
From: Cynthia Barrios
Sent: Thursday, 25 August 2022 12:05
To: Amber Lowe
Cc: Matthew Jugan; Jared Zunker
Subject: RE: BALMOD-SAT WE 8/20/222

Hi Amber-

We have a garnishments teams that enters withholding orders coming in. When the payroll generates garnishments checks, these should never be sent to the client since Garnishments is responsible for sending out the checks/payments out to the agencies.

The garnishment issue that you and I spoke about was in regards to an employee that was double deducted in error and not in relation to what transpired in this payroll thread. (That email is attached for reference)

This was an ongoing issue was something that Debbie from Garnishments and I were already working on, which was why I advised to please not reply and that issue was resolved.

I wanted to understand why you would send out the garnishments checks when you just confirmed that you were not given instruction nor do the client notes specify to do so. Please continue to refer to the PSG Client Notes and only send out reports/ACH/Live **PAYROLL** checks to clients as noted.

Possible issues that can arise, is that there would be duplicate checks (with the same check numbers) out being sent out to agencies. This can result in checks being bounced or returned as unpaid leaving both Vensure liable and the employees in bad standing as well.

Thank you,



Cynthia Barrios
Payroll Supervisor

P: 800.409.8958 ext: 372112

D: 847.582.4861

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: Thursday, August 25, 2022 11:21 AM
To: Cynthia Barrios <Cynthia.Barrios@vensure.com>
Cc: Matthew Jugan <Matthew.Jugan@vensure.com>; Jared Zunker <Jared.Zunker@vensure.com>
Subject: RE: BALMOD-SAT WE 8/20/222

Unfortunately, I was never given instruction as what to do in this situation. I checked the client notes and there isn't any mention of garnishments. I had never come across this situation before. I knew that I had always sent in the LOCATION checks, each file in all other instances. I assumed that it was same in this situation. Yesterday when we spoke about the garnishment, I followed your instructions and did not respond about anything to do with the garnishment; however, I was never told that when this payroll is processed there will be additional "Location" check in the documents, labeled garnishments and this is not to go to the client.

What is the impact that caused do to my sending this document? I don't fully understand the process in order to comprehend what the impact would be in this situation.



Amber Lowe
Payroll Specialist

P: 800.409.8958
D: 847.582.485
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From: Cynthia Barrios <Cynthia.Barrios@vensure.com>
Sent: Wednesday, August 24, 2022 6:14 PM
To: Amber Lowe <Amber.Lowe@vensure.com>
Cc: Matthew Jugan <Matthew.Jugan@vensure.com>; Jared Zunker <Jared.Zunker@vensure.com>
Subject: RE: BALMOD-SAT WE 8/20/22
Importance: High

Amber-

Please explain why you sent the client garnishment checks? Please show me where this was instructed to be done?

Thank you,



Cynthia Barrios
Payroll Supervisor

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From: Amber Lowe <amber.lowe@vensure.com>
Sent: Wednesday, August 24, 2022 6:12 PM
To: Balance Time Cards <balancetimecards@balancestaffing.com>
Cc: Cynthia Barrios <Cynthia.Barrios@vensure.com>; TimeBAL <timebal@mvppayroll.com>
Subject: RE: BALMOD-SAT WE 8/20/222

Payroll processed. No live checks



Amber Lowe
Payroll Specialist

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From: Balance Time Cards <balancetimecards@balancestaffing.com>
Sent: Wednesday, August 24, 2022 12:57 PM
To: Amber Lowe <amber.lowe@vensure.com>
Cc: Cynthia Barrios <Cynthia.Barrios@vensure.com>; TimeBAL <timebal@mvppayroll.com>
Subject: Re: BALMOD-SAT WE 8/20/222

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

Good afternoon,

This has been approved

On Wed, Aug 24, 2022 at 12:10 PM Amber Lowe <amber.lowe@vensure.com> wrote:

Out for review

Amber Lowe
Payroll Specialist



P: 800.409.8958

D: 847.582.485

A: 1751 Lake Cook Rd. Suite 600, Deerfield, IL. 60015

W: Vensure.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) |

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From: Balance Time Cards <balancetimecards@balancestaffing.com>
Sent: Wednesday, August 24, 2022 10:55 AM
To: Cynthia Barrios <cbarrios@mvppayroll.com>; TimeBAL
<TIMEBAL@mvppayroll.com>; Amber Lowe <Amber.Lowe@vensure.com>
Subject: BALMOD-SAT WE 8/20/222

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

Good Morning,

Please see the below pay file WE 8/20/2022.

Thank you

-Rebecca

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***** IMPORTANT PAYROLL MESSAGE ***** Due to September 5th, Labor day, please submit time cards at the end of business day [Friday 9/2/2022 no later than Tuesday 9/6/2022 by 9:00 am](#). Payroll checks will be distributed on Friday, 9/9/2022.

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