



*Official 2024
Aurora Quickbook*

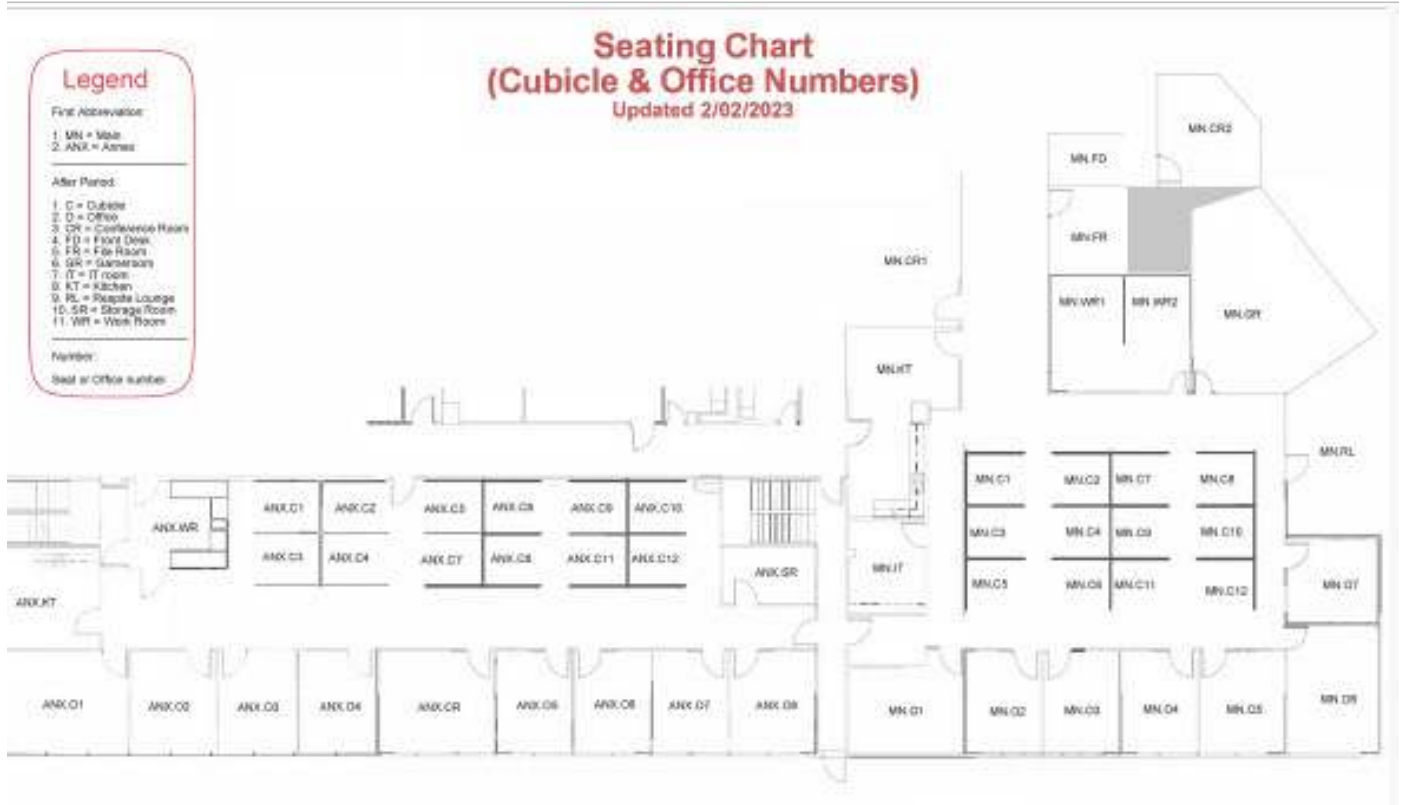
Name : _____

Table of Contents

- *Office Map & Locations.....*
1
- *Our Core Values*
2
- *Handbook Overview.....* 3
- *Aurora Website.....* 4
- *Microsoft & Adobe.....* 5
- *Harvest.....* 6
- *LunchDrop.....* 7



Office Map & Locations



Office Hours:

Engineers
8:30 AM - 5:30 PM

Admin
9 AM - 6 PM



Houston

2121 Sage Road, Suite 150
Houston, TX 77056

O 281.453.7700
F 281.453.7400

San Antonio

4040 Broadway, Suite 605
San Antonio, TX 78279

O 210.729.5060

Our Core Values

Aurora Technical Services, LLC was founded in 2015 by Rafael Ortega.

Aurora is a faith-based company, so our core values are faith-based as well.

Our values are:

- *Authenticity*
- *Faith*
- *Creativity*
- *Community*
- *Accountability*
- *Honesty*
- *Responsibility*
- *Pride*
- *Integrity*

Our founder holds these values to be a testament to our success.

Rafael Ortega, President



"Our values are what allow us to serve our clients.

Doing the right thing is what Aurora was founded on, and it is absolutely the secret to our success."

Handbook Overview

*Eligibility varies per policy. Please consult your handbook.

Medical

- Medical PTO- 40 Hrs, Can be claimed in the event of a serious medical event or hospitalization.
- Medical Reimbursement- Reimburses up to \$2,500 for Medical Expenses, Prescriptions, Vision and Dental.

Leave Policies

- Bereavement Leave- 1 day PTO after date of reporting in the case of a death in the family.
- Support Policy-Assists in up to \$1,000 for funeral or service expenses.
- Parental Leave- 40 Hrs, For the birth of a child or placement of a child in connection with adoption.
- Back to School- 4 Hrs, to assist employees in preparing for their child's return to school

PTO

- Paid Time Off- 40 Hrs, hours must be accrued before use.
- PTO should be scheduled 3 weeks in advance if possible.
- Rollover decisions need to be made by Dec 8th.

Aurora Website

- On the company website, you can access employee resources such as necessary documents and forms.
- Simply visit <https://www.auroratechservices.com>.

More Information

Home

About

Services

Projects

News

Contact Us

Careers

Employee Resources



• Scroll to the bottom of the home page.

- Here, you can access "Employee Resources." •
The password is "Aurora2015!"

• From here, you can access any documents or forms that you might need while you're here at Aurora!

Employee Policies

Find comprehensive guidelines and regulations that govern our workplace conduct, benefits, and expectations.

Employee Forms

Find all the necessary documents for various HR processes, including enrollment, requests, and updates.

PTO Request

Submit your requests for time off effortlessly and efficiently using our user-friendly platform.

Office Newsletter

Stay informed with the latest updates, news, and announcements from our organization.

Microsoft & Adobe



Using your Aurora email you will be able to sign into Microsoft Office365 and access all programs.

Make sure to pin your most used apps to your task bar.

**Right click on app and select pin to task bar.*

Get started by creating your email signature and adding the office calendar.

Vivian C. Kuhnt
Human Resource Intern



Aurora
Technical
Services, LLC
engineering + construction management

AURORA TECHNICAL SERVICES, LLC
[2121 Sage Road, Suite 150; Houston, TX 77056](#)
Phone: 281.453.7700 | Ext. 215 | Cell: 832.876.0678

Your name and position

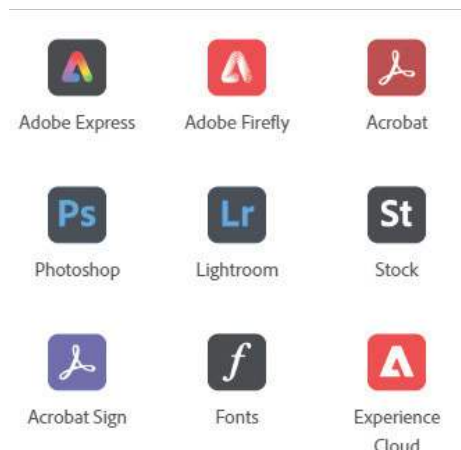
My Calendars

- Calendar - vkuhnt5@aurorat...
- Calendar - Human Resources
- Calendar - Aurora Calendar
- Birthdays

Your direct phone number

If needed, employees may acquire access to Adobe products.

**Please request access from IT.*



Adobe Express Adobe Firefly Acrobat
Photoshop Lightroom Stock
Acrobat Sign Fonts Experience Cloud

Harvest

- Navigate to: <https://www.getharvest.com/>
- Look in your work email for an invite to register. Bookmark the tab for later use.

Today: Wednesday, 10 Apr

Track time

[0003] Training - Admin (Aurora Technical Services)
General Admin
Orientation, On Boarding Forms

1:30 Start Edit

Total: 1:30

- For logging time, click the Green "Track Time" button. The tab shown below should open.

New time entry for Wednesday, 10 Apr

Project / Task

Aurora Technical Services
[0003] Training - Admin

General Admin

This is where you submit individual tasks.

0:00

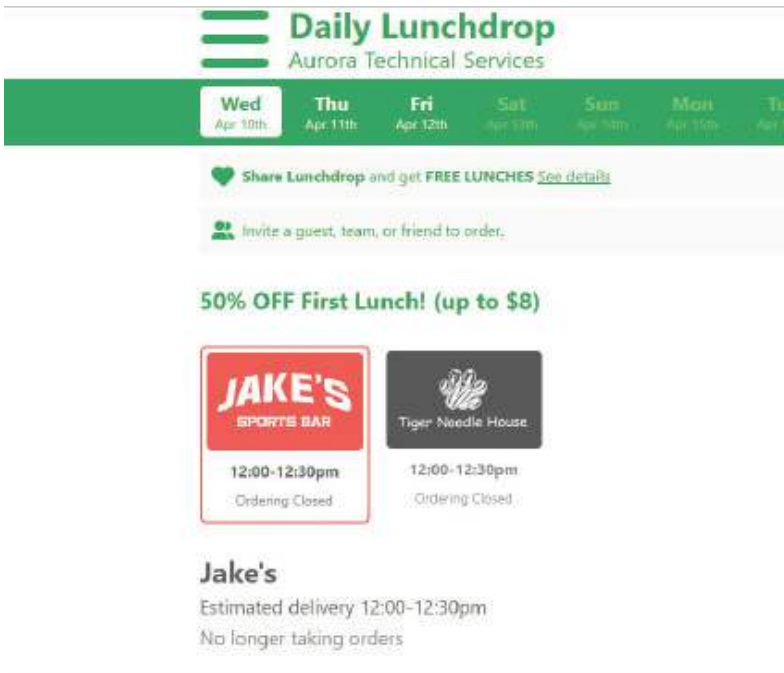
Start timer Cancel

[Pull in a calendar event](#)

- Time should be tracked by individual tasks. Scroll through the menu to find the appropriate project or department.
- In the comment, briefly outline what project you worked on. (For example, "Client Meeting")
 - Add hours worked in increments of 30 minutes (For example, 1:00, 1:30, or 2:00)

*Weekly Harvest Time Sheets are due every Thursday at 1:00 PM.

LunchDrop



- You can enroll in LunchDrop using our office address and your work email!
- This will allow you to receive weekly menus for the restaurants delivering.

- Office Address is 2121 Sage Rd #150, Houston, TX, 77056
- Simply go to: <https://www.lunchdrop.com>.

Drop Off

- Drivers will drop off food at the stand next to the security desk.
- Delivery time is often between 12-12:30 PM



We are so excited to
have you on board!!

If you have any questions,
feel free to contact your
supervisor, HR, or IT.

- HR: Ext. 225, 215
- IT: Ext. 246



Aurora
Technical
Services, LLC
engineering + construction management