
From: Matthew Jugan
Sent: Wednesday, 31 August 2022 18:04
To: Amber Lowe
Subject: RE: Diana Lemus; DD Auth

Hi Amber,

I don't separate the dds myself to send over, I simply forward over the request from esi once its been received. Sometimes ESI will send a dd request with only one ee attached, and sometimes there will be a few dds on a single email, but I don't do any altering to separate the dds before sending them to you.

Thanks,



Matthew Jugan
Payroll Supervisor

P: 800.409.8958 ext: 372114
D: 847.663.4333
A: 1751 Lake Cook Rd. Suite 600, Deerfield, IL. 60015
W: Vensure.com | LinkedIn | Facebook | Twitter | Instagram |

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From: Amber Lowe <amber.lowe@vensure.com>
Sent: Wednesday, August 31, 2022 7:28 PM
To: Matthew Jugan <Matthew.Jugan@vensure.com>
Subject: RE: Diana Lemus; DD Auth

I apologize if you misunderstood. It just made sense to keep them together, but if it is easier for you to separate them, than that is fine.

Thanks



Amber Lowe
Payroll Specialist

P: 800.409.8958
D: 847.582.485
A: 1751 Lake Cook Rd. Suite 600, Deerfield, IL. 60015
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From: Matthew Jugan <Matthew.Jugan@vensure.com>
Sent: Wednesday, August 31, 2022 4:11 PM
To: Amber Lowe <Amber.Lowe@vensure.com>
Subject: RE: Diana Lemus; DD Auth

Hi Amber,

If you are having trouble keeping track of the emails I would suggest maybe creating an outlook folder that you can drag them to when they come in, to keep more organized. We want to get them entered (for those that we can enter) as early as possible, so the prenotes can go through and come back,

I would also suggest creating an excel list when you are entering the direct deposits, those you are able to enter, and those you still need to go back and enter once the new hires and transfers have been entered.



Matthew Jugan
Payroll Supervisor

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From: Amber Lowe <amber.lowe@vensure.com>
Sent: Wednesday, August 31, 2022 2:05 PM
To: Matthew Jugan <Matthew.Jugan@vensure.com>
Subject: Re: Diana Lemus; DD Auth

would it be possible to send me all the DD at one time? It would make it easier than having 20 different emails.



Amber Lowe
Payroll Specialist

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From: Matthew Jugan <Matthew.Jugan@vensure.com>
Sent: Wednesday, August 31, 2022 12:02
To: Amber Lowe <Amber.Lowe@vensure.com>
Subject: FW: Diana Lemus; DD Auth

This is the start of a new list.

Thanks,



Matthew Jugan
Payroll Supervisor

P: 800.409.8958 ext: 372114

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From: Payroll <payroll@employmentsolutions.us>
Sent: Wednesday, August 31, 2022 10:03 AM
To: Matthew Jugan <mjugan@mvppayroll.com>
Subject: FW: Diana Lemus; DD Auth

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

For next week