



New Employee Checklist

Name: Victoria McPherson

Date: 8/31/2016

Position: 760-403-97856

Phone Number: Cart Att

GCC:  **Complete** Notice to Employee:  **Complete**

I9 Page #1:  **Complete**

Taborca Onboarding:  **Complete**

Jobvite:  **Complete**

I9 Page #2:  **Complete**

E-verify #:  **Complete** 20162451501209N

Background Check #:  **Complete** 93352630

Orientation Date: \_\_\_\_\_

Jobvite update:  **Complete**

Signature: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Cart  
fo.  
Victoria J McPherson  
15774 Sueno Lane #6 Victorville, CA 92394  
760-221-0426  
[victoria.mcpherson@gmail.com](mailto:victoria.mcpherson@gmail.com)

## OBJECTIVE

I am seeking a position within an organization that will effectively utilize my experience, in addition to growth and new challenges.

## Professional Experience

2015 – Present

- **Pilot J / Cinnabon**
  - Cashier for both Cinnabon and the Flying J Fuel Line
  - Maintain an accurate count of the cash drawer
  - Close out register at the end of my shift
  - Prepare register for the next shift

2014-2015

- **Chevron Extra Mile**
  - Cashier
  - Followed store safety procedures
  - Maintained sanitary working conditions
  - Stocked supplies
- **Wal-Mart Supercenter**
  - Seasonal Cashier
- **Golden Corral**
  - Cashier
  - Host
  - Cleaned restaurant during closing

2010-2012

- Volunteered with the youth softball, football and cheer team in my area.

## Education

2013-2014

- Victor Valley College, Victorville, CA

2009-2013

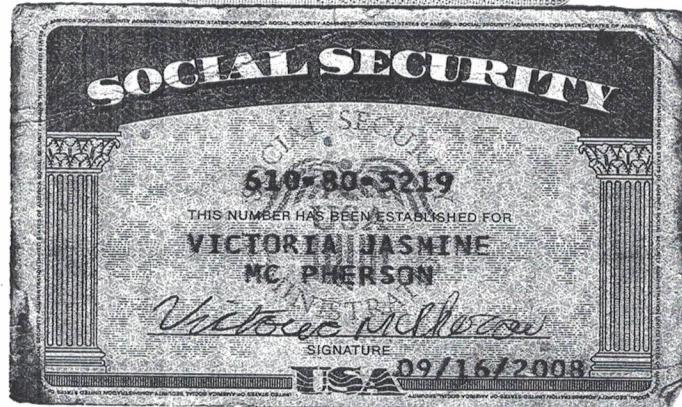
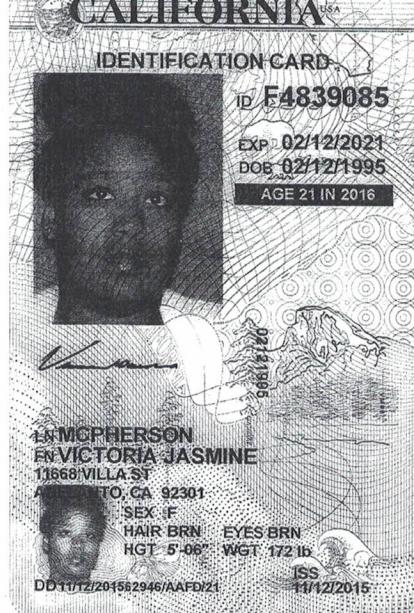
- Silverado High School, Victorville, CA - Graduated 2013

## Achievements:

- Academic Honor Roll 2012-2013
- Played on high school softball team
- Employee of the month at Chevron Extra Mile.

## Computer Skills:

Proficient with Microsoft word, excel, PowerPoint and the internet.





Acrobat Outsourcing  
Corporate Headquarters  
665 Third Street, Suite 415, San Francisco, CA 94107  
Phone: 415-431-8826 | Fax: 415-431-1580  
www.acrobatoutsourcing.com

## GLOBAL CASH CARD FORM

New

Replacement

Cancel

Today's Date 08 - 31 - 2016

Last Name

McPherson

First Name

Victoria  MI

Address

15774 Sunco Inn  Apartment #  b

City

Victorville  State  CA  Zip Code  92394

Social Security Number

610-80-5219

Date of Birth

02-12-1995

INFORMATION TO BE COMPLETED BY ACROBAT REPRESENTATIVE ISSUING CARD  
INCLUDE A PHOTOCOPY OF THE CARD WITH THIS FORM:

ACCOUNT NUMBER (16-digits)

4853-4001-8560-2648

Branch Office:

Completed By:

VMeyer

Global Cash Card | 7 Corporate Park, Suite 130 | Irvine, CA 92606 | CSR: 1-888-220-4477

Payroll Statements can be viewed online at: [www.globalcashcard.com](http://www.globalcashcard.com)

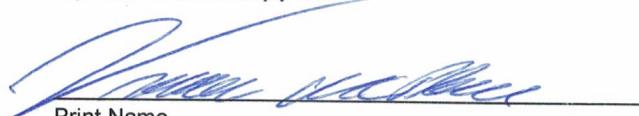
I hereby release Acrobat Outsourcing the following information to establish my Global Cash Card account and enroll into an automatic payroll deposit. I authorize Acrobat Outsourcing to debit/credit my account. I have verified my information above and understand that any cash card charges incurred are my responsibility. I agree to the terms and conditions under which Global Cash Card Prepaid ATM Card is issued.

Please agree to the following:



By selecting this check box, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

I also acknowledge it is my responsibility to enter the correct **Bank Transit Number and Account Number** as to where I want my payroll funds deposited. I understand that if I enter incorrect information that it may delay or prevent my payroll funds being deposited to my accounts. I also acknowledge that any **Bank Transit Number that begins with the number 5 is NOT a valid Bank Transit Number** and **WILL** prevent my payroll funds from being deposited into my account. I understand that when Payroll receives the funds back through the banking system it will be paid on the next available pay date.



Print Name

 G8-2916  
Employee Signature Date

## NOTICE TO EMPLOYEE

*Labor Code section 2810.5*

### EMPLOYEE

Employee Name: Victoria McPherson

Start Date: 8/31/2016

### EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### WAGE INFORMATION

Rate(s) of Pay: \$10 Overtime Rate(s) of Pay: \$15

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY