



Welcome to Windsor HR Services!

On Trac, Incorporated has contracted the services of a Professional Employer Organization (PEO) for some of its key Human Resources functions. Windsor HR Services, Inc. will be providing you these services, including payroll processing, the expertise of professional Human Resource consultants, risk management and worksite safety programs, and employee discount programs, as well as specialized benefit programs designed to meet individual client needs.

Initially, you may note some small differences in the way Human Resource matters are handled from other companies or organizations you have worked for in the past, but you will soon discover that PEO services bring a positive and rewarding change.

Your On Trac supervisor will be processing various informational and enrollment forms which you are required to complete for your official employment file. You will also be asked to provide documentation that proves both your identity and your eligibility to work in the United States. Examples of acceptable documentation are a US Passport; or state issued drivers license or photo ID, and a valid Social Security card. Please be aware that all documents presented must be current/unexpired originals. To help you chose the best document for identification, you may refer to page 5 of the federal Form I-9, Employment Eligibility Verification for a complete list of acceptable forms of identification.

We encourage you to take advantage of the many benefits available to you through Windsor HR Services, Inc. If you have any questions do not hesitate to contact your designated Windsor HR Services Representative at:

Dallas Headquarters **(800) 297-4962**

Southeast Office **(866) 898-4140**

Midwest Office **(316) 444-1232**

Again, welcome to the Windsor family of employees, and to On Trac, Incorporated. It is a pleasure to have you with us. If we can assist you in any way, please feel free to call. We are here to support *you!*