



# SERRATO CORPORATION

## Frequently Asked Questions

**Q. When will offer letters be handed out?**

A. Offer letters will be handed out September 16, 2019 in the late afternoon.

**Q. When will new hire documents be filled out?**

A. New Hire packets will be handed out immediately after an accepted offer. A process sheet will also be given for further details on how to submit the new hire packet

**Q. Where do I turn in the new hire packet?**

A. Please turn in the new hire packets to Andrea Avery who will be located in the transition room from September 16 to September 19

**Q. When is the Employee Orientation?**

A. The employee orientation will be on the same day as the benefits meeting September 18, 2019 in late afternoon, either before or after, Andrea Avery will give communication closer to the date.

**Q. When is the benefits meeting?**

A. Benefits meeting will be September 18, 2019 at 4:15 P.M.

**Q. Where do I take my drug test?**

A. Please refer to the drug form provided. This will list a location for LabCorp and the business hours.

**Q. I have additional questions.**

A. Andrea will be on center from September 16 to 19 to answer any questions you may have.

**Q. Where do I complete the background check?**

A. You will receive a link to your email address from Universal Background.

**Q. Where do I sign up for benefits?**

A. Go to <https://www.benefitsconnect.net/serrato>, make sure the Serrato logo is at the top.