

## Human Resources Update



### HR TECH TIP: ACCESSING KRONOS

Did you know you can request time off for your upcoming Summer vacation or approve your timecard while you are away without logging into the VPN?

[Click Here to Access Kronos Without VPN/Network Access](#)



### THE FINAL ON-SITE BIOMETRIC SCREENINGS OF 2022 TAKE PLACE THIS WEEK!

**REMINDER:** Biometric screenings are REQUIRED this year for employees and spouses on the Laitram Health Plan

#### Important notes:

1. In order to earn the additional \$100 in the HRA, employee/spouse (if applicable), must complete the biometric screening and online assessment by April 30. If you miss this deadline, you will not earn the \$100 incentive; however, you may earn the 2023 Preferred Premium by completing the required steps by October 15. If your last name is A – L, this also includes the third step, the CHR.
2. Employees/spouses (if applicable) new to the plan as of 1/1/22 – joined at Open Enrollment - must complete the 3-steps (online assessment, biometric screening, & CHR) by April 30 to keep the 2022 Preferred Premium AND earn the 2023 Preferred Premium. This will also earn \$100 each for employee and spouse (if applicable) into the HRA. This is your only opportunity to earn the 2023 Preferred Premium.
3. New Hires have 120 days from effective date of health plan coverage to complete the 3-steps (online assessment, biometric screening, & CHR) to keep the 2022 Preferred Premium AND earn the 2023 Preferred Premium. This will also earn \$100 each for employee and spouse (if applicable) into the HRA. This is your only opportunity to earn the 2023 Preferred Premium.
4. Reminder: If you are enrolled in Optional Critical Illness or Optional Accident benefit, the biometric screening can be used as your "Be Well" benefit.

### ACTION REQUIRED: UPDATE YOUR CONTACT INFORMATION IN MYADP BEFORE HURRICANE SEASON

With Hurricane Season on the horizon, it is critically important that we are capable of reaching all employees via text message in the event of an emergency.

Please visit [my.adp.com](https://my.adp.com) or your MyADP mobile application to review your contact information and make any necessary updates as soon as possible.

#### On-Site Biometric Screening Schedule

##### Harahan

- Thu, Apr. 28: 6am – 9am
- Fri, Apr. 29: 6am – 9am
- Sat, Apr. 30: 7am – 10am

#### Health Screening Instructions:

It is preferred that you fast 8-10 hours before the screening. Try not to eat any food, only drink water or black coffee. Continue taking your medications except for diabetes. Drink plenty of water before your screening

[Click Here for 2022 Preferred Premium Details](#)

## HELP SPREAD THE WORD: SHARE YOUR EXPERIENCE ON GLASSDOOR!



We all have our own story to tell about our Laitram/Intralox journeys, and what better way to share that story than by posting a review of Laitram/Intralox on Glassdoor!

[CLICK HERE](#) to leave a review on the Intralox page.

[CLICK HERE](#) to leave a review on the Laitram page.

## GIVENOLA DAY IS TUESDAY, MAY 3RD

Give NOLA Day is Tuesday, May 3 and with the Laitram Charity Matching Program, employees can double the impact of their donations to eligible charities!

Follow the steps below to maximize your impact!

**Step 1:** Go to [givenoladay.com](http://givenoladay.com) and donate to an eligible charity. (CLICK HERE for eligibility guidelines)

**Step 2:** Complete the Laitram Charity Matching Program Form and submit to [donations@laitram.com](mailto:donations@laitram.com) to have your eligible contributions matched up to \$1,000.

## CAREER CORNER: CAREER AND REFERRAL OPPORTUNITIES



Do you know someone who would be a great fit for one of the Laitram companies? If so, don't miss out on the chance to earn up to \$1,500 through our Referral Bonus Program. [CLICK HERE](#) for details.

**Business Analyst– Intralox:** We are seeking qualified internal applicants for a Business Analyst role to help with a wide range of strategic projects and analytical needs. This requires an individual who is a self- starter, a critical thinker, a fast learner, and a problem solver, and who brings superior communication and interpersonal skills. Projects will touch a wide swath of the business, including manufacturing, IT, service, and commercial operations. [CLICK HERE](#) for info.

**NEW! Second Shift – Laitram Machinery:** Laitram Machinery is standing up a 2nd shift and currently has multiple positions available. Join the team that has pioneered the manufacturing of high-performance shrimp-peeling equipment, steam cookers, blanchers, nut pasteurizers, roasters, and sorters. Click the roles below for more info.

- [Manufacturing Supervisor](#)
- [Electrical Technician/ Panel Builder](#)
- [TIG Welder](#)
- [Mechanical Assembly Tech](#)
- [Sheet Metal Fabricator](#)
- [Fabrication Shop Helper](#)
- [Welding Shop Helper](#)
- [Material Handler](#)

**Equipment Design Engineer:** Laitram Machinery is looking for someone to provide leadership and technical contribution to development projects from start to finish. [CLICK HERE](#) for info.

### Internal Application Instructions:

To apply for a position in our company, go to the Laitram Jobs Employee Portal:

[Jobs.Laitram.com](http://Jobs.Laitram.com) -> Employee Portal -> Login using company username & password

If you do NOT have a Laitram or Intralox username or computer, please call IT at ext. 1334 and request a temporary login and password.

**\*\* Please remember NOT to apply using a co-worker's login information or the application will be submitted as though your co-worker has applied.\*\***

## LCI CORNER: SELF-REFLECTION

**TRUST**  
Customer  
Company  
Employee **WINS**

As we launch into the second quarter, let us pause for a moment of introspection on our personal credibility. How well do you trust yourself to do the right thing? How well do you trust others? Think of one work-based relationship where trust is eroded or needs work. How can I improve trust in that relationship? How can I hold myself accountable today for that action today? Next week? Next month?

Challenge: Be introspective. **What is one action you can personally take to improve trust in a work relationship? Share that action with a trusted person to encourage accountability.** We are responsible for our own credibility.