



## **SABG Employee Support – Frequently Asked Questions (FAQ)**

**Q: Whom do I contact for accounting-related support, such as Deltek Costpoint timesheets, expense reports, paycheck questions, 401(k), or PTO balances?**

A: Please email the Accounting Team at [accounting@sabg.com](mailto:accounting@sabg.com).

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**Q: Whom do I contact with security-related questions?**

A: Email our FSO, Kevin Niner, at [kniner@sabg.com](mailto:kniner@sabg.com).

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**Q: Who can help with HR-related questions, benefits, or employment verifications?**

A: Reach out to **Beth Rodriguez** at [brodriguez@sabg.com](mailto:brodriguez@sabg.com) or **Ellen Cartwright** at [ecartwright@sabg.com](mailto:ecartwright@sabg.com).

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**Q: Whom do I contact for recruiting support or employee referrals?**

A: Connect with **Angel Nguyen** and **Elizabeth Lesniak** at [recruiting@sabg.com](mailto:recruiting@sabg.com).

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**Q: How do I get help with ADP TotalSource?**

A: Call **ADP MyLife Advisors** at 844-448-0325.

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**Q: Whom do I contact for SABG corporate email or IT support?**

A: Email the IT department at [helpdesk@sabg.com](mailto:helpdesk@sabg.com).

*Note: This support is for SABG corporate email/IT issues only. For issues on government networks, please follow your site-specific protocol.*

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**Q: I'm still not sure whom to contact. What should I do?**

A: No worries! Email **Ellen Cartwright** at [ecartwright@sabg.com](mailto:ecartwright@sabg.com) and she'll help connect you with the right person.