



Disciplinary Consultation

EMPLOYEE CONSULTATION FORM

Employee Name: Jonathan Co

Date: 02-21-2025

Description of Problem / Issue

Individual continues to have issues on submitting timecards in a timely manner. I received another phone call from accounting while in training for locked timecards that were waiting for submission. Individual's name was included again as timecards not being complete or waiting for approval to unlock timecards. This has been an on going issue as it was discussed and documented with a training consultation in the prior month.

Details of Action to be Taken

The individual has been briefed on the importance of completing timecards in a timely manner. A disciplinary consultation is being given out due to not meeting the company standards and policies. During our last conversation, I asked if there was anything I can do to assist Jonathan in making sure timecards are completed and his response was "No." The Individual has been briefed that all documentation including timecards are to be completed in a timely manner. If problems continue, individual will be suspended or terminated for the inability to meet company standards and policies.

Employee's Input / Comments

No additional comment

Employee Signature:

Jonathan Co

Date: 02-21-2025

Digitally signed on record

S3S Representative Signature: John Gonzales

Digitally signed on record

Date: 02-21-2025