

Company Information Sheet



Business Information

Business Legal Name: UoB of Vacaville LLC	DBA: University of Beer – Vacaville
Restaurant Address: 196 Nut Tree Pkwy Ste F. Vacaville CA 95687	Mailing Address: 3188 Industrial Blvd, West Sacramento CA 95691
Restaurant Phone: (707) 474-7545	Payroll & Administration Office Phone: (916) 996-3494

Workers' Compensation Insurance & Emergency Information

Carrier Name: ProCentury Insurance Company	Address: PO Box 13369, Springfield, IL 62791
Phone Number: 866-642-2567	Policy Number: WCMPRO518197200
Nearest Emergency Room: VACA VALLEY HOSPITAL 1000 Nut Tree Road Vacaville, CA 95687 (707) 624-7000	
Nearest Non-Emergency Care Provider: INSTANT URGENT CARE BCC 1313 Travis BLVD STE A FAIRFIELD, CA 94533 (707) 251-1177	

Contact Information

Manager you call if you are sick or otherwise cannot make it to work: Rickell Kinion	Email: Rkinion@uobvacaville.com
President: Nate Yungvanitsait	Phone: 916-582-2235 (Cell)
Chief Operating Officer: Sean Biggs	Email: Nate@theuob.com
Human Resources Manager: Jason Scheib	Email: Sbiggs@theuob.com
Office Manager: Nicholas Morisi	Email: Jscheib@theuob.com
Human Resources Team	Email: Nmorisi@theuob.com
Payroll Team	Email: HR@theuob.com
Operations Team	Email: Payroll@theuob.com
Customer Support	Email: Operations@theuob.com
Maintenance & Repairs	Email: Support@theuob.com
	Email: Maintenance@theuob.com

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 Rickell Kinion'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). 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, 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>