



President Container Group

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March 28, 2020

Attention All Union Employees:

Effective Wednesday April 8, 2020 – 5pm

This further helps us in the fight against CoronaVirus and more to be streamlined in the future

There will NO LONGER BE PAPER SCHEDULES hanging in the hall way that can be taken from the cork board.

There WILL BE plexi-glass cases with the posted schedules for you to take pictures as needed.

There are 4 ways to receive your schedule:

1. Hallway – Plexi-glass cases
2. Mobile App (**Kronos Workforce Ready Mobile**) – instructions on PCG Employee Portal (under Kronos)
3. Online <https://secure.entertimeonline.com/ta/Default.login> - instructions on PCG Employee Portal (under Kronos)
4. E-mail – each time any changes are made to your machine schedule you shall receive a new email - PLEASE FILL OUT - The Contact Sheet located in the main employee entry to update all personal information and to include your email address (Mandatory) and check the box if you wish to have your schedule emailed to you each time it is changed or posted. Leave in the employee drop box at top of stairs to office.

Thank you – Be safe Be healthy

Corporate Headquarters

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