

**Re: Immediate Action Requested – Missing Timesheet Hours From Last Week- 345650**

Samuel Grasser <Samuel.Grasser@theservicecompanies.com>

Tue 4/4/2023 8:36 AM

To: Hisamoto, Garrick <Garrick.Hisamoto@sodexo.com>; Arlene Deleon <Arlene.Deleon@theservicecompanies.com>; Dart, Krista <Krista.Dart@sodexo.com>; HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>; Lerma, Joey <Joey.Lerma@sodexo.com>

Cc: HSTimeSlips <HSTimeSlips@theservicecompanies.com>; Staffing Deployment Team <deployment@theservicecompanies.com>

Hi Garrick,

Thank you, it was still showing as pending in our system but we have listed her as a no-show for the 3 days.

**Sam Grasser**

Assistant Operations Manager, Hospitality Services  
The Service Companies

**O:** 909.328.8261 **M:** 909.264.9097

**E:** Samuel.Grasser@theservicecompanies.com

[theservicecompanies.com](http://theservicecompanies.com)

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**From:** Hisamoto, Garrick <Garrick.Hisamoto@sodexo.com>

**Sent:** Tuesday, April 4, 2023 7:55 AM

**To:** Arlene Deleon <Arlene.Deleon@theservicecompanies.com>; Dart, Krista <Krista.Dart@sodexo.com>; HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>; Lerma, Joey <Joey.Lerma@sodexo.com>

**Cc:** HSTimeSlips <HSTimeSlips@theservicecompanies.com>; Staffing Deployment Team <deployment@theservicecompanies.com>

**Subject:** RE: Immediate Action Requested – Missing Timesheet Hours From Last Week- 345650

This person did not work for us. I thought I sent in a timecard with zero hours

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**From:** Arlene Deleon <Arlene.Deleon@theservicecompanies.com>

**Sent:** Monday, April 3, 2023 2:10 PM

**To:** Dart, Krista <Krista.Dart@sodexo.com>; Hisamoto, Garrick <Garrick.Hisamoto@sodexo.com>; HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>; Lerma, Joey <Joey.Lerma@sodexo.com>

**Cc:** HSTimeSlips <HSTimeSlips@theservicecompanies.com>; Staffing Deployment Team <deployment@theservicecompanies.com>

**Subject:** Immediate Action Requested – Missing Timesheet Hours From Last Week- 345650

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**External sender**

Check the sender and the content are safe before clicking links or open attachments.

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Hi,

It has been discovered that we have not received a completed timecard for your location. Please use the link below to submit the hours. We would need the hours submitted as soon as possible as our payroll is currently on hold until we receive this timecard. Hours will be auto-validated based on the hours that were originally ordered.

After the completion of the workweek (Monday - Sunday), you can submit timecards via email to [deployment@theservicecompanies.com](mailto:deployment@theservicecompanies.com) and [HSTimeslips@theservicecompanies.com](mailto:HSTimeslips@theservicecompanies.com) the hours can be submitted via the link provided in the original email. We request that timesheets are turned in no later than Sunday to ensure we can process our payroll in a timely manner.

**Arlene DeLeon**

Operations Specialist, Hospitality Services

**O:** 415.308.0124

**E:** [arlene.deleon@theservicecompanies.com](mailto:arlene.deleon@theservicecompanies.com)

[theservicecompanies.com](http://theservicecompanies.com)