



January 1, 2026

Rhode Island Payment of Wages Act Notice

In accordance with the Rhode Island Payment of Wages Act, the Company is providing employees with the following information, as required.

The rate of pay and basis thereof (e.g. hourly, salary, commission, etc.), the specific application of any additional rates, and the employee's employment status and whether they are exempt from minimum wage and/or overtime will be communicated by the Supervisor/Hiring Manager at the time a job offer is made. Refer to the Kingsbridge Shared Services handbook and Rhode Island state supplement for information regarding:

- Allowances, if any, claimed for meals and lodging;
- The employer's policy on sick, vacation, personal leave, holidays, and hours;

The pay period each week is Monday to Sunday. You will receive payment for any jobs completed in a pay period on the second Friday after the last day of the event you worked. For example: If you work an event in the pay period of Monday, August 1st to Sunday, August 7th, a check or direct deposit will be issued on Friday, August 19th. Once you are onboarded as a W-2 employee, you will be able to view pay stubs and other payroll-related documents by navigating to the self-service portal either through the Paylocity mobile app or through your web browser: <https://access.paylocity.com>.

Deductions that may be made from the employee's pay:

- Federal Income Tax
- FICA Taxes (Social Security and Medicare)
- State Income Tax
- Temporary Disability Insurance (TDI)
- Any elected union dues, union 401k fund, or union medical plan elections for a union that an individual may be part of
- Any garnishment withholding for orders received by the employer - child support, creditor garnishment, tax levy, etc.
- Expense Reimbursements categorized as add-to-net (negative) deductions

If you have any questions, please contact:

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