Re: USC - TIME & ATTENDANCE - TIMESHEET PHOTO

Marlen Ramirez Munos <Marlen.Munos@theservicecompanies.com>

Tue 4/4/2023 6:16 AM

To: Louis Jr. <lovinglouis90@icloud.com>

Cc: **HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>**

HI,

Did you not work 3/28, 3/29, and 3/30?

Marlen R. Munos
Regional Manager Southwest, Hospitality Services | Los Angeles CA

The Service Companies
2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

C: 562-756-1026

O: 562.393.8319

E: marlen.munos@theservicecompanies.com

THE SERVICE COMPANIES
SERVICE. ABOVE ALL

From: Louis Jr. <lovinglouis90@icloud.com>
Sent: Monday, April 3, 2023 11:09 AM
To: HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>
Subject: USC - TIME & ATTENDANCE - TIMESHEET PHOTO

VALIDATE: 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue, even from a trusted person; 2) suspicious file type or file name. ACT: create new message to sender, do not reply, and seek validation if suspicious: create new message to sender, do not reply, and seek validation. Trusted sender? add them to our trusted list, https://tsc.fyi/TrustedSender

USC Auxiliary Services

BI-WEEKLY TIME REPORT (MANUAL TIMESHEET)

Name: _____
Employee Number: _____
Unit / Department: EVK / Hospitality
Period Covered: _____
Account #: CA101048

Name: Louis McA Doc Jr.
Employee Number: _____
Unit / Department: EVK / Hospitality to
Period Covered: CA101048

Date	Day	Shift Start	Out for Meal Period	In from Meal Period	Shift End	REASON	Regular Hours 1 x Reg. Hourly Rate	Overtime Hours 1.5 x Reg. Hourly Rate	Doubletime Hrs 2 x Reg. Hourly Rate	Meal/Rest Prem 1 x Reg. Hourly Rate	Total Hours
	Thursday										
3-31-23	Friday	7:02 Am	11:30 Am	12:20 Am	3:30 Pm				M	M	
	Saturday										
	Sunday										
	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
	Saturday										
	Sunday										
	Monday										
	Tuesday										
	Wednesday										

***Hours worked excludes unpaid meal breaks and includes paid rest breaks.

	Hourly Rate	Total Hours
Totals		

I certify that the hours recorded are an accurate record of hours worked and that I took the meal and rest periods I am entitle to by law.

I certify that this time report is an accurate statement of hours worked.

Employee or Student Signature/Date   Supervisor Signature/Date

Please Note:
More than TWO unexcused missed punches / punch corrections in one payperiod may result in disciplinary action.
Refer to the University Policies Web Page for policies concerning overtime compensation and required rest and meal breaks at policies.usc.edu. Auxiliary Services SOPs on Timekeeping and Meal/Rest Periods can be found at auxiniranetusc.edu.

Please Initial ► I was provided all rest periods that I am entitled to under USC policy
Please Initial ► I was provided all meal periods that I am entitled to under USC policy

Hours are reported and paid in the nearest tenth of an hour as follows:
1-6 minutes = .1
7-12 minutes = .2
13-18 minutes = .3
19-24 minutes = .4
25-30 minutes = .5
31-36 minutes = .6
37-42 minutes = .7
43-48 minutes = .8
49-54 minutes = .9

Please Attach your timesheet photo - Submitting hours does not guarantee payment, this helps TSC collect and confirm your hours

Re: USC - TIME & ATTENDANCE - TIMESHEET PHOTO

Samuel Grasser <Samuel.Grasser@theservicecompanies.com>
Mon 4/10/2023 12:17 PM
To: Louis Jr. <lovinglouis90@icloud.com>;**HS Los Angeles & Orange County**
<hslaoc@theservicecompanies.com>

Hi Louis,

Marlon reached out to you after you submitted a timesheet with only the 31st to ask about these dates and you responded that you called out on the 30th. We will now submit these days and your payment will be issued on Friday 4/14.

Thank you,

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

From: Louis Jr. <lovinglouis90@icloud.com>
Sent: Monday, April 10, 2023 11:50 AM
To: HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>
Subject: USC - TIME & ATTENDANCE - TIMESHEET PHOTO

VALIDATE: 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue, even from a trusted person; 2) suspicious file type or file name. ACT: create new message to sender, do not reply, and seek validation if suspicious: create new message to sender, do not reply, and seek validation. Trusted sender? add them to our trusted list, https://tsc.fyi/TrustedSender
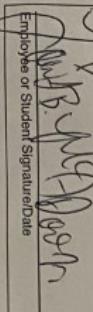
28-29
Didn't get registered or paid for

USC Auxiliary Services

BI-WEEKLY TIME REPORT (MANUAL TIMESHEET)

Name: **Louis McAdoo Jr.**

Employee Number:

Unit / Department: **EVK / Hospitality**

Period Covered: _____ to _____

Account #: **CA101048**

- [ ] Non-Exempt or Union Employee
- [ ] Student
- [ ] College Work Study

Date	Day	Shift Start	Out for Meal Period	In from Meal Period	Shift End	REASON	Regular Hours 1 x Reg. Hourly Rate	Overtime Hours 1.5 x Reg. Hourly Rate	Doubletime Hrs 2 x Reg. Hourly Rate	Meal/Rest Prem 1 x Reg. Hourly Rate	Please Initial — I was provided all rest periods that I am entitled to under USC policy.	Please Initial — I was provided all meal periods that I am entitled to under USC policy.
	Thursday											
	Friday											
	Saturday											
	Sunday											
3·21·23	Monday / Tuesday	7:19 am	11:23 am	12:02 pm	3:35 pm						LM	LM
3·22·23	Wednesday	7:09 pm	11:30 am	12:12 am	3:31 pm						LM	LM
3·23·23	Thursday	7:04 am	11:30 am	12:12 am	3:30 pm						LM	LM
3·24·23	Friday	7:34 am	11:50 pm	12:11 pm	3:30 pm						LM	LM
3·25·23	Saturday	7:05 pm	11:47 am	12:20 am	3:30 pm						LM	LM
—	Sunday	—	—	—	—							
—	Monday	—	—	—	—							
3·28·23	Tuesday	7:04 am	11:25 am	12:12 pm	1:57 pm						LM	LM
3·29·23	Wednesday	7:25 am	11:30 pm	12:02 pm	3:35 pm						LM	LM

***Hours worked excludes unpaid meal breaks and includes paid rest breaks.

	Hourly Rate	Total Hours
Totals		

I certify that the hours recorded are an accurate record of hours worked and that I took the meal and rest periods I am entitle to by law.

_____
Employee or Student Signature/Date

I certify that this time report is an accurate statement of hours worked.

_____
Supervisor Signature/Date

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Please Attach your timesheet photo - Submitting hours does not guarantee payment, this helps TSC collect and confirm your hours

Sent from my iPhone