

Monthly Folder Paperwork

1- HR/Payroll Folder:

- Paper New Hire Packets
- Manager Phone Log
- Employee Warnings
- Any Other Pertinent Paperwork for Employees

2- Time Clock Adjustment Forms:

3- Store to Store Transfers

4- Monthly Checklists

5- Misc

6- Weekly Paperwork:

- WISR
- Control Sheet
- Invoice Log Report
- Sales Discount Analysis
 - Printed off Subway Partners Website
- Deposits
- Paidouts
 - Staple to standard sheet of paper
- PFG Invoice