

# Company Information Sheet



## Business Information

<b>Business Legal Name:</b> Ketmoree's Restaurant Group LLC	<b>DBA:</b> University of Beer – Sacramento
<b>Restaurant Address:</b> 1510 16 <sup>th</sup> St. #300 Sacramento CA 95814	<b>Mailing Address:</b> 3188 Industrial Blvd, West Sacramento CA 95691
<b>Restaurant Phone:</b> (916) 996-4844	<b>Payroll &amp; Administration Office Phone:</b> (916) 996-3494

## Workers' Compensation Insurance & Emergency Information

<b>Carrier Name:</b> ProCentury Insurance Company	<b>Address:</b> PO Box 13369, Springfield, IL 62791
<b>Phone Number:</b> 866-642-2567	<b>Policy Number:</b> WCNCC338790 05
<b>Nearest Emergency Room:</b> MERCY GENERAL HOSPITAL 4001 J St. Sacramento, CA 95819 (916) 453-4545	
<b>Nearest Non-Emergency Care Provider:</b> MD URGENT CARE BCC 1140 Exposition Blvd Ste 700 Sacramento, CA 95815	

## Contact Information

<b>Manager you call if you are sick or otherwise cannot make it to work:</b> David Jacinto	<b>Email:</b> <a href="mailto:Djacinto@theuob.com">Djacinto@theuob.com</a>
<b>President:</b> Nate Yungvanitsait	<b>Phone:</b> (707) 514-9406
<b>Chief Operating Officer:</b> Sean Biggs	<b>Email:</b> <a href="mailto:Nate@theuob.com">Nate@theuob.com</a>
<b>Human Resources Manager:</b> Jason Scheib	<b>Email:</b> <a href="mailto:Sbiggs@theuob.com">Sbiggs@theuob.com</a>
<b>Office Manager:</b> Nicholas Morisi	<b>Email:</b> <a href="mailto:Jscheib@theuob.com">Jscheib@theuob.com</a>
<b>Human Resources Team</b>	<b>Email:</b> <a href="mailto:Nmorisi@theuob.com">Nmorisi@theuob.com</a>
<b>Payroll Team</b>	<b>Email:</b> <a href="mailto:HR@theuob.com">HR@theuob.com</a>
<b>Operations Team</b>	<b>Email:</b> <a href="mailto:Payroll@theuob.com">Payroll@theuob.com</a>
<b>Customer Support</b>	<b>Email:</b> <a href="mailto:Operations@theuob.com">Operations@theuob.com</a>
<b>Maintenance &amp; Repairs</b>	<b>Email:</b> <a href="mailto:Support@theuob.com">Support@theuob.com</a>
	<b>Email:</b> <a href="mailto:Maintenance@theuob.com">Maintenance@theuob.com</a>

## FAQ

### Q: Who do I contact if I am sick or otherwise cannot make it in to work?

A: A phone call must be made to David Jacinto's cell phone. Do not call the restaurant. You are responsible for your shift until relieved by the Manager who writes your schedule.

### Q: Where can I find UoB policies? Who can I ask for policy related questions?

A: All policies are located within Company's Employee Handbook. A digital version was emailed to you upon hire. Digital versions are also available on the employee portal ([employees.theuob.com](https://employees.theuob.com)). For any questions regarding policies please email the Human Resources Team.

### Q: Who can I contact if I have questions regarding my paycheck?

A: For all questions or concerns regarding payroll or your paycheck, email Payroll Team.

### Q: When should I contact Operations Team?

A: Contact Operations Team for any questions regarding technical issues, or company systems.

### Q: When would I contact Human Resources?

A: Contact Human Resources for any questions regarding; Company policy, workplace environment, company benefits, persistent issues with management, colleagues or customers, or changes to personal circumstances.

### Q: What do I do when a previous employee calls and asks for their W-2?

A: Inform the previous employee to contact [HR@theuob.com](mailto:HR@theuob.com), all requests will be handled by our Human Resources team.

### Q: Can I view my paystubs online?

A: Yes; Contact the Payroll Team, they can enroll you in electronic payroll and W-2 options. If you are already enrolled, you can view your paystubs here: <https://www.paychex.com/login>