
From: Matthew Jugan
Sent: Monday, 29 August 2022 11:07
To: Amber Lowe
Cc: Jared Zunker
Subject: ESI DD Info Request

Hi Amber,

As requested, see below and attached.

Week 07.29



Amber Lowe

Chat

Files

Organization

Activity

LinkedIn



7/26 3:51 PM

hi amber- these are the dds i have listed for this week that need to be entered, can you confirm these have been entered?

	A	
1	Name	RF
2	Gabriel Gobert	
3	Zavonte Hill	
4	Lucy Alvarez	
5	Jose Carlos Beltran Olivas	
6	Rafael Rincon	
7	Daniel Campuzano	
8	Margarita Romero	
9	Arlene Canchola	
10	Brandon Rayburn	
11	Marco Napoles	
12	Brian Simpson	
13	Juan Jose Garcia	
14	Vanessa Cendejas	
15	Brandon Diaz	



Amber Lowe 7/26 4:02 PM

all of those have already been completed

7/26 4:09 PM

great- thanks!

Confirmation given that all have been completed.

Amber Lowe

Chat

Files

Organization

Activity

LinkedIn



7/27 1:30 PM

Hi Amber- FYI, ESI called and stated that for 3 of the people that were supposed to have dds this week, they received live checks for. This is because the dds were not yet entered into our system. Please make sure you are double checking that list and emails sent over. ill go ahead and get those entered now so i can reissue them as dds

A	B	C
Name	RPC	DOB
Gabriel Gobert		
Zavonte Hill		
Lucy Alvarez		
Jose Carlos Beltran Olivas		
Rafael Rincon		
Daniel Campuzano		
Margarita Romero		
Arlene Canchola		
Brandon Rayburn		
Marco Napoles		
Brian Simpson		
Juan Jose Garcia		
Vanessa Cendejas		
Brandon Diaz		

Amber Lowe 7/27 1:32 PM

Yes. Brandon Rayburn wasn't in the system and wasn't apart of new hires. He is listed on the DD report the same goes for Margarita Romero, as for Lucy Alvarez. That name doesn't ring a bell but i will double check. I believe that i replied back to you on all of the people

7/27 1:39 PM

see below , all 3 were on the new hire list for this week

A	B	C	D	E	F	G	H	I
1	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
2	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
3	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
4	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
5	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
6	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
7	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
8	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
9	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
10	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
11	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
12	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
13	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
14	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
15	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
16	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
17	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
18	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
19	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
20	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000
21	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000	1000000000

Type a new message

voids and make DD



Payroll <payroll@employmentsolutions.us>

To  Matthew Jugan



7/27/2022



Follow up. Completed on Thursday, July 28, 2022.
You replied to this message on 7/28/2022 9:34 AM.



CCF_000817.pdf
2 MB



[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.

Folder has not yet been updated.

Connected to: Microsoft Exchange



100%

Week 08.05

8/2 2:04 PM

hi amber- heres the list of dds that i received for this week, please make sure all of these are entered in prism , using the official bank documents and not the written in document

Name
Nicholas Pierson
Uriel Garcia
Bryan Arteaga
Francisco Aguirre
David Starrett
Johnathan Wilson
Richard Chagolla
Andrew Cordero
Araceli Aguilar de Carranza
Angel Gomez
Derrick Bailey
Vincent Monterroso
Anthony Torres
Magna Alvarez Rengifo
Esperanza Navarro
Jacob Kane

8/2 4:03 PM

hi amber-when you are back from lunch, can you advise on this prenote? where did this info come from

Completed	Page 1 of 1	Search	Search Next	Actions	REP-19938-02128334657322 actions	X
						
EMPLOYMENT SOLUTIONS, INC. Employee Direct Deposit Report Payroll Number 2022311 Pay Date 08/05/2022						
Employee ID	Employee Name	Employee Number	Transit Number	Bank Account Number	ACH Status	Deposit Amount
C46359	Magna Alvarez Rengifo	627-56-9658	122000247	*****0966	P*C	0.00
I41829	Jacob Kane	611-45-5689	121000358	*****3342	P*C	0.00
K27311	Sergio Valente Gonzalez	602-15-9658	122000247	*****0966	P*C	0.00
P46371	David Starrett	594-96-0933	263182817	*****8313	P*C	0.00

and please advise if the rest of the list is entered



Amber Lowe 8/2 4:07 PM

I recognize all of the names and have completed all of them except for Jacob krane. He is entered in but in prenote . I don't recognize the name you have highlighted

I emailed you back with complete for all of the names except for the one you have highlighted

I am coming back right now from lunch and I will double check.

I have already completed the list that you referenced above. I only used the printed form, but you can double check. They are all done except for Fransisco

8/2 4:18 PM

no need to respond while on lunch, just wanted to reach out before i forgot, you can address when back from lunch



Amber Lowe 8/2 4:20 PM

Yeah...LOL like i can see a message needing my help and not respond to you....I don't see that happening, however you are my supervisor and I will adhere to your request. To the best of my ability =)

8/2 4:31 PM

hi- looks like you are back, please enter francisco and advise on where that sergio gonzalez dd came from

8/2 4:52 PM

hi amber- im going to have to finalize esi soon so we dont miss any deadlines, can you advise if francisco has been entered and if sergio gonzalez was entered mistakenly?



Amber Lowe 8/2 4:52 PM

i am in training with Cynthia right now

8/2 5:01 PM

ok, as a reminder esi direct deposit deadlines for entry are tuesday afternoons so it is important that those are taken care of and completed on time so that there are not issues with payroll

i will enter francisco and look into sergio



Amber Lowe 8/2 5:47 PM

I have an app that monitors all of my activity and I was looking through and I believe that I finished everyone on the list. Is that correct?

What time is the deadline on Tuesday afternoon? Just for future reference? Is it PST?

Sergio Gonzalez entered in mistakenly? I am not sure how I would do that?

8/2 5:52 PM

MAGNA ALVAREZ RENGIFO
8894 CYPRESS AVE APT 5
RIVERSIDE, CA 92503-9213

16-24/1220 4450

Date _____

Pay to the Order of _____ \$ _____

Dollars

WELLS FARGO Wells Fargo Bank, N.A. California wells.fargo.com

For _____

⑆ 1 22000 247⑆ 6912970966⑆ 00 10 1

HR / Change / Employee Deposit Client: (296) EMPLOYMENT SOLUTIONS, INC.

Sergio Valente Gonzalez

Employee K27311

Status: Deposit Status Pay Types to Deposit:

Suppress Account Number Print: ☐

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
X	Checking	122000247	WELLS FARGO BANK N.A.	6912970966	All	Remaining Balance		Prenotification	08/01/2022

Magna's dd info was entered in for Sergio Gonzalez

and Nicolas Pierson and Francisco Aguirre were not entered

DDs should be entered once the new hires and transfers have been entered

Edited
for those that were unable to be entered previously



Amber Lowe 8/2 5:54 PM

You said you were entering in Francisco, I knew he wasn't done.

I don't think I am understanding. Did I enter them in too late, as previously believed or did I enter them in too early? I just did them when you sent them over. If the person is in the system already I thought that I was supposed to enter in the DD information for everyone but who wasn't in the system until Tuesday morning when the new hire list comes in and then I would enter them in, like I did today.

I must have wrote down the timeline in correctly. Can we go over the times that I am supposed to do things and have them done by? I don't want to be late, or early for that matter.

8/2 6:05 PM

that is correct, those that you can enter when sent over, you should enter. those that you cannot because they are not in the system yet, should be entered right after the new hires and transfers have been completed, so they are included on the payroll that gets processed every tuesday afternoon

8/2 6:18 PM

i went ahead and added nicolas pierson's and corrected sergio's, payroll has been finalized for esi

good to go over great hire payroll in a bit?



Amber Lowe 8/2 6:19 PM

Thank 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](#) |

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.