



Employee FAQs

Revised 6/1/16

TAYLOR

COMMUNICATIONS

These questions and answers represent what to expect with your transition to Taylor Communications. Information about transitioning off the plans offered by Staples Print Solutions is not addressed in this material.

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General

Q. Will I have a job at the same pay and hours that I do now?

A. Generally, base pay, shift/hours, location and managers will remain unchanged. Official offers of employment are planned to be extended by the week of May 16, 2016. Your position, pay, and hours will be confirmed in Taylor Communication's contingent offer of employment.

UPDATED! Q. What do these acronyms mean that I see in my online Offer Letter - EIP, SIP, MIP?

A. These are the incentive plan names for groups of employees.

EIP = Employee Incentive Plan

SIP = Sales Incentive Plan

MIP = Management Incentive plan

Details on the plans will be available within 90 days of the acquisition close (expected 7/5/16).

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Q. How can I reference or print a copy of my Job Offer?

A. *To access a copy of the offer letter:*

1. *In the Self Service system, go to **In Box > My Requests**.*
2. *Check the **Check to Show Completed Documents** box.*
3. *Check the **Job Offer** box in the Document Types listing.*
4. *Click the **Continue** arrow in the upper left hand corner.*
5. *Click on the **Job Offer link** then **View Document** button.*
You may print the job offer from here by clicking the Printer icon.

Q. Will I be notified of my drug test results?

A. *Generally, no. You will only be contacted if a positive test result is received. If you are not contacted within 7 business days of taking your test, you can assume your results came back negative and that you have successfully completed the drug test.*

UPDATED! Q. What will happen to my benefits?

A. *You can think of your benefits in two separate buckets – the first bucket includes the plans currently offered through Staples Print Solutions. The plans offered by SPS will be in effect through the date of the closing (tentatively July 5, 2016). Information regarding the loss of coverage under these plans will be available from Staples Print Solutions.*

The second bucket includes the new plans offered by Taylor Communications. Coverage under the plans will be effective immediately following the close date (for those who enroll in coverage). There will be no gap in coverage assuming you elect benefits within the allotted time.

Q. How can I get information on the benefit programs offered by Taylor Communications?

A. *Eligible employees are offered a complete benefits package including medical, dental, vision, life and disability. Information on the benefit plans offered can be found by visiting <http://taylorcorp.com/onboard>.*

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Q. Will I need to enroll in benefits under the Taylor Communications plans?

A. Yes. All newly-hired, benefits-eligible employees of Taylor Communications will have an opportunity to enroll in benefit plans. Enrollment information will be provided with your offer details.

Q. Will I receive credit for my service with Staples Print Solutions?

A. Generally yes, you will receive credit for your service with Staples Print Solutions. This will include service for benefit plan eligibility, Paid Time Off (PTO) calculation and eligibility for the 401(k) employer match. You are always 100% vested in your own 401(k) contributions. However, the Company match will be 100% vested after three years of service with Taylor Communications.

UPDATED! Q. When will my new benefits become effective?

A. For benefits eligible employees who elect benefits, coverage under the Taylor Communication plans will be effective on your first day of employment with Taylor Communications (tentatively July 5, 2016).

UPDATED! Q. When do I need to complete my enrollment in benefits offered by Taylor Communications?

A. Enrollment needs to be completed by 3:00 PM CDT on Wednesday, June 22nd to ensure that your information has been provided to our insurance carriers and your initial payroll deduction will occur on your first check from Taylor Communications. If you miss this date, you will have retroactive benefit deductions from your following pay check.

UPDATED! Q. When is the last possible date that I can complete my Benefits Enrollment?

A. 3:00 pm CDT on Wednesday, June 22nd is the last possible date on which enrollments for the 2016 plan year will be accepted without a qualifying event.

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UPDATED! Q. When should I expect to receive my benefits cards?

A. It will take 7 to 10 days to receive your medical benefit cards from BCBS and dental cards from Delta Dental.

The vision plan does not issue ID cards. Your member number is your Taylor Communications Employee ID with 000 (three 0s) in front. For example if your Employee ID is 100111 then your member number for the vision plan is 000100111.

Note: Your use of your benefits cards and eligibility for coverage does not begin until the closing date of the acquisition (tentatively July 5, 2016).

Q. Can I enroll in benefits at a later date if I choose to waive coverage now?

A. You may enroll in benefits only if you have a qualified change in status throughout the remainder of 2016. Your next opportunity to enroll in Taylor Communications benefits will be during open enrollment (typically fall 2016) for 2017 without a qualifying change in status.

Q. Does the medical plan have coordination of benefit (COB) if I am covered under my spouse's plan?

A. Yes, however you should call BCBS as well as your spouse's Health plan carrier for coverage questions that are specific to the employee's situation and how it will affect them.

Q. I have met my deductible under the Staples Print Solutions medical plan and have procedures scheduled in June. What happens to the deductible paid?

A. Your deductible will start over under the Taylor Communication benefit plan and you will need to meet your new deductible under our plans starting on your start date.

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Q. Can my dependent that is over the age of 26 be covered by the Taylor Communications benefit plans?

A. No, unless they are considered disabled by BCBS eligibility department.

Q. I received information from Staples Print Solutions regarding their Open Enrollment process. Do I need to do anything with that?

A. Any action you take under the SPS Open Enrollment will not impact your Taylor Communications benefits. Please check with SPS on your need to take any action as part of their Open Enrollment.

Benefits – Medical/Dental/Vision

Q. Can I continue to see my current doctor and/or dentist?

A. The medical plans offered by Taylor Communications utilize the BlueCross BlueShield (BCBS) provider network. BCBS maintains one of the largest nationwide networks of providers and facilities. To determine if your doctor is part of the network visit www.bluecrossmn.com and select the 'Find A Doctor'.

The dental plan offered by Taylor Communications utilizes the Delta Dental provider network. The Delta Dental network covers over 75% of the dentists nationwide. To determine if your dentist is part of the network visit <http://www.deltadentalmn.org> and select the 'Find Dentist' button at the top of the page.

Q. What is a plan year for the Taylor Communications Medical Plans?

A. The benefit plans offered by Taylor Communications run on a calendar year (January 1 to December 31). Any enrollment elections you make during the initial enrollment period will be for coverage beginning on your first date of employment with Taylor Communications and running through December 31, 2016.

There is an annual Open Enrollment period in the fall where you will make benefit elections for the following year (January 1, 2017 to December 31, 2017).

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Q. If I don't go into Self Service to enroll in Health/Dental/Vision will I have coverage?

A. No, if you do not voluntarily submit an enrollment into one of these plans through the Self Service system you will not have coverage under the Taylor Communication plans for the remainder of 2016. If you do not make an election at this time you will not be able to elect coverage for 2016 unless you have a qualified status change.

UPDATED! Q. I have a medical procedure (i.e. knee surgery) scheduled before the acquisition close date which will require follow up visits (rehab visits etc.), how will this be covered?

A. Generally, procedures completed prior to close (tentatively July 4, 2016) will be covered by your current SPS benefit providers. Procedures/services initiated after close will be covered by your new benefit elections under the Taylor Communications plans. We encourage you to reach out to benefit providers with your specific situation for guidance.

UPDATED! Q. When will my medical coverage show with the carriers?

A. Enrollments completed by the deadline of Wednesday, June 22nd will have coverage show up on the effective date of July 5, 2016.

Q. If I choose Dental do I have to have Health and Vision also?

A. No, all of the benefit plans are standalone plans meaning that you pick and choose what best fits your needs. The only exception is that prescription coverage is included in your health plan so is not a standalone plan.

Benefits – Life Insurance, Flexible Spending, Disability

Q. I have already met Evidence of Insurability (EOI) requirements under the Staples Print Solutions plans. Will I be required to re-submit under the Taylor Communications plan?

A. Yes. The Taylor Communications benefit plans have a specific set of rules for eligibility and enrollment. New benefits eligible employees will need to meet any requirements as defined by the plans.

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Q. How much can I contribute to my Flexible Spending Account (FSA) under the Taylor Communications plan?

A. FSA contribution limits are determined by the IRS. You will need to calculate your contributions under the SPS plan in 2016 and limit any contributions to the Taylor Communications plan by that amount. For specific questions related to your contributions and the tax impact please consult your tax advisor.

Q. How much can I contribute to my Healthcare Savings Account (HSA) under the Taylor Communications plan?

A. HSA contributions limits are determined by the IRS. You will need to calculate your contributions under the SPS plan in 2016 and adjust any contributions to Taylor Communications plan by that amount.

For specific questions related to your contributions and the tax impact please consult your tax advisor.

Q. Will my funds transfer from SPS FSA or HSA to Taylor Communications?

A. No. Please address any additional questions to SPS.

Q. I have a health condition that will require me to go out on a short term disability leave after the closing. Am I eligible for disability coverage and how do I initiate my leave?

A. The disability plan has a 180 day/6 months eligibility period before you can utilize the benefit. If you have 180 days of service (including time with Staples Print Solutions) you can contact The Hartford to initiate a claim. More information on the process will be available from HRConnect@taylorcorp.com.

Benefits – 401(k)

Q. Can I rollover my Staples Print Solutions 401(k) plan to the Taylor 401(k) Plan?

A. Yes, you can choose to rollover your SPS 401(k) to the Taylor 401(k). You will need to request a rollover from your current plan record keeper. More details on how to rollover to the Taylor 401(k) plan and the necessary forms will be provided closer to close.

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Q. I have a loan on my 401(k), can I rollover my existing loan to Taylor Communications?

A. Yes, Staples Print Solutions employees who become employees of Taylor Communications will have the opportunity to rollover their outstanding loans and 401(k) balance to the Taylor Company 401(k) plan. Details will be provided from our administrator, Merrill Lynch, shortly after your start date.

UPDATED! Q. I have contributed the \$10,000 toward the \$18,000 maximum to my 401(k) for the year. Will I be able to contribute the full amount to the 401(k) plan offered by Taylor Communications?

A. You are responsible for ensuring you do not over contribute to your 401(k) for the year. Taylor Corporation's payroll system will not account for any amounts you contributed while a SPS employee so you will need to manage to the limit yourself.

For example, through your last SPS payroll (check dated July 1) you contributed \$10,000 to the SPS 401(k) plan. That means you will be eligible to contribute \$8,000 to the 401(k) plan offered by Taylor Communications.

For specific questions related to your contributions and the tax impact please consult your tax advisor.

UPDATED! Q. How and when do I sign up for 401(k) to come out of my paycheck?

A. The Taylor 401(k) contains an automatic enrollment feature. If you take no action to enroll or do not opt out of the automatic enrollment you will be enrolled at a contribution rate of 1%. This automatic enrollment will occur 30 days after your Taylor Communication employment begins.

If you want to contribute at a rate other than the 1% setup through auto enrollment you should contact Merrill Lynch online at www.benefits.ml.com or by calling 800.228.4015. Once Merrill Lynch recognizes you as an eligible employee (tentatively July 5, 2016) you can contact them to change your deferral percentage. Your contributions will start as soon as administratively possible after you've made your election.

UPDATED! Q. What if I don't want to be auto enrolled in the 401(k) plan?

A. If you do not want to be automatically enrolled in the 401(k) plan you must contact Merrill Lynch online at www.benefits.ml.com or call 800.228.4015 to opt out of auto enrollment prior to July 27, 2016.

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Q. How soon will I receive the employer match in the Taylor 401(k)?

A. Your service date with Staples Print Solutions will determine when you are eligible to start receiving the company match.

- *Individuals who had six months of service with SPS as of January 1, 2016 will be eligible to receive a match immediately.*
- *Individuals who have six months of service (based on SPS date of hire) as of July 1, 2016 will be eligible to receive a match starting in July of 2016.*
- *Others will need to meet the six month requirement, then entry is on either Jan. 1 or July 1, whichever comes first.*

The Taylor Communications company match in the 401(k) is calculated each pay period and deposited to your account within a few days.

Payroll

UPDATED! (6/1/16) Q. Will we continue to be paid on the same schedule?

A. No. You will be paid bi-weekly (every other week) as an employee of Taylor Communications.

- *You will receive your first paycheck from Taylor Communications on Friday July 22.*
- *The July 22 paycheck will cover the period of July 5 to July 16.*
- *Your next check will be dated August 5 and will cover the period July 17 through July 30.*

A payroll schedule can be found here <http://taylorcorp.com/onboard>.

UPDATED! Q. When will my direct deposit take effect? Do I need to submit new direct deposit information to Taylor Communications?

A. You must enter your direct deposit information to the Self Service system no later than July 8 in order to have direct deposit take effect for your check dated July 22. As long as you have provided accurate and appropriate information your direct deposit will be effective immediately.

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If you do not enter your direct deposit information by July 8, your paycheck dated July 22 will be a live check that will be mailed to your home address.

Q. Who do I contact if I think there is a discrepancy on my paycheck?

A. Any questions regarding hours worked, pay rates and time off should be directed to your manager/supervisor. Questions regarding your withholdings/deductions, direct deposits and benefits can be directed to 1-877-252-9861 or HRConnect@taylorcorp.com

Q. Will I get two W2s for 2016?

A. Yes. You will receive a 2016 W2 from SPS and a 2016 W2 from Taylor Communications.

Q. Will I need to submit new tax withholding information (Federal withholding (W4), State withholding, etc.)?

A. Yes. You will need to complete new tax forms online through Taylor Self Service once you have access. Information on how to complete this will be available closer to your start date.

Q. When and how will my paycheck be delivered to me?

A. Pay is distributed based on your election – direct deposit or live check. Pay check information will be available online via our Self Service system no later than noon on Wednesday of the week you are paid. Paychecks will be delivered in compliance with state laws.

Time Off

Q. What is the Holiday Schedule?

*A. Taylor Communication employees receive the following holidays during 2016.**

- *Friday, January 1, New Year's Day*
- *Monday, May 30, Memorial Day*
- *Monday, July 4, Independence Day*
- *Monday, September 5, Labor Day*
- *Thursday, November 24, Thanksgiving Day*

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- *Friday, November 25, Day after Thanksgiving*
- *Monday, December 26, observance of Christmas Day*
- *One floating holiday to be determined between you and your manager*

**The holidays above represent the standard holiday schedule. Local adjustments may be necessary to meet local business needs.*

Q: Is Taylor’s Paid Time Off (PTO) inclusive of sick and vacation?

A. Yes. PTO is inclusive of all time away from work (vacation, sick, personal time, etc.).

Q. How does the PTO policy work and when can I start using time?

A. You accrue PTO hours on a weekly basis based on your years of service. You will not be required to wait the three month waiting period to use paid time off.

If you should resign your position with Taylor Communications, you will forfeit any unused PTO balance in accordance with state laws and regulations.

FULL TIME

Years of Service	PTO Hours Accrued Weekly	Annual PTO Hours Accrued	PTO Bank Accrual Limit
DOH – 12/31	1.54	Up to 80 hours	Up to 80 hours
1 st year	2.15	112 hours	96 hours
2 – 4 years	2.46	128 hours	112 hours
5-15 years	3.23	168 hours	120 hours
16 years	3.38	176 hours	128 hours
17 years	3.54	184 hours	136 hours
18 years	3.69	192 hours	144 hours
19 years	3.84	200 hours	152 hours
20+ years	4.00	208 hours	160 hours

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UPDATED! Q. I have a vacation already planned/approved – can I still go?

A. Generally yes. You may not have earned enough PTO to cover your pre-planned vacation. With approval, you will be allowed to go negative up to 40 hours in your PTO bank through December 31, 2016. Please request a form from your manager (or on <http://taylorcorp.com/onboard>) to obtain approval. You will also have the option to take the time off as unpaid.

If you have already submitted the “Employee Time Off – No PTO” form the request will be held until after the close.

Q. In what increments can PTO hours be taken?

A. If you are a non-exempt (hourly paid) employee time can be taken in as little as 1 hour increments. If you are an exempt (salary paid) employee’s time must be taken in 4 or 8 hour increments.

Q. When can I start using PTO time earned under the Taylor Corporation plan?

A. You will receive credit for time worked with SPS under the Taylor Communication PTO plan and will begin accruing PTO time immediately. The plan does have a service requirement of 90 days before you can use PTO time under the plan. Provided you have 90 days employment (including time with SPS) you can begin using accrued PTO time immediately.

Q. Does time off for bereavement or jury duty count against my PTO bank?

A. No. These types of time away from work are handled separately from the PTO plan.

Q. I am currently on a Leave of Absence (short term disability, FMLA, other leave) and will not return to work by the close date. What can I expect?

A. SPS employees who are out on leave at the time of close will be on the same communication schedule as all other employees for receiving employment information. Contact HRConnect@taylorcorp.com for additional information.

Other – Travel, Business/Credit Card, Phone

Q. How do I go about getting a corporate credit card?

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A. Current corporate credit card holders with SPS will automatically receive information on how to receive their Taylor Communications corporate credit card.

Q. How do I book business travel?

A. If you need to book travel prior to close, please follow your current process (even if travel occurs after close date). If you are booking travel post close – information will be available with your onboarding materials.

UPDATED! (6/1/16) Q. How do I order my new Taylor Communication business cards?

A. Business cards can be ordered by the link on <http://onboard.tc.inet>. They will be delivered shortly after the closing.

Q. What tool do I use for business expense reimbursement and where do I find information?

A. We utilize ChRIS via Wells Fargo for expense reimbursement. More information will be available after your start date.

Q What is the dress code for Taylor Communications?

A. There will be no changes to the dress code currently in effect with Staples Print Solutions.

Updates due to change to tentative Close date of July 5th

NEW! Q. If I have already submitted my enrollment information to Taylor Communications will that need to be redone?

A. No. Benefits enrollments that have already been submitted via Self Service to Taylor Communications will be held in the system until their new effective date of July 5.

NEW! Q. Will I be able to make changes to the enrollments that I have already submitted?

A. Yes, up until June 22nd. Go in to Self Service – Benefits – Benefit Enrollment/Change. Your previous enrollment should come up if you choose the same Benefit Change Date and Reason that you used to submit your original enrollment.

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NEW! Q. Has the deadline for completing Open Enrollment under Taylor Communications changed?

A. Yes. The new deadline will now be 3:00pm Central Standard Time on Wednesday, June 22.

NEW! Q. How will this change affect the new pay schedule?

A. You will be paid bi-weekly (every other week) as an employee of Taylor Communications.

- You will receive your first paycheck from Taylor Communications on Friday July 22.
- The July 22 paycheck will cover the period of July 5 to July 17.
- Your next check will be dated August 5 and will cover the period July 18 through July 31.

A payroll schedule can be found here <http://taylorcorp.com/onboard>.

NEW! Q. Will I need to complete any new paperwork (I-9, Employment Agreements) or take another drug test?

A. No. Paperwork and drug test results that have already been received will be held and go into effect on the new close date of July 5. If you have not yet completed these pre-employment requirements you must do so as soon as possible.

NEW! Q. What happens with my 401k loan rollover that is already in process?

A. Paperwork already submitted will be held and processed on July 5th. If you have not submitted this paperwork it will need to be returned by June 22nd.

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