

**WEEKLY PAPERWORK PROCEDURES**

**AS OF 3/1/15**

**EMAIL TO THE OFFICE BY 11am MT ON WEDNESDAY**

**Send to** **paperwork@blendedstar.com**

**Use subject line: Per \_\_\_\_\_ Wk\_\_\_\_\_ Weekly Paperwork (***i.e.* **Per 1 Wk 1 Weekly Paperwork)**

* Blended Star **Weekly Controls Report & Weekly Expense Tracker** (excel file with all 4 weeks)
* **Aloha Sales Report** (All totals should match your totals on your Controls Report- make sure to double check)
* Any **Invoices (except FOOD Invoices), Packing Slips, Bills**, etc sent to the store (please HOLD and send all at once on Wendesday). Please KEEP original invoices at your store, filed with weekly paperwork. All bills and slips should be signed and dated for approval. Whenever possible, send invoices with totals (i.e. Office Depot), not just packing slips.
* **Actual vs. Theoretical** Food Cost Report
* **Current Schedule** Excel File
* Payroll Weeks Only- **Aloha AssocTSheet $-SS#** (Payroll Report). Make sure dates are correct: 2 weeks Wed-Tues. Print to .PDF, do not send in hard copy or keep printed at store due to sensitive information.

*NOTE: If there are any eRs or Aloha issues that cause Weekly Controls Report to be incomplete, please HOLD all paperwork except Payroll until Controls Report is ready. Make sure to notify Jason/DM/AM if you are unable to send by 11am. If you find an error after emailing your paperwork, please make sure to write REVISED in the subject line so we know it is updated.*

**TURNED INTO DM AT WEEKLY MEETING:**

* **All HR/Payroll Forms not in Snag a Job- Payroll Change Forms, Write-Ups, Rate Changes, etc-** Give original to DM and they will sign if necessary then send to office. Keep copy of write up at store as well.
* **Expense Tracker with Paid Out slips stapled to Tracker**
* **Envelopes with store # and Per # Wk# containing:**
	+ **Signed Credit Card Slips**
	+ **Deposit Slips** (pink copies ONLY with Bank Stamp - in order by day)
	+ **Employee Meal Receipts- signed**
	+ **All Free Smoothie Cards/Coupons/Insider Rewards stapled by Cashier by Day** (if no physical coupon provided, print receipt and write code or coupon type at time of redemption)
* **PAYROLL WEEKS ONLY:**
	+ **Original schedules for 2 weeks** (showing any adjustments/changes/markups). Please hold and send 2 weeks together.
	+ **Punch Edit Report -** Signed by ALL employees and turned in the **following** payroll period once signatures are complete

**EMAIL TO THE OFFICE WHEN RECEIVED THROUGHOUT WEEK:**

* **New Hire Paperwork**- if not in snag a job or Employee Information Updates- email to **hr@blendedstar.com**
* **Legal Notices** (Send original with that week’s paperwork)- **accounting@blendedstar.com**
* **Temporary Sales Tax Forms/Remittance -accounting@blendedstar.com**
* **Any other official company documents/letters you receive**

**Contacts:**

* **Weekly Paperwork- paperwork@blendedstar.com** *- Copies HR/Payroll, Accounting, Pam, Jason, DM's and AM's*
* **HR/Payroll- hr@blendedstar.com-** *Kristina McGee*
* **Bills, Sales, Check Requests, etc- accounting@blendedstar.com -** *Valerie Byrne*
* *Unsure where to send? Use paperwork@blendedstar.com*

*\*In cooperation with the Blended Star "Paperwork Reduction Act of 2015"---Do NOT send anything you have already scanned and e-mailed in your weekly paperwork except for expense tracker or legal notices.\**