed comfortably enough to work a 4-9-hour shift.
- Pants, casual tops with sleeves, and closed-toed shoes shall be worn during employees' shift.
- Dress for the weather (rain, snow, etc.).



# Holidays at Curative

Thank you for your support of Curative during the holidays

- If you physically work on a Curative approved holiday (below) you will be notified to choose double time on your YohConnex time sheet
- **As a Yoh Contractor, you do not receive holiday pay**
- Please do not record any hours on your timecard unless you physically worked the holiday
- Historically, Onsite supervisors have instructed team members to input double time for days that are not Curative holidays. This has resulted in corrections and delayed timecards. Only choose double time when instructed by your Yoh representative.
- Curative 2021 Holiday Calendar

|                      |                                             |
|----------------------|---------------------------------------------|
| New Years Day        | Friday, January 1                           |
| MLK Day              | Monday, January 18                          |
| President's Day      | Monday, February 15                         |
| Memorial Day         | Monday, May 31                              |
| Independence Day     | Monday, July 5                              |
| Labor Day            | Monday, September 6                         |
| Thanksgiving Holiday | Thursday, November 25 + Friday, November 26 |
| Winter Holiday       | Thursday, December 23 + Friday, December 24 |

# Attendance Policy

## **You are an important part of our team and we need your commitment**

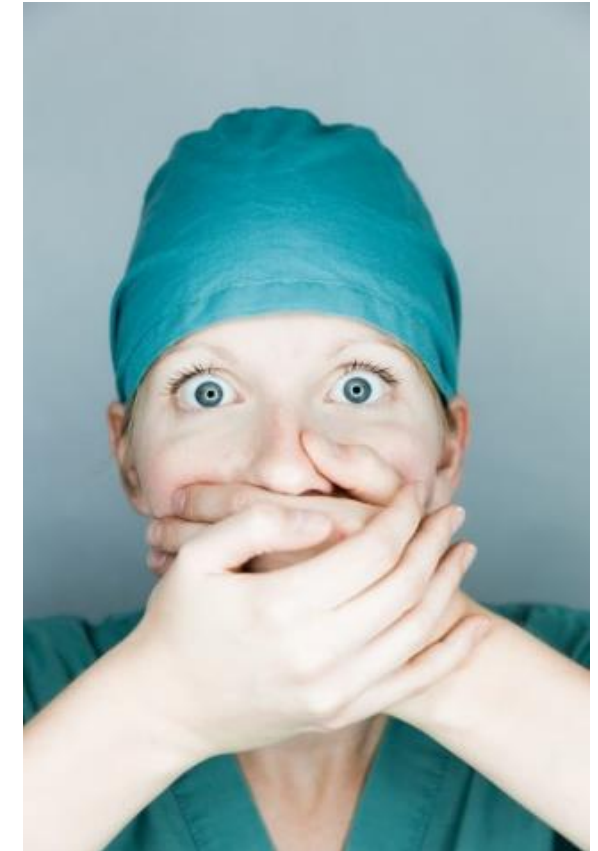
Curative has the same attendance expectation for all onsite workers. The full attendance policy will be shared with you in a separate document. Curative plans daily activities with the expectation that employees will report to work as scheduled. An employee's repeated pattern of absence, lateness or early departure places an unfair burden on others, and impedes the employee's performance as well as detracts from the quality of service provided by the team. Regular, prompt attendance is an essential requirement of all team members working onsite at Curative. Repeated absences, lateness or early departures which are unexcused may result in disciplinary action, up to and including termination.



# HIPAA

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

- You will have HIPAA program material on YohConnex to review
- You will have HIPAA training with Curative
- Please complete all HIPAA programs and ensure adherence to all rules



# Time Entry - YohConnex

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# Using YohConnex

YohConnex is a self-service portal that allows you to:

- Submit time and expenses (*exempt only*)
- View online pay stubs
- Update personal information, i.e. home address and contact information
- Update Direct Deposit information
- Submit requests directly to Yoh for IT, HR or payroll support
- Update W-4 withholdings



# Compensation

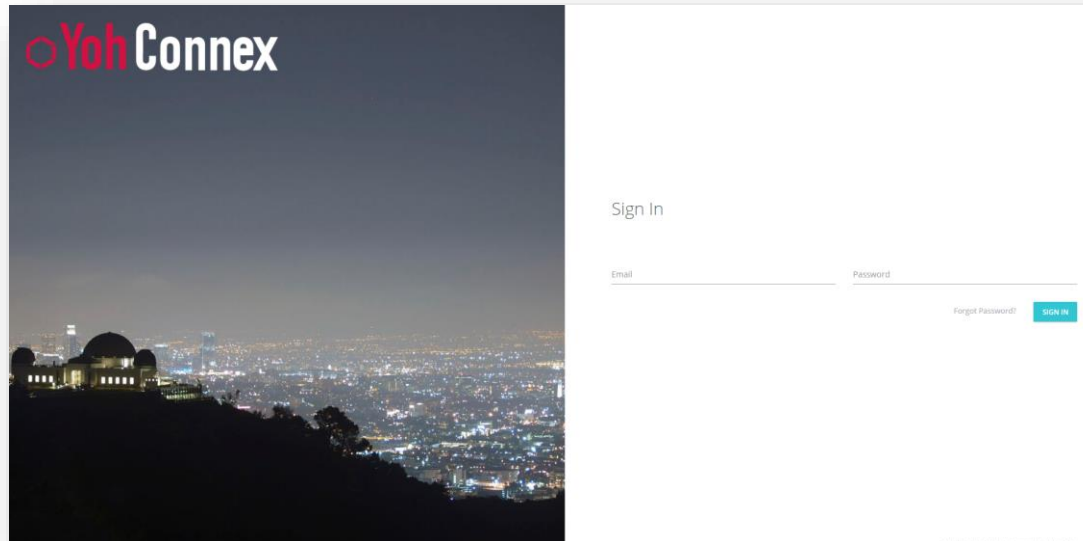
## Please review and abide by these important payroll details to avoid any pay delays

- Standard weekly pay period cycle is Monday – Sunday
- Enter your hours immediately after your last shift for the work week. Hours must be entered by Monday at 12pm ET for Friday pay day
- If you submit your time by Monday and are enrolled in direct deposit, your bank will receive the deposit on Friday. Every bank has a different process - some banks immediately place the funds into your account while others can take hours. Please allow the full day on Friday to see your funds. Please contact us at [CurativePayroll@Yoh.com](mailto:CurativePayroll@Yoh.com) if you don't see funds in your bank by Friday at 11:59pm.
- ONLY record hours worked in YohConnex, no exceptions (Recording any hours that were not worked could delay your pay)
- All hours worked (including training) should be recorded on the day they are worked in YohConnex
- Certain holidays have been designated to be paid as double time. If you receive any directives from onsite Curative representative on other time entry, please confirm with Yoh first to avoid payroll delays
- You must recorded all training time as hours worked in YohConnex
- Curative Supervisors do not have access to enter your hours into YohConnex



# Time Entry - YohConnex

- As a Yoh Contingent Worker you must enter your own time into YohConnex (*Please note, Curative contacts can not enter time for you*)
- Log onto <https://www.yohconnex.com/> each week to enter your work hours
- Enter your email address and password to log in
- Click on Time Sheet tab and complete all action
  - **Contractors outside of California, must have 40 hours worked before overtime (OT) drop down should be chosen**
  - **California Contractors please see next slide for tips on time entry**
  - **Miscoding of OT and DT can potentially delay your pay. Yoh will reach out to you via text and email until those corrections are made – please respond to that communication so that we can help ensure you will be paid on time**
- Time entry not completed by Sunday may result in delayed payment.
- You must enter your time to confirm hours worked and they must be approved by Curative onsite time approver for Yoh to pay you.



# California Time Entry Tips

California time entry regulations are different from other states  
Please review the tips below if you are a California Contractor

- Contractors in California, choose OT for hours over 8 daily and DT for hours over 12 daily
- *At a minimum*, hours over 40 total in a week are OT
- Please use the quick guide below for reference or YohConnex Time Entry – CA guide for additional details

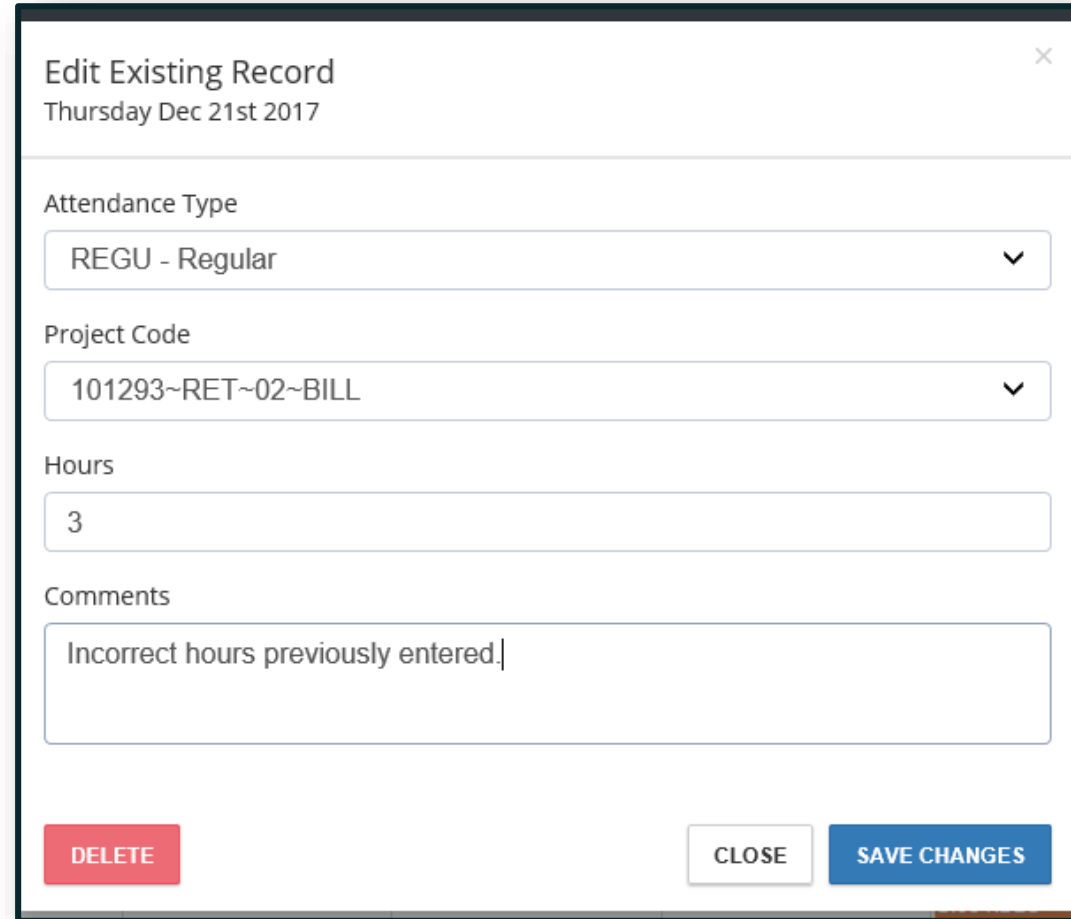
| CALIFORNIA OVERTIME              |                                     |
|----------------------------------|-------------------------------------|
| Time and a Half (1.5x)           | Double Time (2x)                    |
| Over 8 hours in a a workday      | Over 12 hours in a workday          |
| Over 40 hours in a workweek      |                                     |
| First 8 hours on seventh workday | Over 8 hours on the seventh workday |



*Need more help to enter time as a Contractor working in California?* Click on the graphic to the right to download a full guide.

# YohConnex Helpful Tips: Editing Existing Time Entries

- Simply click an existing record to make edits or delete the time entered



The screenshot shows a modal dialog box titled "Edit Existing Record" with a close button (X) in the top right corner. Below the title, the date "Thursday Dec 21st 2017" is displayed. The form contains the following fields:

- Attendance Type:** A dropdown menu showing "REGU - Regular" with a downward arrow.
- Project Code:** A dropdown menu showing "101293~RET~02~BILL" with a downward arrow.
- Hours:** A text input field containing the number "3".
- Comments:** A text area containing the text "Incorrect hours previously entered.".

At the bottom of the dialog, there are three buttons: a red "DELETE" button, a white "CLOSE" button, and a blue "SAVE CHANGES" button.

# Expense Time Entry

## Important Expense Policy Points

- All expenses must be approved prior to being incurred
- Expenses must be approved to be paid
  - *Yoh is not able to pay pending approval*
- Your routine, daily commute to the initial Curative site cannot be expensed
- Only approved mileage between sites in your own vehicle can be expensed at current IRS rate (2021 rate is \$0.56 per mile)
  - Reminder – Notify Yoh prior to driving

**\*\*Double click on the document to the right to access full policy**



### Employee Travel and Business Expense Guidelines

It is the policy of the Company to reimburse employees for valid, approved and properly documented business and travel expenses. Expense items should be itemized on the attached Reimbursement Form, accompanied by a general explanation of the expense. All appropriate documentation (e.g., receipts, invoices, etc.) is to be attached (preferably with the smaller receipts laid out and taped to an 8 1/2 x 11 sheet of paper. General expenses should be paid directly by the Company and if credit card payment is required the Company credit card should be used whenever possible.

**General Travel** - The planned trip should have a valid business purpose and should be a reasonable means to conduct the intended business.

### Lodging

Overnight lodging and reasonable gratuities will be reimbursed by the Company for out-of-town travel. Lodging accommodations should be reasonable and comfortable. Employees should have private accommodations at a recognized establishment with a reasonable rate for the destination.

• Prior approval is required for the following:

- Hotel stays in New York City, Los Angeles, San Francisco, Dallas, Boston, Miami, Hawaii, Washington D.C. or Chicago in excess of \$300 per night excluding tax.
- Hotel stays in other cities in excess of \$200 per night excluding tax.

These guidelines are NOT to be interpreted as automatic approval for anything less than these amounts. Lodging must still be at reasonable rates for the destination.

### Air Fare

Round trip airfare to the business destination will be reimbursed by the Company. The lowest available coach class ticket should be obtained unless the connections / flight time warrant using a higher cost fare or advance approval is obtained. Discount and advance purchase fares should be obtained when possible. Airplane internet charges will be reimbursed if for work purposes.

### Transportation & Mileage

All employees will be reimbursed at the current IRS rate of \$.575 per mile traveled for use of a personal automobile in the conduct of Company business. The Company prohibits employee use of cell phones or similar devices for Company-related purposes while driving. We encourage you to use your best judgment at all times, including not operating a vehicle if your ability to do so has been impaired. The Company will reimburse employees for the cost of renting an automobile while traveling out-of-town on Company business. For all employees renting a car in a foreign country the insurance coverage should be accepted. Transportation or mileage to and from airports and other locations at which Company business is conducted will also be reimbursed. Employees will be reimbursed for expenditures made for

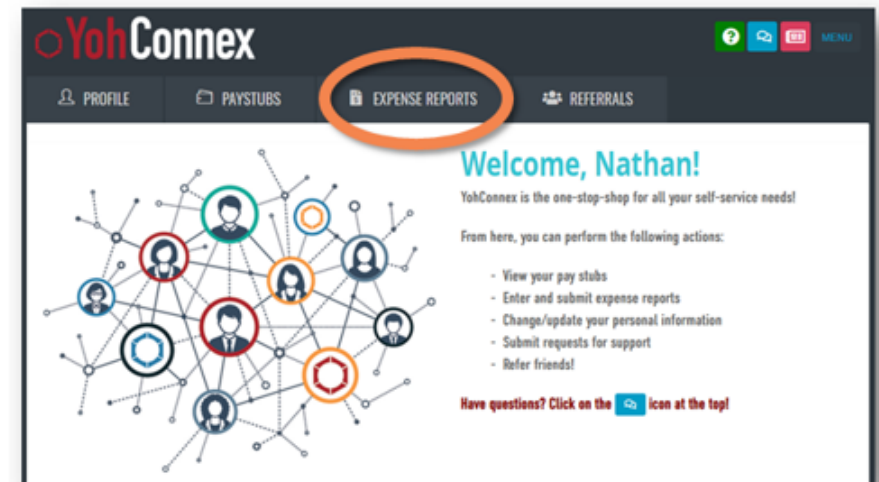
Curative-Korva LLC 430 S. Cataract Ave., San Dimas, CA 91773 (424) 845-7575

Did you also know you can now submit your *approved* expense reports right through YohConnex? It's easy:

1. Log in to YohConnex
2. Click on the *Expense Reports* tab
3. Then, click *+ New* to start a new expense report
4. Fill in all of the required fields, then click *Save*
5. Click *+ Expense*
6. Attach a copy of any applicable receipts.
7. Click *Save*, then, click *Submit*

It's that easy! Your expense report will be reviewed for accuracy, processed accordingly and reimbursements will be made within ten (10) business days.

**Questions?** Feel free to reach out to us at **866-556-7763** for further assistance.



## Helpful Reminders

- Contact your Yoh Representative for any assistance  
[CurativeContractorSupport@Yoh.com](mailto:CurativeContractorSupport@Yoh.com)
- Conduct yourself professionally at all times
- Ask Questions when unsure
- Time off **must** be pre-approved
- Safety begins with you
- COVID + results need to be communicated immediately
- If you can no longer continue your assignment, please provide 2 week notice to Yoh first, which will be communicated to your onsite supervisor
- Remember to read the Yoh Handbook on YohConnex

