

# Welcome to G&A Partners!

As you may be aware, Focus Management Group (FMG), the company that provides your employer with HR, benefits and payroll services, was recently acquired by G&A Partners. This change in ownership will have minimal impact on you. Here is what you can expect:

- Your gross pay, payroll deductions and net pay will remain the same. If you are on direct deposit or use a pay card, that will remain the same, too.
- Your check will look slightly different as it will now be on legal sized paper and the FMG company name will be replaced with the G&A Partners company name.
- Your medical, dental, vision, life, 401(k) and other ancillary benefits, if any, will remain the same until open enrollment in March.
- You will now have access to your payroll information, including paycheck stubs, your time tracker and more, through G&A Partners' payroll portal WorkSight 2.0.
- The FMG team you work with will become part of G&A Partners and will continue to provide the same exceptional service that you have come to expect.

## Payroll Portal Access

As part of the new payroll portal implementation, all users will receive an email invitation to create their accounts in WorkSight 2.0, the online portal employees will use to review and update their personal information, as well as perform other employment-related functions. (View the “*Creating Your Account*” in the WorkSight 2.0 section of the [G&A Partners Technology Suite - Employee User Guide](#) for additional information.) Here is what you can expect:

- An email (from no-reply@cloud.gnapartners.com) will be sent from our WorkSight system on Sunday, January, 6, 2019, (if your email address is on file in our system). This email will include directions on how to access the employee self-service portal.
  - If your email address is not on file, you will not be able to log into or use any of the functions within WorkSight 2.0. If you wish to add an email address to your account in order to access WorkSight 2.0, either you or your manager will need to contact the G&A Partners Customer Care Center to add the email address to your profile.

Because the email is coming from a website, it may get caught in your spam folder so make sure to be on the lookout for it.

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- If you do not receive an email by Monday, January 7, 2019, please call customer care for assistance.

## Support

If at any point you need assistance, please contact our dedicated Customer Care Center using one of the options below and a member of the team will contact you as soon as possible.

- **Hours:** Monday – Friday | 7:30 a.m. - 7:00 p.m. CT
- **Phone:** 866-497-4222
- **Fax:** 866-917-1184
- **Email:** [customercare@gnapartners.com](mailto:customercare@gnapartners.com)