

Welcome to Chicagoland Commissary

Based on the passion and great guest service potential that you demonstrated during the interview, we are excited to have you on our team. As a token of our appreciation, a dozen donut box is included in your welcome bag for you to fill with 12 delicious donuts today for you, your family and friends to enjoy. Your welcome bag also includes 3 white polos, 2 aprons, a hat/visor and a nametag. Let your manager know immediately if anything is missing from your welcome bag.



Important information, user IDs and passwords are listed below. You will need this information as part of your Initial introduction, training, and ongoing employment at Chicagoland Commissary. Note that you should never share any of this information with your fellow coworkers. If you every forget any ID or password, your manager can provide it to you or reset your passwords.

Store Phone: _____

Manager Phone: _____

Area Manager's Name: _____

Area Manager's Number: _____

Protocol is contact the manager at the store first and then the manager's personal number if you can't reach the manager at the store. If you can't reach the manager, then you can contact the area manager for emergencies.

Clock In/Out Number: _____

Dunbar/Cash Drop Number: _____

Dunkin U ID & PW: _____ / _____

Access Dunkin U at: <https://dunkinbrands.csod.com/client/dunkinbrands/default.aspx>

During your employment, you will routinely need to access the Chicagoland Commissary website through the link listed below. On the site, you will find the most recent handbook, blank availability sheets, the official employee meal policy, monthly CLC newsletters, the employee feedback link, and much more.

<http://www.clcdd.com/team-member-access/>

(PW: dunkinclc19)

By now, you already created your ID and reset your password for stratex as part of the new hire process. A link to stratex can be found on the CLC website or by accessing the link below. You will regularly use stratex to view your paystubs, update contact information, email address, request time off and more. If ever asked for a company code when logging into stratex, it is "dunkin." When making changes to personal information in stratex, you are required to enter a token number. This number is sent to you via text during the process of making changes.

Stratex: www.estratex.com/

Finally, if you know of a friendly, reliable and hard-working friend that would like to work for one of our many Dunkin locations, let us know. You receive a \$50 referral bonus if hired and after their 60th day of employment.