

We're in the payroll *people* business!

## My Total Rewards Overview

Financial Benefits

Health, Medical, Prescription

Dental Insurance Benefits

Life and Other Insurance

Disability Insurance Benefits

Life and Family Benefits

Professional Development

Other Benefits

Intangible Benefits



## Top 10 Reasons Why... People Work for Southland Data Processing

### 10. Job security and fair compensation.

Money is usually not the primary factor influencing the selection of a job. But when fairness in compensation is combined with genuine appreciation for all team members and a commitment to help them grow and increase the value of their contributions, it makes a big difference. That means you can focus on great work and contributing to growth!

### 9. Commitment to a high-performance work environment.

High Performers are innovators, influencers, game changers and act like owners. They offer help and mentor others. They step up when needed without being asked. The impact creates new ideas, improved client satisfaction, a culture of innovation, a great place to work and the list goes on. If you're a high performer, you'll be in good company!

### 8. Our personal contributions make a difference.

We understand that when employees are part of something special, they're challenged to contribute and deliver their best effort. And we've gone a step further to create personal bonuses based completely on an individual's performance – regardless of the performance of your business unit or the company.

### 7. Being part of something special.

Yep, you read that right. We're doing something special and our internal culture is huge to us. We know that being part of "something special" must be deeper than just being part of the "company culture" or even the "social give-back programs" which are so popular. Our commitment to doing something special is impact positively the lives of our customers and our team members, as well as their families.

### 6. Recognition, rewards and respect.

Lots of companies have a core value related to "respect for all people." However, our commitment to recognition and respect is based on our beliefs and convictions. Our leadership regularly demonstrates recognition for team members' great work and contributions at all levels of the company – and we reward those contributions.

### 5. Encouragement to achieve full potential.

We're not only at work building the company – we're working on the growth path and opportunities that give you a long-term seat on the bus. This means having that stretch beyond the visible horizon and persistent encouragement to get better. It's also measured on-going career development that keeps you getting better – and more valuable!

### 4. Our work has real purpose and meaning.

We are committed to doing good for our Customers, our Community, our Colleagues and our Company. We believe everyone has unique talents and wants to excel and succeed by doing work that has purpose and meaning. So, we're also looking for new team members who want to do work that changes and influences lives for the better.

### 3. Co-workers who are gifted, talented and like family.

Companies with great employees are almost always surrounded by other gifted and talented co-workers. Their energy, creativity and enthusiasm feed off one another. They challenge each other to get better and more innovative. Friendships at PPC are a by-product of working toward common goals with people you trust – and are likable. 😊

### 2. Trust in leadership.

A company's culture is really a reflection of the leadership. Great employees stay because they trust that leadership has their back. They trust that leadership will make the best decisions for the company. They trust that when things go sideways, leadership will get the company back on course. Our leaders are committed to helping all of us win!

### 1. We love what we do.

If you've never experienced it before, it's possible for the passion you have for your work intersects with the vision and mission of the company where you work. It's at that point that your "work" and what the company stands for makes the work much more important. It makes what the company stands for worth protecting and fighting for. We deeply and truly believe in the work of OUR company and how we impact lives.

## Benefits and Total Rewards

Southland Data Processing takes pride in offering a benefits program that provides flexibility for the diverse and changing needs of employees.

SDP's Total Rewards and Compensation program clearly demonstrates a commitment to providing support and assistance in all stages of your life. SDP is committed to support the health and well-being of its employees.

## Health, Medical and Prescription Insurance Benefits

SDP's Total Rewards financial, health and wellness package includes,

- Health Insurance is offered through a company-sponsored Group Medical Plan from a nationally recognized Medical Plan carrier
- The Company offers eleven Medical Insurance Plan options to full-time employees
- Includes medical, hospitalization and prescription drug coverage
- This coverage is available to employees and their dependents
- Employees are eligible for health insurance following their enrollment period

- Prescription coverage is included in the Group Medical Plan

## Other Medical Benefits

- Teledoc Services provided through MDLive give you access to U.S. board-certified doctors online and/or by phone 24/7/365 – even for non-emergency help, such as for allergies, ear infections, common colds, etc.

## Dental Insurance Benefits

- Dental Insurance is offered through a company-sponsored Group Dental Plan and is voluntary for eligible employees
- The Company offers two Dental Plan options – a DHMO and a DPPO plan – to full-time employees
- Spouse or family dependent coverage is available

## Vision Insurance Benefits

- Vision Insurance is offered through a company-sponsored Group Vision Plan
- The Plan is offered through a nationally recognized medical plan carrier and is voluntary for eligible employees
- The Plan cover preventative care, as well as basic and major dental services
- Spouse or family dependent coverage is available

## Additional Insurance Benefits

- Group Term Life Insurance
- Supplemental Voluntary Life Coverage
- Supplemental Voluntary AD&D Coverage
- Long-Term Disability Coverage

## Financial Benefits

- Holiday Pay: Full-time employees are eligible for Holiday Pay
- Tax-deferred Savings: The Company offers a competitive 401(k) Retirement Plan to eligible full-time employees
- The 401(k) Retirement Plan offers a strong portfolio of multiple nationally-recognized investment options
- The Company provides a match up to 100% of your contribution up to 4% of gross wages.
- Overtime Pay: Some positions are non-exempt and eligible for Overtime Pay
- Variable Pay: Some positions are eligible to participate in the Company Commission Plan which will financially reward you for personal efforts that add value through a new or existing client
- Variable Pay: Some positions are eligible to participate in the Company Bonus Plan

## Competitive Wage and Salary Policy

- SDP has developed policies and procedures to ensure wages and salaries are comparable to those of other employees with similar jobs at SDP and in our industry.
- Our wage and salary policies are designed to attract and retain the best-qualified people available.

## Life and Wellness Benefits

SDP is committed to supporting healthy lifestyles, so the following are also offered to eligible, full-time employees,

- Paid Holidays
- Paid Time Off (PTO)
- Other Leaves of Absence
- Employee Assistance Program support services give you access to unlimited phone consultation, up to three (3) face-to-face counseling sessions for every member of your household and more.

## Intangible Benefits

Intangible rewards can only be delivered by a company and supervisors who care. Intangible rewards at SDP include praise, awards, honors, recognition, inclusion, etc. We take this seriously – here's how seriously and what else you can expect:

- Strong Corporate Culture
- Culture that Values Diversity & Inclusion
- Career Stability in an Established Organization
- Cross-training Opportunities
- Career Advancement Possibilities
- Strong Continuous Improvement Culture
- Performance Recognition
- Community Give-back Programs
- Green Sustainability Team Opportunities
- Healthy Leadership Team
- Caring, Qualified Colleagues and Leaders
- Servant Leadership Management Model

\* Eligibility for certain benefit options may be based on role, length of service or other criteria.

## Who We Are...

The Company's commitment to its team members is as strong as its commitment to its customers, and those commitments show in the Company's internal culture. The personal attributes described below are based on our Core Values, and each is essentially important for success on our team.

- **EXTREME OWNERSHIP**  
When you commit to do something, you do it decisively, responsibly and with urgency. You can be relied on consistently to lead by example and to get personally involved, as necessary, to accomplish the desired results; and, you are fully committed to the vision of your team and our partners. You have a personal and professional commitment to integrity and are committed to building trust at all levels - internally and externally.
- **SERVE WITH UNRIVALED PERFORMANCE**  
You demonstrate concern for meeting team and partner needs in a manner that delights. You love people and you show a passion for improving service delivery and a commitment to continuous improvement.
- **FUN, ENTHUSIASTIC & ENERGETIC**  
Regardless of the situation you know that a lighthearted, fun-loving spirit is just as important as any other core function of your role. You cooperate and work collaboratively toward solutions which benefit all parties; openly share ideas, innovations, best practices, as well as failures, so that others may benefit from your experience and anticipate needs and ensure others receive the information they require.
- **MAKE A DIFFERENCE**  
You approach your work with the mindset that each success, each achievement and each "win" of our team and our clients is yours as well. You come to work with a passion to do your job with accuracy and close attention to detail, because you know it matters to every employee impacted by a paycheck.
- **THIRST FOR KNOWLEDGE**  
Legendary football coach Lou Holtz said, "If you're not growing, you're dying." You understand the value in constantly evolving, and you have a thirst to grow and to expand your knowledge base. Our clients rely on us to be their partners and subject matter experts. We value learning and hire those who have a life-long thirst to grow and evolve.
- **RESOURCEFUL AND TAKES INITIATIVE**  
You are not afraid to find creative solutions for complex issues to get the best result possible for our clients and partners. You are constantly searching for new solutions, innovative ideas and more effective approaches.

Our Company Values are more than a statement or a poster on the wall – they are a standard. These are the characteristics and behaviors we believe are critical to our success. We strive every day to conduct our work in accordance with these values. We have an amazing culture because we are committed to protecting that amazing culture through servant leadership and high standards.

# More About the Southland Data Processing

## Meet Southland Data Processing

SDP was established in 1986 to help businesses streamline accounting and payroll, manage human resources, control cost and stay current with technology, laws and regulations. Today, the SDP

- Processes over 1.37 billion dollars in transactions each year
- Handles tax filings in all 50 states
- Always answers the phone, no voice mail during business hours
- Is SSAE 16 Type II (Soc I) Certified and Fully Bonded
- Donates to charities through our Give Back Program

## The SDP believes in...

- Our clients and helping them achieve their goals.
- Acting with honesty, integrity and transparency
- Serving with unrivaled performance and exceeding expectations.
- Showing resourcefulness, initiative and always striving to learn more.
- Taking extreme ownership for everything we do, especially when we mess up!
- Keeping things fun, energetic and enthusiastic!

## The SDP's Team Members...

- Serve with Unrivaled Performance
- Take Extreme Ownership
- Thirst for Knowledge
- Display Resourcefulness and Take Initiative
- Are Fun, Enthusiastic and Energetic
- And Make a Difference!

## Get More from Your Career

SDP will consider all qualified employment applicants without regard to race, color, religion, national origin, age, gender, gender identity, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Military Veterans are Encouraged to Apply





We're in the payroll **people** business!

- Payroll
- Human Resources
- Benefits Administration
- Workforce Management
- OSHA Compliance

## Where to Find Us...

### ► Corporate Office

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## Explore More...

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- [Working at SDP](#)
- [Rewards and Compensation](#)
- [Current Opportunities](#)
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