From: Matthew Jugan

**Sent:** Monday, 29 August 2022 11:07

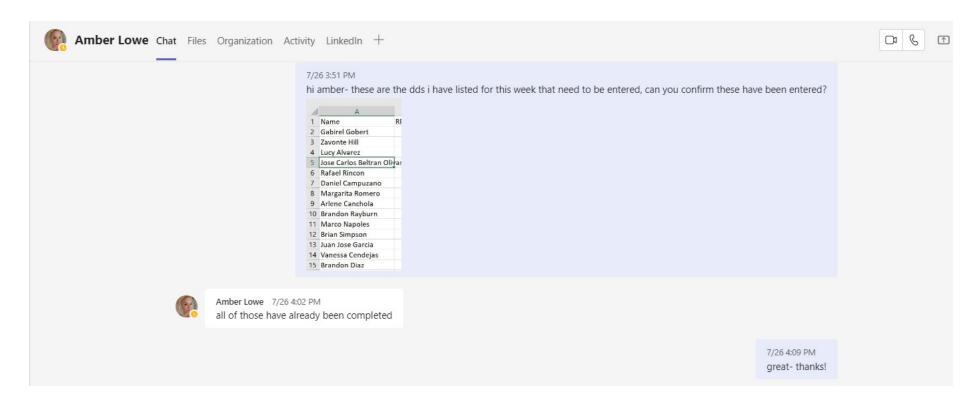
**To:** Amber Lowe **Cc:** Jared Zunker

**Subject:** ESI DD Info Request

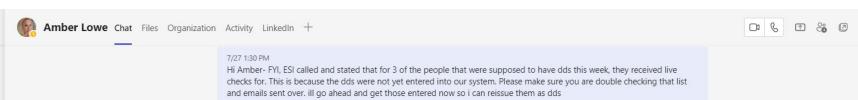
Hi Amber,

As requested, see below and attached.

Week 07.29



Confirmation given that all have been completed.



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

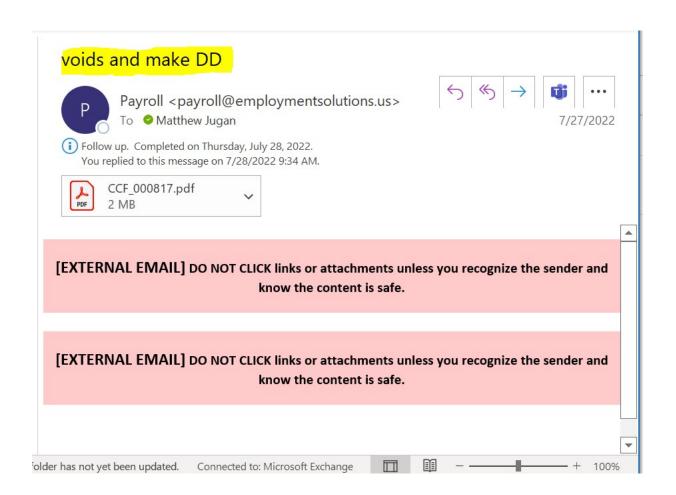


Amber Lowe 7/27 1:32 PM

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

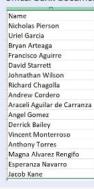




Week 08.05

## 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 offical bank documents and not the written in document



#### 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



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...l 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 don't 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 francsico 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?



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 to 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 nicholas pierson's and corrected sergio's, payroll has been finalized for esi

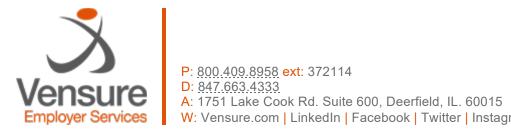
good to go over great hire payroll in a bit?



Amber Lowe 8/2 6:19 PM Thank you!

Thanks,

Matthew Jugan
Payroll Supervisor



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