

Contact List Information January 28, 2025

Since various departments support different responsibilities, it isn't easy to know who to contact for a particular question. Below is a list of potential questions and who to contact. This is not meant to be an exhaustive list.

Your first stop as an employee should be your direct manager and your program manager.

Contact List:

| Question/Issue | Point of Contact | Note/Comment |
|--|--|---|
| Address Change | Payroll Emails for each company payroll@fusiononline.com payroll@pci-p.com | It is critical that we have a current home address. ALWAYS let payroll know when a home address changes |
| Time card/Charge Code | Payroll | All time reporting questions |
| Payroll/Leave | Payroll | Any questions about the actual pay should be addressed to payroll. For benefit deductions see benefits. |
| Change of Direct Deposit Bank Account | Costpoint Employee Self Service People > Employee Self Service > Payroll and Benefits > Direct Deposit | For fraud prevention and security purposes, direct deposit bank account information will not be updated via email request or phone call. All changes must be done by the employee in the Costpoint Employee Self Service. |
| Benefit selection, Enrollment, or Life Changes (All benefits EXCEPT 401(k)) Benefit Deductions | Benefits Website www.pcifsbenefits.com Email For Benefits benefits@pcifs.com | All benefit enrollment and selection is done via Benefits Solver. If you are new, there is a registration option. If you have login issues, contact benefits. |
| 401(k) | Principal https://www.principal.com/ | 401(k) contributions are set inside the Principal website. You can select either pre-tax (traditional) or post-tax (Roth) |
| FMLA/ADA/Disability | HR hr@pcifs.com | If you need to start any claims or have a specific issue, contact HR. |

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| Any other general HR/Employment related questions | HR hr@pcifs.com | All other employment related questions, contact HR |
| Expense Reports | Accounts Payable ap@fusiononline.com ap@pci-p.com | Expense reports are entered into the Costpoint expense system. For access or other expense related questions, contact AP |
| Reimbursement or non-travel Credit Card transactions | Manager/Program Manager for most questions Accounts Payable for processing questions | All reimbursements or non- travel credit card transactions should be entered on either a Check Request form or Credit Card form, submitted to your manager/program manager for approval. It is then sent to the AP team to be entered and paid if applicabe. |