

# Company Information Sheet



## Business Information

<b>Business Legal Name:</b>	UoB of Folsom LLC	<b>DBA:</b>	University of Beer – Folsom
<b>Restaurant Address:</b>	1009 East Bidwell St Folsom CA 95630	<b>Mailing Address:</b>	3188 Industrial Blvd West Sacramento CA 95691
<b>Restaurant Phone:</b>	(919)-909-2337	<b>Payroll &amp; Administration 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> KAISER PERMANENTE ROSEVILLE MEDICAL CENTER – 1600 Eureka Rd, Roseville, CA 95661 (916) 784-4000			
<b>Nearest Non-Emergency Care Provider:</b> MD STAT URGENT CARE – 3860 El Dorado Hills Blvd Ste 601, El Dorado Hills, CA (916) 941-9222			

## Contact Information

<b>Manager you call if you are sick or otherwise cannot make it to work (Front of House):</b> David Jacinto	<b>Email:</b> <a href="mailto:Djacinto@theuob.com">Djacinto@theuob.com</a>
	<b>Phone:</b> (707) 514-9406
<b>Manager you call if you are sick or otherwise cannot make it to work (Kitchen):</b> Eric Perez-Pantoja	<b>Email:</b> <a href="mailto:Eperezpantoja@uobfolsom.com">Eperezpantoja@uobfolsom.com</a>
	<b>Phone:</b> (916) 765-8846
<b>President:</b> Nate Yungvanitsait	<b>Email:</b> <a href="mailto:Nate@theuob.com">Nate@theuob.com</a>
<b>Chief Operating Officer:</b> Sean Biggs	<b>Email:</b> <a href="mailto:Sbiggs@theuob.com">Sbiggs@theuob.com</a>
<b>Human Resources Manager:</b> Jason Scheib	<b>Email:</b> <a href="mailto:Jscheib@theuob.com">Jscheib@theuob.com</a>
<b>Office Manager:</b> Nicholas Morisi	<b>Email:</b> <a href="mailto:Nmorisi@theuob.com">Nmorisi@theuob.com</a>
<b>Human Resources Team:</b>	<b>Email:</b> <a href="mailto:HR@theuob.com">HR@theuob.com</a>
<b>Payroll Team:</b>	<b>Email:</b> <a href="mailto:Payroll@theuob.com">Payroll@theuob.com</a>
<b>Operations Team:</b>	<b>Email:</b> <a href="mailto:Operations@theuob.com">Operations@theuob.com</a>
<b>Customer Support:</b>	<b>Email:</b> <a href="mailto:Support@theuob.com">Support@theuob.com</a>
<b>Maintenance &amp; Repairs</b>	<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 to work?**

**A:** A phone call must be made to David Jacinto’s cell phone for front of house or Eric Perez-Pantoja’s cell phone for kitchen. Do not text. 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. If you wish to receive another copy, email the General Manager. 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 email [Payroll@theuob.com](mailto:Payroll@theuob.com).

**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 policies, 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; Email [Payroll@theuob.com](mailto:Payroll@theuob.com), they can enroll you in electronic payroll and W-2 options. If you are already enrolled, you can view your paystubs here: <https://workforce.intuit.com/app/payroll-employee-portal-ui/ius/sign-in>