
From: Amber Lowe
Sent: Monday, 29 August 2022 14:03
To: Matthew Jugan
Subject: Re: New Hires

I completed the transfers before lunch , and because they were terminated with a different company, I rehired them at Great Hire, and updated the required information, confirmed SSN, DOB, addresses were updated (if needed). I updated the Location and WC codes, and tax information. Baruilo Gonzalez did not provide DD information and Carmella Espinoza did, and I entered it and set it prenote. Carmella Espinoza has an additional last name according to her I-9 documentation; However,, I did not update this information because all other paperwork only had Carmella Espinoza including her previous employment information and It was not requested. Both employees are now active under great hire 387.



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: Amber Lowe
Sent: Monday, August 29, 2022 11:44
To: Matthew Jugan <Matthew.Jugan@vensure.com>
Subject: RE: New Hires

Yes. I can. I am finishing up a late file right now . aS soon as I am done, I will do that



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From: Matthew Jugan <Matthew.Jugan@vensure.com>
Sent: Monday, August 29, 2022 11:43 AM
To: Amber Lowe <Amber.Lowe@vensure.com>
Subject: FW: New Hires

Hi Amber,

Please see attached 2 transfer requests from great hire, can you get these transferred over and demo info updated?

Thanks,



Matthew Jugan
Payroll Supervisor

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From: Leticia Romero | Great Hire HR <leticia@greathirehr.com>
Sent: Monday, August 29, 2022 12:27 PM
To: newhire <newhire@mvppayroll.com>; Matthew Jugan <Matthew.Jugan@vensure.com>
Cc: Rocio Davila | Great Hire HR <rocio@greathirehr.com>
Subject: New Hires

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

Good Morning,

Please add the following employees into Prism. There was an issue with their SSN that didn't allow us to enter.

Braulio Gonzalez – CR Creative
Carmela Espinoza – ACME Janitorial Services

Thank you,



Leticia Romero / Payroll Assistant and Claims Manager
leticia@greathirehr.com

Great Hire, Inc.
Office: 562.735.0035 x 807
www.staffingagenciesca.com