

Welcome to TaleMed!

This package contains a few things to help get you started on your new career



HERE'S WHAT'S INSIDE:

- **2 Weekly Time Sheets** — Time sheets should be emailed to timesheet@talemed.com or faxed to 513.965.4209 NO LATER than Monday, 1 p.m. EST. Directions are also at the top of the time sheet.
- **2 Facility Performance Evaluations** — Have a manager or supervisor fill the evaluation out. Just simply fax it back to us at 513.774.0640. This evaluation will help with future job offers and assignments as well as assisting us in your annual evaluation.
- **Safe Harbor Plan** — Although you are not eligible to enroll in the plan until a completed 1 year of service and 1,000 hours defined by the Plan, it is never too early to start planning for your future.
- **401(K) Plan Highlights** — Information on how to start preparing for your own 401K Plan.