

**From:** Amber Lowe  
**Sent:** Wednesday, 31 August 2022 12:03  
**To:** Matthew Jugan; Irma Camacho  
**Subject:** Re: The Crew (531) Payroll W.E. 08.28.22

I understand, Matthew. Thank you. It was my first time doing it. I now understand where to change the amount for the FedEx fee.  
Thank you,



**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](http://Vensure.com) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) |

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---

**From:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 12:00  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>; Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Hi Amber,

And for further clarification, that is not the fedex pay rate.it is the federal tax rate for supplemental wages. Although it says fedex in the line above, these are completely unrelated and different line items.

Delivery Method	FEDEX	FEDEX
Federal Tax Rate - Supplemental Pay		25.00
State Tax Rate - Supplemental Pay		
FSA Override Calculation Date		
FSA Reimbursement Batch	<input type="checkbox"/>	
Benefit Calculation Date		
Force Retirement to Zero	<input type="checkbox"/>	
Show Future Dated Checks On ESS	-- Select --	

	State Code	Supplemental Rate
+ x		

Thanks,



**Matthew Jugan**  
Payroll Supervisor

P: 800.409.8958 ext: 372114

D: 847.663.4333

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---

**From:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>

**Sent:** Wednesday, August 31, 2022 1:56 PM

**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>

**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>

**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Hi Amber,

The rate is still showing 25.00 I will go ahead and change it back to 22.00

ypoll  
ypoll  
scri  
ypoll  
y Da  
arte  
ar E  
L Pe  
mot  
mot  
liver

+  
x  
+  
x

emo

## Payroll / Change / Payroll Options

Client: (531) THE CREW, INC

### Payroll Options

Suppress ACH / Instant Pay

--Select--

ACH Earn Type Limiter

Blank

Suppress Earnings

--Select--

Suppress Deductions

--Select--

Suppress Arrears

☐

Suppress Garnishments

☐

Suppress Benefits Calculation

☐

Suppress Benefits Update

☐

Suppress Benefit Adjustments

☐

Suppress Client Approval

☐

Suppress Client Bill Pending

☐

Suppress Manual Checks

☐

### Delivery Method

FEDEX

FEDEX

Federal Tax Rate - Supplemental Pay

25.00

State Tax Rate - Supplemental Pay

FSA Override Calculation Date

FSA Reimbursement Batch

☐

Benefit Calculation Date

Force Retirement to Zero

☐

Show Future Dated Checks On ESS

-- Select --

Replaces A Scheduled Batch

☐

Apply Default T/S Hours

☐

	+	State Code	Supplemental Rate
>	x		



**Irma Camacho**  
Payroll Supervisor

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**From:** Amber Lowe <[amber.lowe@vensure.com](mailto:amber.lowe@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 1:50 PM  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Sounds good



**Amber Lowe**  
*Payroll Specialist*

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---

**From:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 11:49 AM  
**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Ok- Thank You Amber .

I will look at the changes and will get back to you.



**Irma Camacho**  
*Payroll Supervisor*

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**From:** Amber Lowe <[amber.lowe@vensure.com](mailto:amber.lowe@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 1:24 PM  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Cc:** Matthew Jukan <[Matthew.Jukan@vensure.com](mailto:Matthew.Jukan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Invoice is done, and the FEDEX payrate is put back at 22.00



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Payroll Specialist

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**From:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 11:17 AM  
**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>  
**Cc:** Matthew Jukan <[Matthew.Jukan@vensure.com](mailto:Matthew.Jukan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

This is not the section where you enter the FED EX fee.

This is for Federal Tax Rate Please change it to the previous number.

Delivery Method	FEDEX	FEDEX
Federal Tax Rate - Supplemental Pay		25.00
State Tax Rate - Supplemental Pay		
FSA Override Calculation Date		
FSA Reimbursement Batch	<input type="checkbox"/>	
Benefit Calculation Date		



**Irma Camacho**  
Payroll Supervisor

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**From:** Amber Lowe <[amber.lowe@vensure.com](mailto:amber.lowe@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 1:10 PM  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Cc:** Matthew Jukan <[Matthew.Jukan@vensure.com](mailto:Matthew.Jukan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

## Payroll / Change / Payroll Options

Client: (531) T

### Payroll Options

Suppress ACH / Instant Pay

--Select--

ACH Earn Type Limiter

Blank

Suppress Earnings

--Select--

Suppress Deductions

--Select--

Suppress Arrears

☐

Suppress Garnishments

☐

Suppress Benefits Calculation

☐

Suppress Benefits Update

☐

Suppress Benefit Adjustments

☐

Suppress Client Approval

☐

Suppress Client Bill Pending

☐

Suppress Manual Checks

☐

### Delivery Method

FEDEX

FEDEX

Federal Tax Rate - Supplemental Pay

25.00

State Tax Rate - Supplemental Pay

FSA Override Calculation Date

FSA Reimbursement Batch

☐

Benefit Calculation Date

Force Retirement to Zero

☐

Show Future Dated Checks On ESS

-- Select --

Replaces A Scheduled Batch

☐

Apply Default T/S Hours

☐

Accept

Cancel



**Amber Lowe**  
Payroll Specialist

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**From:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 11:06 AM  
**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

I'm sorry but when you say adjusted the rate to 25 ? not understanding

Did you click on the new Entry and added the delivery Fee ? because I don't see it in the invoice.

Invoice ()

THE CREW, INC.  
4506 BEEMAN AVE

STUDIO CITY, CA 91604-

Invoice 202243

Date 09/02/2022

Pay Period Ending: 08-28-2022  
Control Number: 531-202243

GROSS WAGES	10,877.70
SERVICE FEE (Incs.Taxes/WComp/Admin)	2,012.37
ACA FEE	48.36
LOSS FUND FEE	435.10
	-----
SUB-TOTAL ..	13,373.53
	-----
TOTAL INVOICE	13,373.53

PAYMENT TERMS: NET 21



## Bill Pending Events

Bill Date	Event Code	Description	Units	Bill A
<u>08/10/2022</u>	DEL	Delivery Fees	1.00	

New Entry

Close



**Irma Camacho**  
Payroll Supervisor

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**Sent:** Wednesday, August 31, 2022 1:00 PM  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Hi Irma, I went in and adjusted the rate of 22.00 to 25.00 for the FedEx fee.  
Ready for approval



**Amber Lowe**  
*Payroll Specialist*

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**From:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 10:52 AM  
**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Please add the fee of \$25.00 and recalculate and I will look at the invoice.



**Irma Camacho**  
*Payroll Supervisor*

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**From:** Amber Lowe <[amber.lowe@vensure.com](mailto:amber.lowe@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 12:49 PM  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Yes. I believe so. I have only done it once, but I will do it and do you want me to send you the invoice of just do a snippet?



**Amber Lowe**  
*Payroll Specialist*

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**From:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 10:48 AM  
**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>  
**Cc:** Matthew Jugan <[Matthew.Jugan@vensure.com](mailto:Matthew.Jugan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Hi Amber,

The payroll looks good but when they have live checks, we must add the Delivery Fee of \$25.00

Do you know how to add it in the Bill pending section ?



**Irma Camacho**  
*Payroll Supervisor*

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**From:** Amber Lowe <[amber.lowe@vensure.com](mailto:amber.lowe@vensure.com)>  
**Sent:** Wednesday, August 31, 2022 12:29 PM  
**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>  
**Cc:** Matthew Jukan <[Matthew.Jukan@vensure.com](mailto:Matthew.Jukan@vensure.com)>  
**Subject:** RE: The Crew (531) Payroll W.E. 08.28.22

Payroll / View / Payroll Summary Client: (531) THE CREW, INC.

**Payroll Summary**

Payroll Number: 202243

Description: 09-02-22 WEEKLY

Pay Date: 09/02/2022

Payroll Type: Regularly Scheduled

Pay Group: WEEKLY WEEKLY

Search

**Sort report by**

Pay Code	Position	Department	Location	Division	Shift	Project
Employee Name	Voucher#		Hours	Gross Pay	Gross Earnings	Taxes
Aldana, Mathew	004377		0.00	0.00	0.00	0.00
Alvarenga, Victor Manuel	004364		0.00	0.00	0.00	0.00
Anglin, Lovely	004355		0.00	0.00	0.00	0.00
Askew, Alexandra Frances	004340		0.00	0.00	0.00	0.00
Ayala, Gina Marie	004345		0.00	0.00	0.00	0.00
Baeza, Leticia	004375		0.00	0.00	0.00	0.00
Barbosa Ruiz, Agustin	004302		40.00	800.00	800.00	152.78
Barnett, Danielle M	004329		0.00	0.00	0.00	0.00
Bigger, Charlotte Lea	004324		0.00	0.00	0.00	0.00
Blackwood, Nicole Domonique	004321		0.00	0.00	0.00	0.00
Boyd, William	004318		0.00	0.00	0.00	0.00
Brooks, Kristopher	004305		34.17	516.30	516.30	80.64
Calderon, Abimael Reynaldo	004319		0.00	0.00	0.00	0.00
Castillo, Jacqueline	004335		0.00	0.00	0.00	0.00
Chaj Alvarez, Francisco Isai	004357		0.00	0.00	0.00	0.00
Contreras, Carlos	004362		0.00	0.00	0.00	0.00
Crosby, Trevor Wade	004327		0.00	0.00	0.00	0.00
Page 1 of 5	17		74.17	1,316.30	1,316.30	233.42
Report totals	84		604.57	10,877.70	10,877.70	2,023.61

Cancel Close Report

Payroll out for approval.  
Thank you,

**Amber Lowe**  
Payroll Specialist



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**Sent:** Wednesday, August 31, 2022 10:18 AM

**To:** Amber Lowe <[Amber.Lowe@vensure.com](mailto:Amber.Lowe@vensure.com)>

**Cc:** Matthew Jukan <[Matthew.Jukan@vensure.com](mailto:Matthew.Jukan@vensure.com)>

**Subject:** FW: The Crew (531) Payroll W.E. 08.28.22

**Importance:** High

Hi Amber,

Can you please process the Crew.

Let me know when the payroll is ready to review.



**Irma Camacho**  
*Payroll Supervisor*

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**From:** Info Grassroots <[info@grassrootsstaff.com](mailto:info@grassrootsstaff.com)>

**Sent:** Wednesday, August 31, 2022 12:13 PM

**To:** Irma Camacho <[Irma.Camacho@vensure.com](mailto:Irma.Camacho@vensure.com)>

**Subject:** The Crew (531) Payroll W.E. 08.28.22

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

Hi Irma,

The Crew (531) payroll for the week 08.22.22 through 08.28.22 has been finalized.

Employees Andrew Garcia, Jose Murillo, and Albert Vergara will be receiving live checks.

Let me know if you have any questions.

Thank you.