

Contact Sheet

FOR YOU

Human Resources	HRTeam@TandemHR.com	<ul style="list-style-type: none"> Employee relations, disciplinary action, separations Policy or compliance questions Hiring or onboarding support General HR questions and your default contact when you're not sure where to go!
Payroll	Payroll@TandemHR.com	<ul style="list-style-type: none"> Payroll processing questions Payroll reports or invoicing Employee garnishments Paid time off questions or changes
Benefits	Benefits@TandemHR.com	<ul style="list-style-type: none"> New insurance card requests Information on benefit offerings or plan details Open enrollment questions Qualifying life event (marriage, birth, aging off parent's insurance, divorce, etc.) insurance changes
Retirement	Retirement@TandemHR.com	<ul style="list-style-type: none"> 401(k) questions
Risk Management	WCnewClaims@vensure.com	<ul style="list-style-type: none"> Workers' compensation claims and questions
Unemployment Claims	Unemployment@VensureTPA.com	<ul style="list-style-type: none"> Unemployment claims support

FOR YOUR EMPLOYEES

Your Solution Center	YSC@TandemHR.com 630.468.9298	<p>Representatives are available to assist your employees with:</p> <ul style="list-style-type: none"> Paycheck questions (direct deposit or pay cards) PeopleHub account access Address updates <p>Display our YSC poster in common areas of your workplace – available in English and Spanish</p>
Verification of Employment	Visit theworknumber.com or call 800.367.5690	<p>The Work Number® by Equifax will provide automated income and employment verifications as needed. Instructions here in English and Spanish.</p>