

## SEASONAL EMPLOYEE DEFINITION AND SUMMARY OF EMPLOYEE BENEFITS

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### **Seasonal/Temporary employee works intermittently during the year.**

This includes job functions such as seasonal maintenance workers, seasonal groundskeepers, seasonal athletic coaches, and substitute teachers.

**Unemployment Insurance** (employer paid)

**Workers Compensation Insurance** (employer paid)

### **ADDITIONAL NOTES:**

Paylocity Self Service Portal provides employees direct access to their paycheck stubs and tax forms (W-2's and 1095-Cs). Additionally, employees can submit time off request, view available time off balances and benefit information, update personal information and view company communications. The employee must register at <https://access.paylocity.com/>. For 24/7 access, download the Paylocity app.

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**Employee Signature**

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**Date**