

Let us assist you! Your local manager and site support staff can help with Human Resources (HR) questions and the services below. If you need additional information or have further questions, please call, toll-free:

1-888-877-3181

(or 1-301-944-3299 for those without toll-free access)

Health, Safety and Environment (Option 1)

- **To report concerns or suggestions about:**
 - Employee safety and unsafe working conditions
 - Unsafe behaviors and employees failing to follow company safety procedures
 - Improvements needed in the work environment
 - Inappropriate handling of hazardous materials
 - Improper disposal of hazardous wastes
 - Unsafe driving
 - Lack of safety oversight and enforcement
 - Lack of personal protective equipment at the site

Benefits (Option 2)

- **The Benefits option allows you to:**
 - Review health and welfare benefits for you and your family
 - Make changes in your benefits due to life status events
 - Update dependant information
 - Reset your Benefits Self Service PIN
 - Speak to a Benefits Customer Service Representative
 - Review and make changes to your 401(k) Plan
 - Review and make changes to your Pension Plan
 - Receive information on the Employee Stock Purchase Plan (ESPP)

Electronic Timesheets (Option 3)

- **For assistance with:**
 - Completing your timesheet
 - Labor corrections
 - Resetting your password for time collection

Payroll and HR Helpdesk (Option 4)

- **To request assistance with HR and paycheck questions regarding:**
 - Personnel issues and concerns
 - Management/work practices
 - Policy questions
 - Leave
 - Wages
 - Taxes
 - Deductions
 - Contributions
 - Direct deposit
 - Address

Information Technology (Option 5)

- **To assist employees with questions and issues related to company provided IT resources including:**
 - Computers
 - Networks/VPN access
 - Software
 - Email/smartphones
 - Intranet

Accounts Payable (Option 6)

- **To inquire about the status of:**
 - Employee travel expense reports
 - Vendor invoices
 - Subcontractor invoices

Costpoint Projects Helpdesk (Option 7)

- **For questions and issues related to projects support:**
 - Set-up
 - Revenue
 - Billing
 - Accounts receivable
 - Direct cost corrections