

General

What is MyMAREK?

MyMAREK is a new online tool to strengthen connections with all MAREK employees. Logging in will give you access to view your profile, update personal information such as addresses and phone numbers, customize language preferences (English or Spanish), stay connected to company news and more.

How do I access MyMAREK?

Access www.mymarek.com from any smart phone, tablet or computer with internet access.

I need to access my information but I don't have a smart phone, tablet or computer.

Your location is equipped with an employee kiosk and printer.

Are there system requirements to access MyMAREK?

MyMAREK is accessible from your web browser. Firefox and Safari are the preferred browsers, some functionality may not be available in others. Disable pop ups to view the system accurately.

What is my username?

Your employee ID number is your username.

I forgot my password. How do I reset my password?

Contact your local HR Representative during regular business hours.

How often will MyMAREK prompt a password reset?

MyMAREK passwords will expire every 6 months.

What are the MyMAREK password requirements?

MyMAREK passwords should be 12 characters, including at least 1 uppercase, lowercase and special character.

My information is incorrect. What can I do to correct it?

You can update your personal information in MyMAREK by selecting Personal Details on the menu or the Personal Info icon. Locked information will require you to contact your HR Representative (ex: social security number).

I moved, where do I update my address or who do I contact?

You can add, edit or update your address directly in MyMAREK and the system will notify the necessary departments (benefits, HR etc.).

Can I see my available PTO in MyMAREK?

Available PTO balances are visible in MyMAREK for all hourly, craft professionals. PTO balances are updated weekly after payroll has processed on Wednesday. Click the Absence App to view available PTO balance.

Benefits

When is the open enrollment period for 2020?



All elections and changes must be made by June 5, 2020.

Who do I enter as my contact?

In order to enroll dependents or add beneficiaries, you must first add **them as** contacts. In the Benefits module, spouses, children or beneficiaries must be added as contacts first.

When I am entering a new Contact in the system and it asks me for a relationship start date, what date should I provide?

If the relationship start date is before your hire date, enter hire date for relationship start date.
If the relationship start date is after your hire date, enter relationship start date as is.

Do I have to complete paper enrollment and MyMAREK online enrollment?

No, you only need to complete your benefits enrollment once through MyMAREK.

I don't see Employee +1. Why?

In MyMAREK we have redefined Employee +1. Your new options are **employee + children** or **employee + spouse**. If you wish to provide benefits for spouse and children, select **employee + family**.

What are flex credits?

Flex credits are dollars given to you by MAREK to help with your benefits premium.
Used Credits – Provided Credits = Your out of pocket deduction taken per pay period

What does “employee per pay” amount mean?

Employee per pay amount is the amount that will be deducted from each pay check.

What is the difference between Basic Life Insurance and Voluntary Life/AD&D?

Basic life insurance is the 30K life insurance provided by MAREK. Voluntary life is the additional life insurance you would like to add on top of the 30K. Ex: If you would like 45K life insurance, you would have 30K basic and would add 15K voluntary life for a total of 45k.

When will my benefits go-live?

July 1, 2020

Pay Stubs, Payment Methods & Withholdings

Where can I access my check stub?

Navigate to “Documents & Pay Slips” and select the check stub you wish to view.

I need to print my check stub but don't have a printer.

Your location is equipped with an employee kiosk and printer.

Can I edit my direct deposit information?

Yes, navigate to “Banking & Withholdings” then “Payment Methods.” If you add new direct deposit information in MyMAREK, previous direct deposit information will be voided.

I don't have checks, what else can I submit for my document of record?

The Payroll team must have verification to setup direct deposit with an account. This can come in the form of a voided check, verification document from your banking institute or an online banking record. If you are unsure what is acceptable, contact your local Payroll representative.

Memco assigned to MAREK

I am a MEMCO assigned to MAREK employee. How do I access my pay stub?

You are able to access your check stubs through the MEMCO Web Center.

<https://webcenter.tempworks.com/Memco/Account/Login>

Once logged in to your profile, you can access paystubs, W2's, or make changes to your personal information.

How do I access Tempworks?

If you do not have access to Tempworks, contact (713) 683-8996 for system access.

If you have your login information, click the link below.

<https://webcenter.tempworks.com/Memco/Account/Login>

MyMAREK Support

Who are the MyMAREK Champions in my location?

Atlanta

Jody Klodner
Mindy Griffeth
Andy Harber

Austin

Holly Maloney
Priscilla Garcia
Joe Gonzales

Dallas

Wendy Ybarra
Lisa Jose
Pablo Zarate

Harlingen

Krista Chapa
Ariana Gutierrez
Raul Barbosa

Houston

Yesenia Aguilar
Joaquin Lozada
David Schlater
Aurelio Flores
Whitney Martin
Josie Sepulveda
Kristina Velazquez
Randy Hageman
Robert De la Rosa
Andres Flores

San Antonio

Sandy Ramirez
Stacy Gunderson
Gabriel Garcia
Glenda Dupler

Blue Bell

SJ Fuentes
Gail Mensik

OFL

Juan Gonzalez

MBC

Brent Ballard
Corinne Jansen
Gail Davidson
Darla Latham
Cliff Marek
Gerardo Prieto
Fausto Tello

MEMCO

Azelia Imperial
Ignacio Lopez

Who is my HR Representative?

In MyMAREK, navigate to My Public Info and your HR Representative and contact information is listed at the bottom of your public information page under Representatives.