

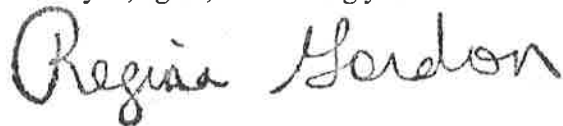
Welcome!

We would like to thank you for contracting with Gloss Enterprise, LLC to assist us with providing healthcare services which our local communities so badly need. As you may be aware, we had to tediously retool our entire business structure and delivery protocol in order to be able to continue to operate in the current economic climate. Accordingly, we had to let go of our employee-based business model and begin hiring independent contractors to provide services at the levels required by such a demanding field. The most evident changes mean that, as independent contractors, those performing services in conjunction with Gloss Enterprises, LLC are not entitled to and will not receive any fringe benefits, including health or workers compensation insurance, paid vacation, stock options, retirement plan participation, or any other employee benefit from Gloss Enterprise, LLC. Also, although contractors will receive more gross monies than an employee would have received for the same job, the contractor is responsible for paying his / her own taxes, etc.

The manner in which contract services are to be performed will be determined by the Contractor subject only to verified training and qualification required by the State of Louisiana. In order to ensure prompt delivery of the agreed-upon services, Gloss Enterprise, LLC will conduct compliance audits. In short, the independent contractor comes prepared, trained and with his or her own tools to do the job. Further, contractors working with Gloss Enterprise, LLC knowingly and willingly waive any rights construed to have been created, arising from or related to an employer –employee relationship based upon the contractor's service agreement with Gloss Enterprise, LLC. The contract with Gloss is specifically not intended to create any such relationship, nor is it intended to form any type of joint venture, partnership or any other business entity with the contractor.

If there is any information that we may provide in order to help facilitate the services you have agreed to provide, please contact Gloss Enterprise, LLC directly. We look forward to having a long and fruitful working relationship with you.

Thank you, again, for offering your services to Gloss Enterprise, LLC

A handwritten signature in black ink that reads "Regina Gordon". The signature is written in a cursive, flowing style.

Regina Gordon, CEO  
Gloss Enterprise, LLC

**Gloss Enterprise, LLC**  
PH # (985) 419-2430 / (985) 419-2450  
FX # (985) 419-2431  
1814 N. Morrison Blvd., Ste. D  
Hammond, LA 70401

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**EMAIL: [documents.glossent@gmail.com](mailto:documents.glossent@gmail.com)**

(Type your name in the subject line of any email you send our office)

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**[www.glossenterprise.org](http://www.glossenterprise.org)**

**Direct Service Worker Page:**

- Access paperwork forms
  - Access resources and contact info
  - Access the EVV system log in and the ADP log in
  - Access state-mandated trainings to stay compliant with state regulations
  - View the DSW bulletin board to stay up to date on announcements
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**Ways to Get Paperwork Form:**

- Xerox copies provided in your welcome packet
  - Access paperwork forms on the Gloss website
  - Pick up 1 weeks' worth of paperwork forms per client per POS from our office
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**Paperwork is due every Monday by 10 am!**

- Any paperwork turned in after Tuesday 12 pm will be stamped late and will stay in the drop box until the following Monday.
- Late paperwork may cause a delay in you receiving payment for that time worked.

# Time Conversion Chart

<b>12-Hr AM / PM Clock</b>	<b>24-Hr Military Clock</b>
<b>12:00 AM (midnight)</b>	<b>0000</b>
<b>1:00 AM</b>	<b>0100</b>
<b>2:00 AM</b>	<b>0200</b>
<b>3:00 AM</b>	<b>0300</b>
<b>4:00 AM</b>	<b>0400</b>
<b>5:00 AM</b>	<b>0500</b>
<b>6:00 AM</b>	<b>0600</b>
<b>7:00 AM</b>	<b>0700</b>
<b>8:00 AM</b>	<b>0800</b>
<b>9:00 AM</b>	<b>0900</b>
<b>10:00 AM</b>	<b>1000</b>
<b>11:00 AM</b>	<b>1100</b>
<b>12:00 PM</b>	<b>1200</b>
<b>1:00 PM</b>	<b>1300</b>
<b>2:00 PM</b>	<b>1400</b>
<b>3:00 PM</b>	<b>1500</b>
<b>4:00 PM</b>	<b>1600</b>
<b>5:00 PM</b>	<b>1700</b>
<b>6:00 PM</b>	<b>1800</b>
<b>7:00 PM</b>	<b>1900</b>
<b>8:00 PM</b>	<b>2000</b>
<b>9:00 PM</b>	<b>2100</b>
<b>10:00 PM</b>	<b>2200</b>
<b>11:00 PM</b>	<b>2300</b>
<b>12:00:00 AM (midnight)</b>	<b>2400</b>

## **ADP INSTRUCTIONS FOR VIEWING PAY INFORMATION**

Steps for Setting up self service to view and print pay stubs and year to date information:

1. Login to ADP: <https://workforcenow.adp.com>
2. Select **Create Account**
3. Select **Find Me**
4. Select **“Your Information,”** then Enter your personal identification information: **(First Name, Last Name, D.O.B, Country, Social Security Number(No Dashes))**, Then click **“Search”**
5. Select **“Gloss PCA Corporation”**
6. Select **“Verify me using my Mobile Number”**
7. Enter Mobile Number, then press **“Verify Phone Number”** to Receive Verification Code
8. Enter the verification code sent to your Mobile Number, then press **“Continue”**
9. Add a frequently used email address and select whether it’s **“Work or Personal”**
10. Select **“Yes or No”** if it’s okay for them to text and/or call about your account, then press **“Continue”**
11. Create User ID and Password to access account
12. **Read and Check Box** to Accept terms, then select **“Create Your Account”**
13. **REMEMBER** to Save **USER ID** and **PASSWORD** to login and view pay information when needed.

**\*\*\* If you forget your user ID or password for your ADP login, you will have to reset it through ADP! Gloss does NOT have access to reset your login info for your ADP account! \*\*\***