

Huseby Employee Transition FAQ

General

What is Paycom?

Paycom is Esquire’s Human Resources Information System, which serves multiple needs. Paycom manages time tracking, paid time off, approving your paycheck, performance, and other employee self-service features. The equivalent at Huseby would be Paychex.

Will I still be able to access Paychex?

Your access to Paychex will remain active for certain purposes, including making updates to your contact information and viewing your past earnings statements, Form W-2s and benefit materials. Your login credentials will remain the same. Important notices will be posted here. For example, a Form W-2 will be posted in January with all earnings that Paychex processed for you in the previous calendar year.

What is Esquire’s payroll schedule?

Like Huseby, Esquire pays biweekly and on Fridays instead of Wednesdays. Esquire pays in arrears on the Friday following the end of the preceding pay period. Your first paycheck from Esquire will be on January 17, 2025. The 2025 payroll schedule can be found below.

Pay Period Beginning Date	Pay Period Ending Date	Pay Date
12/16/24	12/29/24	1/3/25
12/30/25	1/12/25	1/17/25
1/13/25	1/26/25	1/31/25
1/27/25	2/9/25	2/14/25
2/10/25	2/23/25	2/28/25
2/24/25	3/9/25	3/14/25
3/10/25	3/23/25	3/28/25
3/24/25	4/6/25	4/11/25
4/7/25	4/20/25	4/25/25
4/21/25	5/4/25	5/9/25
5/5/25	5/18/25	5/23/25
5/19/25	6/1/25	6/6/25
6/2/25	6/15/25	6/20/25
6/16/25	6/29/25	7/3/25
6/30/25	7/13/25	7/18/25
7/14/25	7/27/25	8/1/25
7/28/25	8/10/25	8/15/25
8/11/25	8/24/25	8/29/25
8/25/25	9/7/25	9/12/25

9/8/25	9/21/25	9/26/25
9/22/25	10/5/25	10/10/25
10/6/25	10/19/25	10/24/25
10/20/25	11/2/25	11/7/25
11/3/25	11/16/25	11/21/25
11/17/25	11/30/25	12/5/25
12/1/25	12/14/25	12/19/25

Will my seniority with Huseby be carried over?

Yes, Huseby tenure will carry over to Esquire, and tenure-based matters (e.g., vacation accruals and 401k vesting) will be based on your start date at Huseby. In other words, for all purposes, your start date at Huseby will be used to calculate available vacation time and vesting for the 401k.

Will my pay change (base compensation, bonus, commission, incentives, etc.)?

No. Your pay rate will remain the same as it was at Huesby. You may see a reduction in certain benefit costs, however, because equivalent Esquire’s benefit plans are less expensive than the plans at Huseby. Ultimately, this means that your net pay will likely be higher.

Will my sales commission plan change?

Salespeople will continue to be paid pursuant to Huseby’s existing commission plan.

How will Esquire support my learning and development?

Esquire is focused on empowering employees' growth and developing their knowledge, skills, and capabilities. Esquire offers a tuition reimbursement program to assist employees with relevant continuing education.

You will have access to the Esquire Learning Studio (ELS), which includes a catalog of courses from major content providers, such as Skillsoft, and Esquire-specific courses. You are welcome to contact Esquire’s Learning & Development desk to inquire about courses on other topics that may not appear in ELS. Esquire has access to a large library of courses and regularly adds courses to ELS.

Time-Off/Leave Accruals

How much paid time off will I receive when I transition to Esquire?

Unlike Huseby, which lumps sick and vacation leave together into one bucket of “paid time off,” Esquire offers multiple types of paid time off options, including:

- **Vacation leave:** In most states, vacation leave is front-loaded, meaning that your full amount of vacation leave is available to you beginning on January 1. Vacation leave for employees based in California, Colorado, and Massachusetts accrue on a bi-weekly basis, similar to Huseby.

Like at Huseby, you will earn additional time off for every five years you work at the Company. Esquire will honor your Huseby tenure, so you will have no loss of seniority when transitioning to Esquire.

During your first five years with Esquire, you will earn two weeks of vacation leave. Beginning in your sixth year of employment, you will earn a third week of vacation. Your vacation accrual will increase by one week every five years up to your fifteenth year of service and a maximum of five weeks of leave. If your current vacation allocation is higher than what is stated here, then you will retain that.

- **Sick leave:** Unlike Huseby, Esquire delineates sick time apart from vacation time. Every full-time employee is entitled to at least 40 hours of sick leave every January 1st. Some states, however, have different sick leave requirements that increase the amount of sick leave provided. Your sick leave is made available in a lump sum at the beginning of each calendar year, and you will be able to see the total sick leave available to you when you log into Paycom.
- **Paid holidays: GREAT NEWS!** Esquire provides two and a half additional paid holidays a year: MLK Jr. Day, the day after Thanksgiving, and Christmas Eve. In total, Esquire provides nine paid holidays, which are listed in a table later in this document.
- **Floating holidays:** Like at Huseby, you will receive two floating holidays at the beginning of each calendar year to use on any day that is meaningful to you. These days do not roll over to the following year and are not paid out when employment ends.
- **Paid parental leave: MORE GREAT NEWS!** Esquire provides special paid parental leave that was not available to you at Huseby as a benefit for all full-time employees beginning after 12-months of employment. You are entitled to up to 12-weeks of paid leave to care for and bond with a newborn child or newly adopted child. Paid parental leave is available to birth parents and non-birth parents alike and must be used during the first 12-months of the child’s life. The first six weeks must be used consecutively, while the second six weeks may be used consecutively or intermittently.
- **Other leave types:** Other types of leave are available on an “as needed” basis, including domestic violence leave, bereavement leave, jury duty leave, voting leave, and military leave of absence. Some of these leaves may be unpaid.

Where will I request PTO and track my time?

Hourly employees will clock in and out, and paid time off requests and approvals will be made in

Paycom’s self-service portal. Salaried employees are not required to clock in and out each day, but they will request time off and receive approval via Paycom.

What will happen to my Huseby paid leave when I transition to Esquire?

In most states, Esquire’s policy does not permit rolling over vacation time from one year to the next. In order to ensure you retain any previously rolled over vacation time, we are creating a special PTO policy to allow employees to roll over up to a maximum of 40 special PTO hours to Esquire. Any amount over 40 hours will be forfeited. You will be permitted to use those special PTO hours in 2025.

Before using the special PTO hours, you must first use the vacation and sick time awarded pursuant to the Esquire vacation policy in the employee handbook. Once you have exhausted your Esquire vacation and/or sick time, you will be permitted to use the special PTO hours. After 2025, any special PTO hours will be no longer be able to be used.

If you are in California, Colorado, and Massachusetts, all vacation time will be paid out by Huseby’s payroll provider prior to the changeover to Esquire’s payroll system. No PTO hours will roll over. You will begin afresh under Esquire’s vacation and sick leave policy.

Can I use the time that won’t roll over before the transition?

Yes, you may use your accrued leave before the end of 2024 if your manager approves the time off. Requests will be approved based on several factors, including department operations and staffing requirements.

How does Esquire handle paid vacation leave?

You will accrue vacation leave hours each pay period according to the chart below or as specified in writing by Esquire’s Human Resources department. The good news is that your total vacation leave hours are advanced to you each year so that you may use them as desired and approved throughout the year. For example, you may use a week of vacation in January 2025 even though you may not have yet accrued sufficient vacation time to cover that length of a vacation. At Huseby, you were not permitted to borrow against future time and were required to wait until vacation time was accrued to be able to use it. Esquire’s policy is more generous and allows for greater employee flexibility.

Months Employed	Bi-Weekly Accrual (Rate in Hours)	Maximum Vacation Hour Accrual Per Calendar Year
1 to 60	3.08	80
61 to 120	4.62	120
121 to 180	6.16	160
181+	7.70	200

All vacation accrued during the calendar year must be taken by December 31st. Time not taken by the end of the year will not roll over unless you are in California, Colorado, or Massachusetts.

How did you determine my new Esquire vacation accrual level?

You will be given the **higher of** your current vacation accrual level or the accrual level that you would be entitled to under Esquire’s vacation accrual policy. In other words, if you currently have three weeks of vacation at Huseby but would earn four weeks under Esquire’s policy, you will receive four weeks of vacation accrual at Esquire on January 1, 2025. No one will take a step back in terms of time off allotted.

How does Esquire handle paid sick leave?

Unlike Huseby, Esquire segments vacation and sick leave. Most regular, full-time employees receive 40 hours of sick leave every January 1st. Some states, however, have different sick leave requirements. Your sick leave is made available in a lump sum at the beginning of each calendar year.

You may not carry accrued sick days from one calendar year to the next unless carry-over is required under applicable state or local law. Unused sick days are forfeited when employment ends.

What are Esquire’s company-observed holidays?

Esquire provides nine paid holidays (listed below for 2025) and, like Huseby, two floating holidays, which may be used anytime with manager approval. Esquire recognizes two and a half additional days more than Huseby recognized, including Martin Luther King Day, the Friday after Thanksgiving, and a half day on Christmas Eve.

Holiday	Date
New Year's Day	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving	Thursday, November 27, 2025
Friday after Thanksgiving	Friday, November 28, 2025
Christmas Eve (1/2 day)	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
Floating Holidays (2)	Must be used by December 31, 2025

Benefits

How will my benefits be impacted?

Your Huseby benefits will end on December 31st, 2024. Benefits with Esquire will go into effect starting on January 1st, 2025. There will be no lapse in coverage. You will have an opportunity to select Esquire benefits during our open enrollment process October 27-November 10, 2024.

What benefits does Esquire offer?

Esquire provides a full range of benefits. Ahead of open enrollment, you will be provided with multiple resources to assist you in making selections that best meet your needs, including Esquire’s benefits guide, an explainer video, access to benefits counselors, and more. For a summary of Esquire’s offerings, see below:

For Your Health	For Your Wealth	For Your Lifestyle
<ul style="list-style-type: none"> • Medical and prescription drug insurance • Health savings account (HSA) • Dental insurance • Vision insurance • Flexible spending accounts (FSAs) • Critical illness insurance • Accident insurance • Hospital indemnity 	<ul style="list-style-type: none"> • 401(k) retirement plan • Voluntary short-term disability insurance (STD) • Long-term disability insurance (LTD) • Life and accidental death and dismemberment (AD&D) insurance 	<ul style="list-style-type: none"> • Legal insurance • Employee assistance program (EAP) • Identity theft insurance • Tuition assistance program

Esquire’s Benefits Are Less Expensive, Provide Richer Coverage, and Give You More Choices

Medical

Esquire offers three medical plans through Cigna: two PPO options and one high-deductible health plan. Each plan offers richer benefits than the similar Huseby plan, meaning that the **copays, deductibles, out-of-pocket maximums, and prescription costs are lower, and the coinsurance amounts are higher**. For most employees, the employee premium is lower than the most similar Huseby plan.

Dental

Esquire offers two dental plans through Cigna. The base plan is most similar to Huseby’s dental plan, and the enhanced plan offers a higher plan pay amount and coinsurance amounts and includes orthodontia for children.

Vision

Esquire offers an employee-paid vision plan through EyeMed with a \$10 eye exam cost, allowances for frames and contacts, and significant discounts for lenses and other services.

Supplemental Health (NEW!) You may choose to enroll in accident/injury, critical illness, and/or hospitalization insurance. These plans can help offset your medical deductible and other out-of-pocket costs in covered situations.

Spending Accounts (NEW!) Esquire offers medical health savings and flexible spending accounts. Additionally, you may choose to contribute to a dependent care flexible spending account. These tax advantaged accounts were not available at Huesby and if utilized, have the potential to provide you thousands of dollars in tax savings.

Life Insurance (Twice as Much Coverage!)

You will be covered by a \$50,000 life insurance policy, paid for by Esquire, as long as you are employed by the Company. You may choose additional life insurance for yourself, your spouse, and/or your dependents. This is twice the amount that was provided to you at Huseby.

Disability Insurance

Long-term disability insurance that pays up to 60% of your salary is provided by Esquire at no cost. You may choose to enroll in short-term disability insurance, which pays up to \$2,000 per week.

Tuition Reimbursement (NEW!)

If you have been employed for at least one year, then you are eligible for up to \$3,000 reimbursement per year for completing coursework or certifications that support your growth and development.

Additional Benefits (NEW!)

You may choose to enroll in and pay for legal insurance through MetLaw and identity protection through Allstate's InfoArmor. Additionally, Esquire offers access to an employee assistance program and 401k retirement plan.

How and when will I select my new benefits with Esquire?

By October 15, 2025, you will receive access to Paycom's self-service portal, which will allow for self-enrollment in Esquire-sponsored benefits during Esquire's open-enrollment period, October 27 - November 10. Esquire will provide more information about your benefits options closer to open enrollment, which will allow you to gain a better understanding of the benefits options and ask questions that you may have. These selections will have an effective date of January 1, 2025.

How long do I have to make my benefits selections?

You will select benefits during Esquire's scheduled open enrollment period, October 27 - November 10, 2024. This will ensure a smooth transition between insurance plans with no delay in coverage.

Outside of open enrollment, you may only change your benefits elections if you experience a qualified life event (QLE), such as loss of coverage or birth of a baby. Since your Huseby-provided insurance will end on December 31, 2024, you will experience a loss of coverage. Thus, if necessary, you would be eligible to select Esquire-provided benefits when you become an employee on January 1, 2025. Under

this scenario, you will have two weeks to select benefits, and your benefits will be retroactive to January 1st, 2025.

Who is the plan sponsor for Esquire's 401(k) plan?

Like Huesby, [Principal](#) is Esquire's 401(k) plan sponsor.

Will my Huseby 401(k) account transfer into Esquire's 401(k)?

Huseby's 401k plan will be merged into Esquire's plan. Beginning in December, Principal will transfer your account into Esquire's 401k. You will not need to do anything to make this happen and your retirement savings will be accessible through Principal in Esquire's plan.

To transition your account to Esquire's 401k plan, you will experience a blackout period, which is a timeframe in which you won't be able to make any transactional changes or be able to view your Huseby 401k account. You'll be receiving more information from Principal in the coming weeks on when the blackout period will begin.

What's going to be different?

Once your account transfers to Esquire's 401k plan, you will continue to use the same login information you already have, and Principal's website functionality will remain the same. You will have access to a new menu of low-cost investment options to choose from and will gain access to the Esquire plan's dedicated financial wellness consultant.

What resources will be available to me?

As part of Esquire's partnership with Creative Planning Retirement Services, you will have access to a range of no-cost financial education services including a dedicated financial wellness consultant who can help you develop a personalized approach to achieving your financial goals. These services include:

- Direct 1:1 consultation
- Financial Guide planning tool
- Webinars from Creative Planning
- Digital library at principal with additional resources

How will my money be invested?

There will be a wide range of investment options for you to choose from, including low-cost passive or index funds and actively managed strategies. We encourage you to speak with the financial wellness consultant if you'd like to learn more about these investment choices.

The plan's default investment option will be invested through Financial Guide; a customized managed account solution that uses technology to create a unique asset allocation based on your data. You may also choose to allocate your contributions yourself to the available fund options.

Does Esquire offer an employer match for my 401(k) contributions?

Esquire will match 0.25% for each 1% of the employee's contribution up to 6%. You will be automatically enrolled at a 6% contribution, and you may change your contribution level at any time through

Principal's website. While the match is less than Huesby's match, Esquire's 401(k) plan offers numerous benefits, such as individual financial counseling to help you achieve your retirement savings goals.

What is the vesting schedule for the employer match?

The employer match will fully vest after three years of service (1 year = 33% vested; 2 years = 67% vested, 3 years = 100% vested). Your date of hire at Huseby will be your seniority date at Esquire and will determine your vesting date.

The vesting period for your employee match at Huseby was complete after five years of service. That will change to Esquire's three-year period. If you've been employed for two years, then your employer match funds will be 67% vested instead of 40% vested.

What if I have more questions?

In the coming weeks, representatives from Creative Planning and Principal will host group webinars to discuss the features and services you will have access to. If you have specific questions regarding your account, you may contact Principal at 800-547-7754. If you have questions about rollovers, investment options, Roth/Pretax or other financial wellness questions, please contact Donna Morris at Creative Planning at donna.morris@creativeplanning.com