

# Company Information Sheet



## Business Information

<b>Business Legal Name:</b> University of Beer LLC	<b>DBA:</b> University of Beer – Davis
<b>Restaurant Address:</b> 615 3 <sup>rd</sup> Street, Davis, CA 95616	<b>Mailing Address:</b> 3188 Industrial Blvd, West Sacramento, CA 95691
<b>Restaurant Phone:</b> (530) 759-1990	<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> WCMPRO518197200
<b>Nearest Emergency Room:</b> WOODLAND MEMORIAL HOSPITAL 1325 Cottonwood St., Woodland, CA 95695 (530) 662-3961	
<b>Nearest Non-Emergency Care Provider:</b> DAVIS URGENT CARE INC BCC 4515 Fermi Pl Ste 105, Davis, CA 95618 (503) 759-9110	

## Contact Information

<b>Manager you call if you are sick or otherwise cannot make it to work:</b> Kyle Hawkins	<b>Email:</b> <a href="mailto:Khawkins@uobdavis.com">Khawkins@uobdavis.com</a>
<b>President:</b> Nate Yungvanitsait	<b>Phone:</b> 530-574-3869 (Cell)
<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 Kyle Hawkins' 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](http://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>