Manager Portal Outline:

**TABS:**

**Separation and Transfers**

Termination form

Change of Status form

**Injury on the Job**

Event of an Emergency

Incident Report

Incident Analysis form

**Who to Contact?**

Contact Page

**Vacation & Holiday Pay**

Explanation of Vacation

Explanation of Holiday

**401K**

Cash Disbursement Request

Rollover Request

Hardship Withdrawal Request

Beneficiary Form

Enrollment/ Change Form

**Arlington Mitsubishi**

FC Background

“Mitsubishi New Employee Packet”

3k Sales Pay Plan

Uniform Deduction

Service Retention

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Motor Company**

FC Background

**CJD**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Chevy Irving**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Chevy Galleria**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Nissan Duncanville**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**KIA Irving**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Nissan Irving**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention  
Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

Sales Retention Form

**Park Cities Volkswagen**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Young Chevrolet**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Richardson Volkswagen**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Rockwall Hyundai**

FC Background

HYUNDAI Sales Pay Plan

Uniform Deduction

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan

**Nissan Lewisville**

FC Background

2k Sales Pay Plan

3k Sales Pay Plan

Uniform Deduction

Service Retention

Sales Retention Form

Hourly Pay Plan

Service Advisor Pay Plan

Store Specific Manager Pay Plan