



4/22/2022 to 5/13/2022

SAPTOPIA CONSULTING, LLC

EMPLOYEE REFERRAL BONUS PROGRAM POLICY AND PROCEDURE

This information is being provided to inform & remind employees of our on-going employee referral program.

SAPTopia Consulting, LLC believes an effective way of increasing the success of hiring and retaining good people can fall in the hands of its own employees. The company encourages employees to refer friends, colleagues, and people you previously worked with for job vacancies. To reward employees for referring qualified candidates who subsequently are hired, SAPTopia Consulting, LLC pays the referring employee a cash bonus of \$1,000 for each successful referral made in accordance with the following general provisions. A current list of all open positions may be found on our website at <http://sap-topia.com/Careers.html>.

Referral Program Procedure: The referring employee must forward the qualified candidate's resume to his/her hiring manager for consideration. If the candidate's qualification meets the requirements of the open position, the hiring manager will contact the candidate and conduct a brief phone interview. If the candidate successfully passes the phone interview, a physical interview is scheduled. At this point the referring employee must complete an Employee Referral Form and submit it to the Human Resources Department.

Referral Bonus Payment Procedure: Employees who refer a qualified candidate who subsequently is hired and remains employed for at least six months are eligible for a referral bonus payment of \$1,000. This bonus is paid in two installments; (1) a cash payment of \$500 after the new hire completes three months of employment; and (2) a second cash payment of \$500 after the new hire completes six months of employment. All bonuses paid under this program are subject to tax withholding.

Referral Bonus Eligibility Criteria: No referral bonuses are paid for referrals of candidates who are rehires or persons returning from a leave of absence. To be eligible for either of the two-bonus payments described above, the referring employee must still be in the company's payroll at the specified dates. Additionally, to avoid possible conflicts of interest, referral bonuses are not paid for job candidates referred by management officials or employees working in the Human Resources Department. Any appropriate conduct related to this program will cause SAPTopia Consulting, LLC to deny bonus payments.

Enforcement Responsibility: In accordance with the job-posting program, all open positions for which employees can refer qualified candidates are posted in the lunchroom and at other designated locations and maintained by the Human Resources Department. The Department also is responsible for administering the employee referral program, including processing all referral forms and bonus applications and resolving any disputes.



Position(s) for which we are currently actively seeking qualified candidates:

SAPTopia Consulting, LLC has an opening for the position of **Sr. SAP Vistex Consultant** (Ref# SAP46KB) to work in The Colony, TX and various unanticipated locations throughout the U.S. Job Duties: Develop best practice solutions and knowledge base to further develop SAPTopia’s “On Demand” service for SAP Vistex. Analyze each technical requirement and design the solution with appropriate ABAP – RICEFW objects. Design and develop new data dictionary objects and programs. Enhance existing objects related to master data and transactional data. Import and export data from and to other SAP systems through Remote Functional Calls (RFC) and data objects. Integrate with third-party systems via various interfacing protocols to sync both master and transactional data. Work with Vistex ABAP developers to design new functionality and enhancements. Involved in a technical/functional consulting role for end-to-end Vistex software implementation cycles. Blueprint, design, and deploy Vistex solution for automation. Design system using SAP Vistex / ABAP programming based on requirements gathered during blueprint. Implement DMP, DMR, and IP modules end to end for clients/projects. Create enhancements and reports to capture vendor cost and customer price information for SAP and capture various other pieces from SAP / Vistex. Involved in configuration management, functional and technical designs, testing, and go-live and post go-live support. Perform unit testing and integration testing with third-party systems upon build and address any bugs/issue detected in the testing cycles. Involved in the completion of change requests in the Vistex area. Schedule periodic check points with users to make sure system changes comply to scope of the project. Use of Vistex SAP modules including IP (Incentives & Paybacks), DMP (Data Maintenance Pricing), and DMR (Data Maintenance Resources); SAP SD (Sales & Distribution), SAP MM (Materials Management), SAP ECC, SAP HANA, and SAP ABAP. Travel and/or relocation required.

Requirements: This position requires a Master’s degree or foreign academic equivalent in Computer Science, Information Technology, Information Systems, or a related field. Plus 2 years of experience in the job offered or 2 years in a related occupation including SAP Developer or related experience. Position requires 2 years of experience with Vistex and SAP ABAP. 40hrs/week.

To apply for the Employee Referral Program Bonus, please complete the Employee Referral Program Form and attach the potential candidate’s resume. Then, mail the completed package to the address below, ensuring to indicate the position for which you are referring the potential candidate. Mail to:

SAPTopia Consulting, LLC, Attn: HR/Re: Employee Referral Program
5433 Mountain Valley, The Colony, TX 75056

Or, drop off the completed package to the HR Department directly.

THIS INFORMATION WAS ALSO POSTED ON OUR WEBSITE FOR THE DATES INDICATED BELOW (printouts are attached).

I hereby certify this information has been posted in the following public area during the cited period to notify our employees of the employee referral program details and open positions:

Date Posted: _____ Date Removed: _____

Place where notice was posted: 5433 Mountain Valley, The Colony, TX 75056 –

X _____
Signed: Min Yu, Managing Partner



SAPTOPIA CONSULTING, LLC

Employee Referral Form

Name of Employee _____ Date _____

Department _____ Manager _____

Name of Person Referred _____

Relationship with Person Referred:

Colleague Friend Former Coworker Other _____

Date Referral Made _____

Referral for What Position _____

Resume Attached?

Yes _____ No _____

Completed Application Attached?

Yes _____ No _____

Contact Information for Referral

I believe the individual I am referring as a job candidate is qualified and interested in the position identified above. I understand that if this individual is hired as a result of this referral, I will be eligible for a referral bonus that will be paid out only after the individual has worked the necessary period of time specified for such referral bonus payments.

X _____
Employee Signature

Date