

Billy Geltmaker

From: S. Bagwell
Sent: Tuesday, May 27, 2014 8:39 AM
To: Brandywine 14
Cc: Billy Geltmaker; Chance Ragains; Lee Baase; Leslie Henderson; Melissa Stivers; Richard Lintker; Sharon Dixon; Sherry Crim; Web Brainerd; Nick Kirkstan; Renae; Ruth Phillips
Subject: Re: Nightly Paperwork 5.26.14

I believe this is caused by the closing manager taking the hours when they are completing the nightly reports and not allowing for all of the hourly employees (including management) to finish their shifts.

SOP:

Going forward this additional time must be accounted for. Please use your best guesstimate and add the time to reflect what will be the true hours for the day. Please go back through this week and make all of the corrections needed.

The following day the hours will need to be re-verified and corrected on the nightly sheet. The only exception to this would be Thursday night. Since this is the end of week the report can not be finalized until all employees are clocked out. So this will be the last thing you do before leaving.

Thanks,

Scott Bagwell, V.P. of Operations
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New Albany, IN 47150
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On Tue, May 27, 2014 at 8:20 AM, Brandywine <brandywine@alianceent.com> wrote:

It is 212.75.

Ruth Phillips, Manager

Xscape Theatres, Brandywine 14

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