

# Employee notice

1. Employee:		Address:	
Phone number:		Email address:	
Date employment began:			
2. Legal name of employer: GLS Companies		Main Office Address: 6845 Winnetka Circle Brooklyn Park, MN 55428	
Phone number:		Email address:	
Operating name of employer (if different): ENPOINTE			
Mailing address (if different): N/A			
3. Employment status (exempt or non-exempt):			
<input type="checkbox"/> Employee is exempt from: <input type="checkbox"/> minimum wage <input type="checkbox"/> overtime <input type="checkbox"/> other provisions of Minnesota Statutes 177			
Legal basis for exemption:			
<input checked="" type="checkbox"/> Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177)			
4. Rate:	Additional Rate (if applicable)		How applied:
Paid By: biweekly	Hour <input type="checkbox"/>	Shift <input type="checkbox"/>	Day <input type="checkbox"/> Week <input type="checkbox"/>
	Salary <input type="checkbox"/>	Piece <input type="checkbox"/>	Commission <input type="checkbox"/> Other method <input type="checkbox"/>
Maximum hours of which overtime is owed			
Overtime is owed – N/A			
5. Leave benefits available:			
<input type="checkbox"/> Sick leave <input type="checkbox"/> Paid vacation <input checked="" type="checkbox"/> Other paid time off (PTO)			
How benefits are accrued: <u>4.6154</u>			
per <input type="checkbox"/> year <input type="checkbox"/> month <input checked="" type="checkbox"/> per pay period <input type="checkbox"/> per hours worked			
Terms of use: Complete time off request form and get pre-approval from Manager. Policy in handbook given the employee on			
6. Deductions that may be made from employee's pay and amounts: Medical/ Dental/ Long-term/ Short-term Disability/ Flex spending/ dependent care/ Taxes (Amounts depends on coverage elected.)			
7. Number of days in the pay period: 14		Regularly scheduled payday: Thursday (Biweekly)	
Date employee will receive first payment of wages earned:			
8. Other information relevant to this position:			
I, the employee, have received a copy of this notice: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Employer signature	Date	Employee signature	Date

This document contains important information about your employment. Check the box at left to receive this information in this language.

Spanish / <u>Español</u>	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong / <u>Hmoob</u>	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwm. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese / <u>Việt ngữ</u>	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese / <u>简体中文</u>	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian / <u>русский</u>	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali / <u>Soomaali</u>	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduugan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian / <u>ລາວສາວາດ</u>	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການລ້ຽງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean / <u>한국어</u>	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog / <u>Tagalog</u>	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo / <u>Oromoo</u>	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoota’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic / <u>አማርኛ</u>	ይህ ደብዳቤ አቀጣጠሉን በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥ ከፈለጉ በዛው በስተግራ በኩል ባለው ሳፕን ውስጥ ምልክት ያድርጉ።
Karen / <u>ကညီကျိာ်</u>	လၢ်တီၢ်လၢ်မိတခါအံၤလၢ်တၢ်ဂ့ၢ်တၢ်ကျိၢ်အကါဒိၣ်လၢအတၢ်ယးဒီးန့ၣ်တၢ်ဖဲတၢ်မၤန့ၣ်လၢ်. တီၢ်န့ၣ်တၢ်လၢအတၢ်တကၢလၢတၢ်ကဒီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ကျိၢ်လၢကျိၢ်တခါအံၤအဂီၢ်တက့ၢ်.

## Translation providers approved by the Minnesota Department of Administration

<b>Betmar Languages, Inc.</b> 6260 Hwy. 65 N.E. Minneapolis, MN 55432 763-572-9711 <a href="mailto:best@betmar.com">best@betmar.com</a>	<b>The Bridge World Language Center, Inc.</b> 110 Second Street S., #308 Waite Park, MN 56387 320-259-9239 <a href="mailto:mini@bridgelanguage.com">mini@bridgelanguage.com</a>	<b>Fox Translation Services</b> 1152 Mae Street, #122 Hummelstown, PA 17033 866-369-1646 or 407-733-3720 <a href="mailto:dina@foxfoxcasemanagement.com">dina@foxfoxcasemanagement.com</a>
<b>Global Translation and Interpreter</b> 913 E. Franklin Ave., #206 Minneapolis, MN 55404 612-722-1244 <a href="mailto:sandor@globaltranslations.com">sandor@globaltranslations.com</a>	<b>Latin American Translators Network, Inc.</b> 1720 Peachtree Street N.W., #532 Atlanta, GA 30309 800-943-5286, ext. 8641, <a href="mailto:translations@latn.com">translations@latn.com</a> 800-943-5286, ext. 8620, <a href="mailto:idenis@latn.com">idenis@latn.com</a>	<b>Latitude Prime, LLC</b> 80 S. Eighth Street, #900 Minneapolis, MN 55402 888-341-9080, ext. 501 <a href="mailto:elle@latitude.com">elle@latitude.com</a>
<b>Lingualinx Language Solutions, Inc.</b> 433 River Street, #6001 Troy, NY 12180 518-388-9000 <a href="mailto:abartlett@lingualinx.com">abartlett@lingualinx.com</a>	<b>Prisma International, Inc.</b> 1128 Harmon Place, #310 Minneapolis, MN 55403 612-349-3111 <a href="mailto:jromano@prisma.com">jromano@prisma.com</a>	<b>Swits, LTD</b> 110 S. Third Street Delavan, WI 53115 262-740-2590 <a href="mailto:translations@swits.us">translations@swits.us</a>