

# LAITRAM HR UPDATE

## LAITRAM TEAM PLACES 1<sup>ST</sup> AT CORPORATE CLASSIC!



Congrats to the Wayne Pertuit, Giel Bithow, Andrew Koehler, and Ross Doyle for placing first in the Large Company Division at the Recent YMCA Corporate Classic! Way to go!

## YEAR END REMINDER

With year-end quickly approaching, the payroll team would like to remind all employees to access MyADP and verify your mailing address and tax information. This will help ensure the speedy delivery of your W2 forms to initiate your tax filing process. [CLICK HERE](#) to visit MyADP.

Also – be sure to check your updated benefits deductions for accuracy on your **January 7<sup>th</sup>** paycheck.

## PRIME SHRIMP HAS LAUNCHED THEIR NEWEST PRODUCT: PRIME SHRIMP COOK-IN-BAG

We start with premium Prime Shrimp, add gourmet seasonings and sauces, then vacuum seal in a cook-in-bag pouch. The pouches go directly from freezer to pot to plate for exceptional results in any kitchen in less than 10 minutes. Serve over pasta, rice or vegetables. Add to a salad, grain bowl or just eat as a snack.

All new customers receive \$20 OFF their first order with discount code INTRO20. [CLICK HERE](#) to order today!

## 2022 MEDICAL PREFERRED PREMIUM PROCESS

Your 2022 Preferred Premium Packet is now in the mail to your home address. We've also provided links to these items below.

Important Information and Reminders:

- **New Health Plan Participants** – If you (or your spouse) are new to the health plan as of January 1, 2022, you are required to complete Steps 1 and 2 of the Comprehensive Health Review (CHR) process no later than April 30, 2022, to receive the HRA incentive, maintain the 2022 Preferred Premium, and earn the 2023 Preferred Premium. New Hires throughout the year, regardless of last name, must complete within 120 days of effective date of coverage.
- **Biometric Screening** - WILL BE REQUIRED in 2022 for those wanting to receive the HRA incentive for 2022 and the Preferred Premium for 2023. As we do each year, biometric screenings will be scheduled to take place on the Harahan, Baltimore, and Hammond campuses.
- **CHR Deadline** – For 2022, the deadline to complete Steps 1, 2 and 3 of the CHR process is October 15, 2022. Note: Step 3 only required this year for employees/spouses if the employee's last name starts with A-L.
- **Annual Physical (New)** – Starting in 2022, you can now use your annual preventive physical to satisfy Step 3 (Health Review Visit) of the CHR process. Remember, the annual preventive physical is paid for 100% by the health plan.
- **2023 Non-Preferred Premium** – For those that choose not to complete the Preferred Premium Process in 2022, the non-preferred premium for 2023 will remain at \$50 per month or \$100 per month if both the employee and participating spouse decide not to complete the process.

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

## 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.

## 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.

**Human Resources Administrative Assistant – Laitram:** Will provide front-line customer service to vendors and employees for HR related queries. This entry level position provides a perfect learning platform to support the HR Team continue to exceed our key stakeholders' expectations. [CLICK HERE](#) for info

**Account Representative – Intralox:** Responsible for providing exceptional service support to customers and for managing accounts through reactive and proactive contact, working with an industry-focused team to maintain and grow sales.. [CLICK HERE](#) for info.

**Portfolio Project Manager – Intralox:** Coordinate project intake, prioritization, and evaluation framework for managing and reporting on the project portfolio. [CLICK HERE](#) for info.

**Sonic Welding Support Clerk – Intralox:** Intralox is hiring Sonic Welding Support Clerks in the 116 Plastics facility. [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.\*\***

## RxBENEFITS UPDATED FORMULARY FOR 2022

Periodically, Express Scripts reviews its formulary in response to changes in the market.

As a result of this review, Express Scripts is updating its formulary on January 1, 2022.

The updated formulary can be found by [clicking here](#). For more info, visit [express-scripts.com](http://express-scripts.com).

## LCI CORNER: FOUR STEPS TO A GREAT SELF-EVALUATION

It is time to prepare for your self-evaluation. If you waited until now to begin, don't delay any longer. Here are some easy steps to help you prepare for and complete your self-evaluation:

- 1. Review Goals:** Review your vital few business goals and your job responsibilities to remind yourself what was expected during the year. And use this to help you identify your progress on those goals.
- 2. List Accomplishments:** Brainstorm a list of all that you did this year no matter how big or small. You can whittle it down later.
- 3. Gather Input:** Ask someone at work you trust for feedback (one thing you did well this year and one area that you could continue to improve upon).
- 4. Identify Struggles:** We all have them, those areas where we struggled during the year. You can gather this through your own introspection or from the feedback you gather from others. Make a list. This will be good for discussing your development for the coming year.

You are ready to complete to your self-evaluation with some good data to help you write a balanced assessment of the year. Remember, the year-end review is an opportunity to focus on your continued growth. Make the most of this conversation with your manager.