**CATHY’S EVERYDAY DUTIES**

1) ALL DAILY DUTIES AS A RECEPTIONIST: FILING, COPYING , SCANNING

- CHECK PHONE MESSAGES, RETURN CALLS, OR IF NOT TRANSFER THOSE CALL MESSAGES TO RIGHT PERSON.DAILY MESSAGE WOULD BE 35-40 CALLS, IF MISSING ONE DAY , ALL PHONE MESSAGE WOULD REACH TO 90 TO 100.

- ANSWERING TELEPHONE CALLS AND PASSING THEM ON

2) MAILS – I GET HUNDREDS OF MAILS DAILY. I HAVE TO SORT IT AND DISTRIBUTE THEM

3) VERIFICATIONS

\*\* PRIORITY : INCOME WITHHOLDING ORDERS AND VERIFICATION FROM COUNTIES, REGULAR VERIFICATIONS FROM 3RD PARTIES THRU FAX, PHONE AND EMAIL. FOR ALL ENTITIES EXCEPT CFR.

- PHOTOCOPYING AND PRINTING OUT DOCUMENTS ON BEHALF OF OTHER COLLEAGUES :

FROM KIRTY – SCANNING OF INVOICES

4) INCOME WITHHOLDING ORDERS/GARNISHMENTS – ALL ENTITIES EXCEPT CFR

\*\* 25-30 WITHHOLDING ORDERS IN THE MAIL, SOME DAYS OF THE WEEK, , I HAVE NEVER BEEN ZEROED OUT ON THESE GARNISHMENTS. DAILY BASIS I ALWAYS HAVE GARNISHMENTS TO PROCESS. ON THESE GARNISHMENTS WHETHER ACTIVE OR TERM, HAS TO BE RESPONDED, THERE IS A TIME FRAME FOR IT.IF ACTIVE, GOT TO PROCESS IT , NOT THE PAYMENT SIDE BUT THE PAPER WORKS. AT THE END OF THE DAY, IT HAS TO BE SCANNED AND EMAILED TO ALIMAC FOR PAYMENT.

5) MONTHLY REPORTING TO BUREAU OF LABOR:

PAY PERIOD OF THE MONTH WHICH INCLUDES THE 12TH DAY ON TOTAL EMPLOYEES, TOTAL PAYROLL, TOTAL HOURS FOR: NCV, CVD, WCD, VANMEL , AV INC , INCLUDING CFR BUT ONLY FOR INDIANA, FLORIDA, ILLINOIS, WISCONSIN, \* **THE CFR REPORT** TAKES A LOT OF MY TIME TO COMPLETE BECAUSE I HAVE TO DO IT MANUALLY. CFR IS IN ISOLVED.

6) QUARTERLY REPORT /MULTIPLE WORKSITE REPORT FOR ALL ENTITIES:

NUMBER OF EMPLOYEES, QUARTERLY WAGES OF WORKSITES FOR EACH MONTH. ALL JACK IN THE BOX, DENNYS, AAP, SANTEX AND THEN \* **CFR**