Do you love making money? Register for new payment program.

We're setting up a new pay stub program to ensure you get paid faster. At CSEC, we've had to make many changes to our operations and we understand you've had to change with us. We are replacing our old program with Quattro, a pay stub service to further reduce our COVID-19 risk and allow you to have money in your account even faster. We've included some FAQs to help you understand, but if you have any questions please don't hesitate to talk to HR.

Who's eligible?

If you're receiving this email and are currently an employee of CSEC you're eligible for the new paystub program.

How do I sign up?

Click the <u>link</u> to register for the program, or email IT at <u>infotech@csec.com</u> to set your automatic pay stub up.

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Paystub program will work cross-platform

"The new program makes the entire payment process much simpler," said Deidra Campagna, head of HR. "We hope everyone will find it much faster and easier to use."

What're the benefits?

Benefits of the new Quattro paystub program include:

- Ability to enter hours worked from anywhere, on any device.
- Faster payment processing— see money in your account up to five days sooner.
- Less contact with people—lower COVID-19 risk.
- Much easier to navigate and access than our previous program.
- Automatically calculates tax, holiday rates and vacation days.
- All your personal information will be stored in one place and won't be shared.

What if I don't want to switch to the new program?

We recommend all employees switch to the new service. However, if you really don't want to switch, please email HR at <u>humanresources@csec.com</u> to discuss alternatives.

"We understand some people may be nervous about the new program," said John Bean, CEO of CSEC. "However, we're confident everyone will be much happier once they've signed up."

Is the new service only for paystubs?

Not at all. One of the main reasons for switching to the new service is so you can file incident reports, announce a COVID-19 contact, message other employees and share files. It will make the payment process easier and serve as a one-stop shop for many other services. We hope the new service will make your work easier.

When'll the new service be in place?

The new service will be rolled out in the coming weeks. As more employees return to work, they will be educated on the service.

What's next?

Please sign up for the new pay stub program as soon as possible. The process is simple; all you'll need is your personal information, banking account numbers and employee number to create an account." Please ensure you sign up before December 1. We thank you for your cooperation and patience as we continue to work during the COVID-19 pandemic.



CALGARY SPORTS AND ENTERTAINMENT CORPORATION

Calgary Sports and Entertainment Corporation Logo

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