



### **Welcome to Superior Star**

**We want to welcome you to Superior Star, one of the largest franchisees of Hardees in the Country. We are very proud of the people that work for our Company and we extend our best wishes for your successful career with us.**

**Our Company's progress and success depends largely on the dedication and teamwork of each team member and Guest satisfaction is the Company's number one priority.**

## CHECKLIST

As a new Team member, make sure all the tasks are completed within the specified time frame. This will help to ensure your onboarding process is easy and completed on time.

- ★ **Application:** Peoplematter.jobs application, tasks and e-verify complete. This will ensure successful entry into our payroll system to process all your biweekly checks.
- ★ **ADP:** Create your ADP employee account.
- ★ **Uniform:** You must have a complete uniform before your first day. We will provide your shirt and hat the rest of the uniform including black pants or blue jeans with no rips, black socks, a black belt, and black SLIP-resistant shoes are your responsibility and due to safety reasons, you cannot start without them.
- ★ **Orientation:** It is our commitment to ensure you are properly trained and set up for success. On the first day of orientation, your GM will provide you a username and password that will give you access to our online training portal where you can access videos for each station that you will work before working the station with your trainer.



# ADP Employee Registration Quick Reference Card



Welcome! Register an account with ADP to access the services offered by your organization.

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

Registering with your email/mobile or identity information	(OR) Registering with a registration code from your organization
<ol style="list-style-type: none"><li>1. On your ADP service website, click the link to Create Account.</li><li>2. Select <b>Find Me</b>.</li><li>3. Enter an <b>email address or mobile number</b> that you shared with your organization.<ol style="list-style-type: none"><li>a. To verify your record within your organization, enter your identity information either <b>government-issued legal ID (SSN, EIN OR ITIN - US ONLY)</b> or your <b>Employee ID/Associate ID</b>, <b>Date of birth</b>. Options available to you may vary slightly.</li></ol></li></ol> <p>(OR)</p> <p>Enter your personal identity information that you shared with your organization.</p> <ol style="list-style-type: none"><li>a. Enter your <b>First name, Last name, and Date of birth</b>, and then either your <b>legal ID</b> or your <b>Employee ID/Associate ID</b>.</li></ol> <ol style="list-style-type: none"><li>4. Enter the verification code sent to your email address or mobile number available on record. You can also enter new phone number for identity verification.</li><li>5. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.</li><li>6. A new flow has been introduced to identify if your employer has enrolled you for exclusive Federated use or if you have created an account with us. We show these options per your eligibility.</li></ol>	<ol style="list-style-type: none"><li>1. Set up your user ID and strong password to complete the registration process for your ADP service account.</li><li>2. On your ADP service website, click the link to <b>Create Account</b>.</li><li>3. Select <b>I Have a Registration Code</b>.</li><li>4. Enter the Personal Registration code or Organizational Registration code shared by your administrator.</li><li>5. Enter your identity information, such as <b>First name, Last name, Date of birth, government-issued legal ID (SSN, EIN OR ITIN - US ONLY)</b>, or your <b>Employee ID/Associate ID</b>. Options available to you may vary slightly.</li><li>6. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.</li></ol>

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



## LEARN ABOUT YOUR BENEFITS WITH SUPERIOR STAR

As part of our team, you could qualify for some of our benefits.

- **RAIN APP**

With the Rain app, you can easily access a portion of your paycheck before payday! Rain allows you to access the money you've already earned, and you can request the Rain app at any time

What you can expect from Rain:

- No hidden fees
- No interest
- No stress



If you have any questions about Rain, contact your payroll department for help.

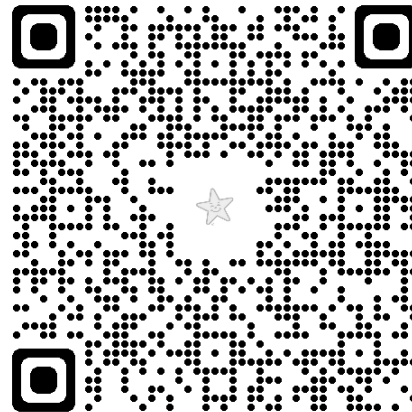
Ph. 877-312-4287 Ext 335 or email to [payroll@SuperiorStarus.com](mailto:payroll@SuperiorStarus.com)

- **Health insurance plans**

Superior Star offers Employer-Sponsored Health Insurance to qualifying employees, ask your GM or email [zabril@Starcorpus.com](mailto:zabril@Starcorpus.com) to learn how to qualify.

Our plans include:

- Medical
- Vision
- Life
- Dental
- Short Term Disability
- And more ...



# QUANTUM: WHAT YOU NEED TO KNOW



As a new member of our team, we want to make sure you're informed about a special benefit we offer called Quantum.

Quantum is a health benefits program that provides insurance coverage starting right after your first paycheck. There's no long waiting period like at many other companies. This is one of the ways we show our commitment to your well-being from day one.

## **Enrollment is automatic.**

All employees are enrolled in Quantum regardless of how long they've been with the company.

If you do not wish to participate, you must contact Quantum's customer service directly to cancel or opt out.

Please take a moment to review the materials provided and learn more about the plan. If you have questions or need help, Quantum's customer service team is available and happy to assist you.

We're excited to have you on the team—welcome aboard!



## important

**Despite the paycheck deduction for Quantum premiums, employees enrolled in Quantum will always have a higher take-home pay overall!**

**Enrolled in Quantum = Healthcare coverage + Increase on your take home total \$\$**

**FINALLY**

a healthcare management platform  
that gives you the power to take control of care!

### Hospital Indemnity

- Benefits start day of admission
- Emergency room coverage for illness and injury
- Ambulance coverage

### Discount Prescriptions

- \$0 copay acute formulary
- \$1 copay chronic formulary

### Virtual Urgent Care

- 24/7 Access
- \$0 Copay

### WELLNESS COACHING & CONFIDENTIAL SUPPORT ASSISTANCE

- Nutrition Education
- Online Learning Modules
- Stress & Sleep Programs
- Behavior Change Recommendations
- Weight and Disease Management
- Health Advocacy
- Smoking Cessation



Contact Us

8:00am - 7:00pm CST (855) 286-1667 || [quantumhb@h2henrollments.com](mailto:quantumhb@h2henrollments.com)

# A New Chapter in Health Benefits



Your employer is proud to partner with Quantum Health Benefits to provide superior benefits to every team member.



## Hospital Indemnity Benefit

Up to \$1,000/day for hospital stays, payable up to 30 days.



## Emergency Room & Ambulance

Up to \$500/day for emergency services, (Air or Ground) payable up to 3 days.



## Wellness Plan Benefits

Online learning, stress & sleep programs, smoking cessation.

**\$0**  
**Copays**  
**Across**  
**the**  
**Board**

Including 1,000+ Covered Drugs



## All Yours Benefits in One Plan

Contact us for more details and benefit inquiries (844)-860-4555 | [quantumhbh2henrollments.com](https://quantumhbh2henrollments.com)

\* Qualification does apply to the different levels of benefits.

# Limited Benefit Health Indemnity



Quantum Health Benefits combines affordable coverage with wellness benefits, increasing your paycheck while supporting your health.

Health Indemnity Plan	Tier 6	Tier 5	Tier 4	Tier 3	Tier 2	Tier 1
Monthly Pre-tax Premium	\$675	\$900	\$1,050	\$1,200	\$1,350	\$1,500
<b>Daily In-Hospital Benefit</b>						
Benefit Payable Per Day of Confinement	\$250	\$500	\$500	\$750	\$875	\$1,000
Maximum Number of Days Payable	1 day	1 day	5 days	10 days	20 days	30 days
<b>Emergency Room Benefit</b>						
Benefit Payable Per Day	\$100	\$100	\$100	\$250	\$375	\$500
Maximum Number of Days Payable	1 day	1 day	2 days	2 days	3 days	3 days
<b>Ambulance Benefit</b>						
Benefit Payable Per Day	\$100	\$100	\$100	\$250	\$375	\$500
Maximum Number of Days Payable	1 day	1 day	2 days	2 days	3 days	3 days
<b>Daily Inpatient Surgery</b>						
Benefit Payable Per Day	N/A	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Maximum Number of Days Payable	N/A	1 day	1 day	1 day	1 day	1 day
<b>Daily Inpatient Surgery—Anesthesia</b>						
Benefit Payable Per Day	N/A	\$400	\$400	\$400	\$400	\$400
Maximum Number of Days Payable	N/A	1 day	1 day	1 day	1 day	1 day
<b>Wellness Benefit</b>						
Benefit Maximum Per Month	\$625	\$800	\$900	\$1,000	\$1,100	\$1,200



Six plan options based on your eligibility.

## See the Impact on Your Paycheck\*

	Without Quantum Health Benefits	With Quantum Health Benefits	Difference
Gross Income	\$1,200.00	\$1,200.00	\$1,200.00
QHB Pre-Tax Premium	\$0.00	\$553.85	\$553.85
Taxable Income	\$1,200.00	\$646.16	\$553.85
Tax Withholding	\$202.69	\$74.83	\$127.86
QHB Claim Payment	\$0.00	\$496.15	\$496.15
Net Take Home Pay	\$997.31	\$1,067.48	+\$70.17
Federal Withholding	\$78.42	\$16.35	\$62.07
Social Security	\$74.40	\$40.06	\$34.34
Medicare	\$17.40	\$9.37	\$8.03
State Withholding	\$18.07	\$1.30	\$16.77
SDI	\$14.40	\$7.75	\$6.65
Total Tax with Withholding	\$202.69	\$74.83	\$127.86

- Hospital Indemnity Benefit
- Wellness Plan
- Telemedicine Benefit

- 
- Accident & CI Plan
  - Virtual Veterinary Care
  - Prescription Drug Plan
- Claim payment for one monthly Wellness Activity

**Boost Your Take-Home Pay: Add \$35.55 per paycheck—that's \$924.30 more per year!**

\*The above is an example using \$15.00 an Hour/ Bi-weekly sample information. Quantum Health Benefits cannot guarantee the same favorable tax outcome in all situations as federal and state tax laws are continuously changing.



# Set Up Your Account

It's as easy  
as 1, 2, 3!

**1**

download the  
Quantum Health  
Benefits app by  
scanning the QR  
code below:



**2**

enter last name,  
date of birth, &  
zip code.  
onboard and  
create your  
profile.

**3**

verify your  
email address  
and access  
your simplified  
health care.

Your account can also be set up following  
these same steps at [app.quantumhb.com](https://app.quantumhb.com)

## Access Benefits



## Questions?

Reach our support team from 8:00am-5:00pm CST at (844) 860-4555 or at [quantumhb@h2henrollments.com](mailto:quantumhb@h2henrollments.com)



# New Hire On-Boarding & Orientation Checklist




## DAY 1 (New Hire Paperwork and Orientation)

- ☐ Complete the Electronic New Hire paperwork via PeopleMatter
- ☐ Explain key procedures and standards such as uniform & grooming standards.
- ☐ Have the employee read and complete Employee Policies and submit as required.
- ☐ Review restaurant expectations and requirements of the job.
- ☐ Complete the Safety Tour with the new hire.
- ☐ Provide Employee instructions on how to clock-in and out.

### ON-BOARDING: (Approximately 2 hours 15 minutes, GM should check with New Hire periodically)

- ☐ 1. GM creates employee login using STAR U .
- ☐ 2. Instruct new hire to complete all 3 courses below. (Provide new hire with this checklist)
  - ☐ Complete the "Welcome" course
  - ☐ Complete the "Awareness" course & assessment / quiz (90% min. score)
  - ☐ Complete the "Safety" course & assessment / quiz (90% min. score)
  - ☐ Inform your GM when you are completed.
- ☐ 3. Review what was learned, answer any questions the new hire may have about the courses.
- ☐ 4. Provide new hire with a rest break as required by state.
- ☐ 5. Provide the employee with a copy of the "Menu Standards Guide." Review standards and expectations.
- ☐ 6. Have the employee log onto the STAR U. Click on "Training To Do -List".
- ☐ 7. Instruct new hire to complete all courses below. (Provide new hire with this checklist)
  - ☐ Complete the "Food Safety" course & assessment / quiz (90% min. score).
  - ☐ Instruct new hire to watch the BSC courses. \_\_\_\_\_
  - ☐ Inform your GM when you are completed.
- ☐ 8. Verify On-Boarding Course Completions (all 4 courses) by checking the Star Performer Chart:



There should be a  icon in the **On-Boarding Skills – ALL SKILLS** column on the Chart.
- ☐ 9. Have the employee clock-out.

## DAY 2 (Recommended to be scheduled within 3 days of start date)

- ☐ 1. Have the employee Clock-in. (GM completes time adjustments to include all prior work time before today if necessary)
- ☐ 2. Have the employee log onto the Star Learn Center
- ☐ 3. Determine the first station to be learned by the employee and write it in below.
- ☐ 4. Instruct new hire to complete the course. Explain to the employee:
  - ☐ To click on the "My Learning" icon.
  - ☐ Complete first Station Course they will learn: \_\_\_\_\_ (20 min).
  - ☐ Inform your GM when you are completed.
  - ☐ Verify Station Course Completion by checking the Star Performer Chart:
- ☐ 6. Provide hands-on training for employee at assigned station; refer to the CP Station Trainer's Guide.
- ☐ 7. Review Day 2 activities with employee, answer any questions they may have.
- ☐ 8. Have the employee clock-out at the end of their shift.

**ALL DAY 1 & 2 ACTIVITIES LISTED ABOVE SHOULD BE COMPLETED WITHIN 1 WEEK OF HIRE DATE**

### NEXT SHIFTS UNTIL COMPLETED

- ☐ 1. Have the employee Clock-in.
  - ☐ Complete any current courses listed under "Training To Do" on the STAR U Center.
- ☐ 2. Discuss components and importance of "Superstar Service" and how it achieves our goal to "Make Our Guests Happy"
- ☐ 3. Have the employee continue hands-on practice at their assigned station.
- ☐ 4. Trainer certifies employee is ready; Employee logs onto the STAR U Center to complete Station Certification Exam.
  - ☐ Check the Star Performer Chart for the  icon – to verify the employee passed the Exam.
- ☐ 5. Trainer (SL and above) logs onto the STAR Learn Center to complete the skills evaluation (Hands-On Sign-Off) by clicking the "Trainer-Skills Evaluation" icon on home screen. Upon completion, the  icon will appear on the Star Performer Chart for that Station / Skill column. **CONGRATULATE the employee on their completion.**
- ☐ 6. Assign the next station to be learned. **REPEAT THE TRAINING PROCESS. (Learn/Practice/Evaluate).**

**ORIENTATION STATEMENT:** I acknowledge that I have completed all the required On-Boarding & Orientation steps above, and have completed the Star Learn Center courses as described. I have been made aware of the company's policies, standards, and procedures and will comply with the requirements.

Trainee Name \_\_\_\_\_

Trainee Signature \_\_\_\_\_

GM Signature (keep a signed copy for your records) \_\_\_\_\_ Date \_\_\_\_\_

## What is Illinois Secure Choice?

Illinois Secure Choice is a retirement savings program for private-sector workers who do not currently have a way to save at work.

- Funded by employee savings (no employer fees or contributions)
- Employee participation is completely voluntary; employees can opt in or out at any time
- Administered by a private-sector financial services firm overseen by a public board chaired by the State Treasurer

## Limited Employer Role

- Easy and convenient to start/facilitate the program
- Participating employers are not fiduciaries of the program
- Employer responsibilities are limited:
  - Upload employee information to Illinois Secure Choice
  - Set up the payroll deduction process
  - Submit participating employee contributions each pay period.



## Employer Registration Timeline

Illinois Secure Choice applies to all employers with five or more employees who do not offer a retirement savings plan and have been in business for at least two years. Employers can join at any time prior to their registration deadline as shown below.



# A simple way for employees to start saving for retirement:

- Program enrollment is easy and automated
- Employees save into Roth Individual Retirement Accounts (IRA) through payroll deduction
- Accounts are portable, so an employee keeps their account even if they change jobs



## Flexible Employee Participation and Investment Choice

- Default investment options and savings rate of 5%
- Flexibility to choose savings rate<sup>1</sup> and investments
- Ability to opt out or back in at any time<sup>2</sup>



## Investment Options

Illinois Secure Choice offers a range of investment options, from aggressive investments seeking higher returns to conservative investment options that seek to protect the principal. When you invest in Illinois Secure Choice, you get access to high quality mutual funds and other investment options, the value of which will vary with market conditions.

Employees can stick with the default investment options<sup>3</sup> or choose from a simple menu of investment options, including:

- Target Retirement Date Funds
- Capital Preservation Fund
- Growth Fund
- Conservative Fund

Employees can access the full list of investment options at [saver.ilsecurechoice.com](https://saver.ilsecurechoice.com).



## All-in Cost to Employee

- Approximately \$0.75 (75 cents) per year for every \$100 in employee's account
- Pays for:
  - Administration of the program
  - Underlying fund expenses
- The annual asset-based fee of approximately 0.75% is automatically taken out of the account balance

<sup>1</sup> Contributions may be made up to the federal contribution limits set for a Roth IRA.

<sup>2</sup> By opting out, an employee can leave any remaining balance in the account, transfer or roll it over to another Roth IRA, or request a distribution. Requesting a distribution may result in taxes and penalties.

<sup>3</sup> Initial contributions will be invested in the 90 Day Holding Vehicle for participants in the program for the first 90 days after the initial contribution made to an account after enrollment. After this period, earnings and future contributions will be invested in a Target Retirement Date Fund based on the employee's age.

The Illinois Secure Choice Savings Program ("IL Secure Choice") is overseen by the Illinois Secure Choice Savings Board ("Board"). Ascensus College Savings Recordkeeping Services, LLC ("ACSR") is the program administrator. ACSR and its affiliates are responsible for day-to-day program operations. Participants saving through IL Secure Choice beneficially own and have control over their Roth IRAs, as provided in the program offering set out at [saver.ilsecurechoice.com](https://saver.ilsecurechoice.com).

IL Secure Choice's Portfolios offer investment options selected by the Board. For more information on IL Secure Choice's Portfolios go to [saver.ilsecurechoice.com](https://saver.ilsecurechoice.com). Account balances in IL Secure Choice will vary with market conditions and are not guaranteed or insured by the Board, the State of Illinois, the Federal Deposit Insurance Corporation (FDIC) or any other organization.

IL Secure Choice is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of IL Secure Choice should not be considered an endorsement or recommendation by your employer of IL Secure Choice, Roth IRAs, or these investments. Roth IRAs are not exclusive to IL Secure Choice and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an IL Secure Choice Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult your tax or financial advisor if you have questions related to taxes or investments.



## EMPLOYEE OPT OUT FORM

Illinois Secure Choice is a completely voluntary program. You can opt out at any time online, by phone, or by completing this form. If you do not opt out your employer will send payroll contributions to your Illinois Secure Choice account. Amounts you save in this account are always your money. Your account is in your control and goes with you from job to job in accordance with the Illinois Secure Choice Program terms. Every little bit you save now can potentially make a difference in retirement. To opt out of payroll contributions to Illinois Secure Choice for more than one employer you must submit a separate form for each employer.

**Completed forms should be mailed back to Illinois Secure Choice.**

Illinois Secure Choice  
PO Box 56000  
Boston, MA 02205-6000

**Overnight Address:**

Illinois Secure Choice  
95 Wells Avenue, Suite 155  
Newton, MA 02459

**You may also opt out online or by phone.**



855-650-6914  
8 a.m. to 8 p.m. CT, Monday through Friday



saver.ilsecurechoice.com

### 1. EMPLOYEE INFORMATION *(All fields required)*

To verify your information, please provide either the last four digits of your Social Security Number/Taxpayer Identification Number, or your access code and date of birth. The access code can be found in the email or letter you received from Illinois Secure Choice.

Legal Name *(First)*

*(M.I.)*

Legal Name *(Last)*

Address

City

State

Zip Code

Telephone Number *(In case we have a question)*

Last Four Digits of Social Security Number or Taxpayer Identification Number

Access Code

Birth Date *(mm/dd/yyyy)*

### 2. OPT OUT REASON

- ☐ I don't qualify for a Roth IRA due to my income
- ☐ I would prefer a Traditional IRA
- ☐ I have my own retirement plan
- ☐ I can't afford to save at this time

- ☐ I don't trust the financial markets
- ☐ I'm not satisfied with the investment options
- ☐ I'm not interested in contributing through this employer
- ☐ Other

### 3. EMPLOYER INFORMATION

Employer Name

### 4. SIGNATURE

I do not wish to participate in the Illinois Secure Choice Program at this time. I understand that I can change my mind at any time and begin participating in Illinois Secure Choice at a later date, subject to and in accordance with the terms of the Illinois Secure Choice Program. If I decide to opt back in, I can contact Illinois Secure Choice.

Signature of Employee

Date *(mm/dd/yyyy)*

## CONTACT US

If you have any questions or concerns your General Manager is responsible for the operations of your store and is a good source of information about the Company and your job.

You can also contact your RVP or the proper Company Department.

**Payroll:**

P: (877) 213-3122 Ext 4

F: (866) 224-1588

Email: [payroll@superiorstarco.com](mailto:payroll@superiorstarco.com)

**Benefits:**

P: (877) 213-3122 Ext 5

F: 480-386-9776

Email: [zabril@superiorstarco.com](mailto:zabril@superiorstarco.com)

**RVP Contact Information: Sara Guinup**

P: 618-314-4834

Email: [sguinup@superiorstarco.com](mailto:sguinup@superiorstarco.com)

**HR Department**

P:(877) 213-3122 Ext 6

Email: [zabril@superiorstarco.com](mailto:zabril@superiorstarco.com)

