



## New Employee Checklist

Name: Elizabeth Paniagua

Date: 9-7-16

Position: Server (E)

Phone Number: 951-322-9900

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

I9 Page #1: ☒ **Complete**

Taborca Onboarding: ☒ **Complete**

Jobvite: ☒ **Complete**

I9 Page #2: ☒ **Complete**

E-verify #: ☒ **Complete** 20162561422251<W

Background Check #: ☒ **Complete** 93953592  
*Search orders*

Orientation Date: 9/11/2016

Jobvite update: ☐ **Complete**

**GLOBAL CASH CARD FORM**

New



Replacement



Cancel



Today's Date

08 - 07 - 2016

Last Name

Paniagua

First Name

Elizabeth

MI

N

Address

3034 Wicklow Drive

Apartment #

City

Riverside

State

CA

Zip Code

92503

Social Security Number

610 - 48 - 6616

Date of Birth

07 - 15 - 1991

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

ACCOUNT NUMBER (16-digits)

4853 - 4002 - 1781 - 1241

Branch Office:

SB

Completed By:

Vincent

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.

Elizabeth N. Paniagua  
Print Name

E. Paniagua  
Employee Signature

8/7/16  
Date



# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: Elizabeth Paniagua

Start Date: 9-7-2016

## 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