

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585496

Vendor Name: Banner Personnel Service Inc

Invoice Number: 37057

Invoice Date: 10/19/19

PO Number:

Check Number: E0079760

Check Amount: \$ 1,297.80

Check Date: 04/08/2020

Department ID: 00461

Reviewer Name:

Voucher Number: V0616865

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Tue Apr 07 14:25:11 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Attached Document

From: flores@cod.edu
Sent: Mon Apr 06 16:37:55 CDT 2020
To: zerrudom@cod.edu,invoicing@cod.edu
CC:
zerrudom@cod.edu,jacobsond@cod.edu,llong@bannerpersonnel.com,linares@cod.edu,collsend@cod.edu
Subject: Re: Unpaid OLD Banner Invoices - need approval ASAP

Please see attached approved invoices with GL numbers.
Thanks,
Cesar Flores

From: Collsen, Dana
Sent: Monday, April 6, 2020 9:39 AM
To: Linares, Priscila; Flores, Cesar
Cc: Zerrudo, Maria; Jacobson, Daniel; Laura Long
Subject: RE: Unpaid OLD Banner Invoices - need approval ASAP

Priscila and/or Cesar,
We have been notified once again by Banner that the Registration Department still has unpaid Banner Invoices dating back to October and November. I have resent these unpaid invoice messages several times to your department. I have also rechecked with Accounts Payable, and been told that none of these invoices have been received to their attention for payment.

Please provide all 4 of these unpaid invoices with the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment ASAP.

Thanks,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Collsen, Dana <collsend@cod.edu>
Sent: Wednesday, March 18, 2020 9:22 AM
To: Linares, Priscila <linares@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>; Collsen, Dana <collsend@cod.edu>
Subject: RE: Unpaid Banner Invoices

Priscila,

Banner has just notified HR that these invoices from your departments staffing services have still not been paid (Some are very

Banner has just notified HR that these invoices from your departments staffing services have still not been paid (Some are very old!). Please **recheck** that you have submitted these for payment to Invoicing or Maria Zerrudo. If not, please provide the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment ASAP.

Thank you,
Dana Collsen

From: Collsen, Dana
Sent: Monday, February 24, 2020 11:16 AM
To: Linares, Priscila <linares@cod.edu>
Subject: FW: Unpaid Banner Invoices

Priscila,

Per Accounts Payable, these Invoices are still needing approval for your department's staffing needs. Please submit to A/P: Invoicing@cod.edu or Marivic Zerrudo zerrudom@cod.edu for payment upon approval.

Thank you for your assistance,

Dana Collsen
HR/Administrative Assistant
Ext. 2639/SRC2134

From: Collsen, Dana
Sent: Thursday, February 6, 2020 9:34 AM
To: Linares, Priscila <linares@cod.edu>
Subject: Banner Invoices

Priscila,

Please see attached Banner Invoices for your department's staffing services, and submit to A/P for payment upon approval.

Thank you,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

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Remit To:



Banner Personnel Service, Inc.

7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

RECEIVED

FEB - 5 2020

HUMAN RESOURCES

Branch Name: Naperville

Invoice Date	Invoice #
10/19/2019	37057
Customer #	Invoice Amt
48221	\$309.00

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month or at
the maximum rate permitted by law. Client directed travel or expense
costs will be assessed a 5% handling charge.

Please detach and return with remittance

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
May, Karen	WeekendDate: 10/19/2019 DE-Data Entry Clerk	12.00	\$15.45	0.00	\$23.18	\$185.40
Patton, Mary	Default JobTitle	8.00	\$15.45	0.00	\$23.18	\$123.60

Please Pay \$309.00

APPROVED

Cesar Flores - Manager, Registration
GL # 01-30-00461-5309001

AP VERIFIED
04/07/20 - MARIA ZERRUDO

Banner Personnel
Temporary Employee Time Sheet

SOCIAL SECURITY NUMBER									
X	X	X	X	X					
EMPLOYEE: LAST NAME <i>May</i>					FIRST <i>Karen</i>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <i>X Karen May</i>									

COMPANY NAME <i>College of DuPage</i>
ADDRESS <i>425 Fawell Blvd.</i>
CITY/STATE/ZIP <i>Glen Ellyn, IL</i>

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY <i>10-19-19</i>					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	<i>10/14/19</i>	<i>2:30</i>	<i>7:00</i>		<i>4.50</i>
TUE	<i>10/15/19</i>	<i>8:00</i>	<i>4:00</i>	<i>30-min</i>	<i>7.50</i>
WED					
THU					
FRI					
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					TOTAL: <i>12.00</i>
<p>CLIENT AGREEMENT</p> <p>BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).</p> <p>I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.</p>					
CLIENT SIGNATURE <i>X [Signature]</i>			TITLE <i>Coordinator Enrollment Support Center</i>		

BANNER Personnel
Temporary Employee Time Sheet

bannerpersonnel.net

SOCIAL SECURITY NUMBER
X X X X X A 6 4 1 1

EMPLOYEE LAST NAME FIRST
Patten Mary

I CERTIFY THAT I HAVE REVIEWED THE HOURS LISTED ON THIS TIME SHEET

EMPLOYEE SIGNATURE X Mary Patten

COMPANY NAME College of DuPage

ADDRESS 425 Favell Blvd.

CITY/STATE/ZIP Glen Ellyn, IL 60131

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO SIGNIFY BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CLIENT ENDS. IF THE EMPLOYEE FAILS TO SIGNIFY THE FIRM, THE FIRM WILL BE OBLIGATED TO RE-ASSIGN THE WORK WITHOUT NOTICE, AND RE-ASSIGNMENT DOES NOT END THE EMPLOYMENT.

WEEK ENDING 10/14/19

	DATE	TIME STARTED	TIME FINISHED	TIME LUNCH	HOURS WORKED
SUN					
MON					
TUE	10/22/19	8:00	4:30pm	.5hr	8.0
WED					
THU					
FRI					
SAT					

TOTAL TO NEAREST QUARTER HOUR.
PROGRAM ASSIGNMENT TIME IS 8 HOURS.
CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL: 8.0

CLIENT AGREEMENT

BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARILY NAMED PERSON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION WITH THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE BANNER'S WEBSITE FOR DETAILS).

I CERTIFY THAT THE ABOVE WORKS ARE CORRECT.

CLIENT SIGNATURE X [Signature] TITLE Coordinator

EMPLOYMENT SUPPORT CENTER

Banner Personnel
Temporary Employee Time Sheet

SOCIAL SECURITY NUMBER					
X	X	X	X	X	
EMPLOYEE: LAST NAME			FIRST		
May			Karen		
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.					
EMPLOYEE SIGNATURE		X Karen May			
COMPANY NAME					
College of DuPage					
ADDRESS					
#25 Fawell Blvd					
CITY/STATE/ZIP					
Glen Ellyn, IL					
<p>EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.</p>					
WEEK ENDING SATURDAY					
11-23-19					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	11-18-19	8:30	5:00	30 min	8.0
TUE	11-19-19	8:30	5:00	30 min	8.0
WED					
THU					
FRI					
SAT					
<p>TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.</p>					TOTAL: 16.0
<p>CLIENT AGREEMENT BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM). I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.</p>					
CLIENT SIGNATURE				TITLE	
X [Signature]				11/17/19	

Banner Personnel
Temporary Employee Time Sheet

bannerpersonnel

SOCIAL SECURITY NUMBER					
X	X	X	X	X	X
EMPLOYEE: LAST NAME FIRST					
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET					
EMPLOYEE SIGNATURE X					
CLIENT NAME					
ADDRESS					
CITY/STATE/ZIP					
<p>EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CLIENT PRIOR TO THE EMPLOYEE'S NEED TO CONTACT THE CLIENT. THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND ASSIGNMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSIDERED AS A GUARANTEE OF FURTHER EMPLOYMENT.</p>					
WEEK ENDING SATURDAY					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON					
TUE					
WED					
THU	11/21/19	8:30	3:30		
FRI	11/22/19	8:30	3:30		
SAT					
TOTAL TO NEAREST QUARTER HOUR				TOTAL	
MAXIMUM ASSIGNMENT TIME IS 4 HOURS.					
CLIENT WILL BE BILLED FOR HOURS LISTED.					
CLIENT AGREEMENT					
BANNER HAS INCURRED EXPENSES IN EMPLOYING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY EMPLOYEE HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE BANNER PERSONNEL CONTRACTS).					
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT					
CLIENT SIGNATURE X					TITLE

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585496

Vendor Name: Banner Personnel Service Inc

Invoice Number: 37281

Invoice Date: 11/16/19

PO Number:

Check Number: E0079760

Check Amount: \$ 1,297.80

Check Date: 04/08/2020

Department ID: 00461

Reviewer Name:

Voucher Number: V0616867

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu

Sent: Tue Apr 07 14:24:45 CDT 2020

To: invoicing@cod.edu

CC:

Subject: Attached Document

From: flores@cod.edu
Sent: Mon Apr 06 16:37:55 CDT 2020
To: zerrudom@cod.edu,invoicing@cod.edu
CC:
zerrudom@cod.edu,jacobsond@cod.edu,llong@bannerpersonnel.com,linares@cod.edu,collsend@cod.edu
Subject: Re: Unpaid OLD Banner Invoices - need approval ASAP

Please see attached approved invoices with GL numbers.
Thanks,
Cesar Flores

From: Collsen, Dana
Sent: Monday, April 6, 2020 9:39 AM
To: Linares, Priscila; Flores, Cesar
Cc: Zerrudo, Maria; Jacobson, Daniel; Laura Long
Subject: RE: Unpaid OLD Banner Invoices - need approval ASAP

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Thanks,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

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From: Collsen, Dana <collsend@cod.edu>
Sent: Wednesday, March 18, 2020 9:22 AM
To: Linares, Priscila <linares@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>; Collsen, Dana <collsend@cod.edu>
Subject: RE: Unpaid Banner Invoices

Priscila,

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Dana Collsen

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Thank you for your assistance,

Dana Collsen
HR/Administrative Assistant
Ext. 2639/SRC2134

From: Collsen, Dana
Sent: Thursday, February 6, 2020 9:34 AM
To: Linares, Priscila <linares@cod.edu>
Subject: Banner Invoices

Priscila,

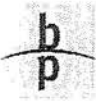
Please see attached Banner Invoices for your department's staffing services, and submit to A/P for payment upon approval.

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Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
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Remit To:



Banner Personnel Service, Inc.

7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

RECEIVED

FEB - 20

HUMAN RES.

Branch Name: Naperville

Invoice Date	Invoice #
11/16/2019	37281
Customer #	Invoice Amt
48221	\$247.20

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month or at
the maximum rate permitted by law. Client directed travel or expense
costs will be assessed a 5% handling charge.

Please detach and return with remittance

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
May, Karen	WeekendDate: 11/16/2019 Call Center Representative	16.00	\$15.45	0.00	\$23.18	\$247.20

Please Pay

\$247.20

APPROVED

Cesar Flores - Manager, Registration
GL # 01-30-00461-5309001

AP VERIFIED
04/07/20 - MARIA ZERRUDO

Banner Personnel
Temporary Employee Time Sheet

SOCIAL SECURITY NUMBER									
X	X	X	X	X					
EMPLOYEE: LAST NAME					FIRST				
[REDACTED]									
I CERTIFY THAT					TIME SHEET.				
EMPLOYEE SIGNATURE					[REDACTED]				

COMPANY NAME	College of DuPage (Enrollment Support Center)
ADDRESS	425 Fawcett Blvd.
CITY/STATE/ZIP	Glen Ellyn, IL

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

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TUE					
WED					
THU					
FRI	11-15-19	8:30	5:00	30 min	8.0
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					TOTAL: 16.0

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I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE	TITLE
X [REDACTED]	Coordinator, Enrollment Support Center

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585496

Vendor Name: Banner Personnel Service Inc

Invoice Number: 37332

Invoice Date: 11/26/19

PO Number:

Check Number: E0079760

Check Amount: \$ 1,297.80

Check Date: 04/08/2020

Department ID: 00461

Reviewer Name:

Voucher Number: V0616868

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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To: invoicing@cod.edu

CC:

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Cc: Zerrudo, Maria <zerrudom@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>; Collsen, Dana <collsend@cod.edu>
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HR/Administrative Assistant
Ext. 2639/SRC2134

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Remit To:



Banner Personnel Service, Inc.

7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

RECEIVED

FEB - 5 2020

HUMAN RESOURCES

Branch Name: Naperville

Invoice Date	Invoice #
11/26/2019	37332
Customer #	Invoice Amt
48221	\$494.40

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month or at
the maximum rate permitted by law. Client directed travel or expense
costs will be assessed a 5% handling charge.

Please detach and return with remittance

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	WeekendDate: 11/23/2019					
	Call Center Representative	16.00	\$15.45	0.00	\$23.18	\$247.20
	Call Center Representative	16.00	\$15.45	0.00	\$23.18	\$247.20

Please Pay \$494.40

APPROVED

Cesar Flores - Manager, Registration
GL # 01-30-00461-5309001

AP VERIFIED
04/07/20 - MARIA ZERRUDO

Banner Personnel
Temporary Employee Time Sheet

SOCIAL SECURITY NUMBER									
X	X	X	X	X					
EMPLOYEE: LAST NAME					FIRST				
[REDACTED]									
I CERTIFY THAT					THIS IS THE EMPLOYEE'S TIME SHEET.				
EMPLOYEE SIGNATURE					[REDACTED]				

COMPANY NAME	College of DuPage
ADDRESS	125 Fawell Blvd
CITY/STATE/ZIP	Glen Ellyn, IL

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY
11-23-19

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	11-18-19	8:30	5:00	30 min	8.0
TUE	11-19-19	8:30	5:00	30 min	8.0
WED					
THU					
FRI					
SAT					

TOTAL TO NEAREST QUARTER HOUR.
MINIMUM ASSIGNMENT TIME IS 4 HOURS.
CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL: 16.0

CLIENT AGREEMENT
BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE	TITLE
X [REDACTED]	11/17/19

Banner Personnel
Temporary Employee Time Sheet

bannerpersonnel

SOCIAL SECURITY NUMBER					
X	X	X	X	X	X
EMPLOYEE LAST NAME FIRST					
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET					
EMPLOYEE SIGNATURE X					
CLIENT NAME					
ADDRESS					
CITY/STATE/ZIP					
<p>EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CLIENT PRIOR TO THE EMPLOYEE'S NEED TO TERMINATE THE EMP. THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND ASSIGNMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY EA CANNOT BE CONSIDERED AS A GUARANTEE OF FULFILLING EMPLOYMENT.</p>					
WEEK ENDING SATURDAY					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON					
TUE					
WED					
THU	11/21/09	8:30	3:30		
FRI	11/22/09	8:30	3:30		
SAT					
TOTAL TO NEAREST QUARTER HOUR				TOTAL	
MAXIMUM ASSIGNMENT TIME IS 4 HOURS.					
CLIENT WILL BE BILLED FOR HOURS LISTED.					
CLIENT AGREEMENT					
<p>BANNER HAS INCURRED EXPENSES IN OPERATING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY EMPLOYEE HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE BANNER PERSONNEL CONTRACTS).</p>					
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT					
CLIENT SIGNATURE					
X					

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585496

Vendor Name: Banner Personnel Service Inc

Invoice Number: 37379

Invoice Date: 11/30/19

PO Number:

Check Number: E0079760

Check Amount: \$ 1,297.80

Check Date: 04/08/2020

Department ID: 00461

Reviewer Name:

Voucher Number: V0616869

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: flores@cod.edu
Sent: Mon Apr 06 16:37:55 CDT 2020
To: zerrudom@cod.edu,invoicing@cod.edu
CC:
zerrudom@cod.edu,jacobsond@cod.edu,llong@bannerpersonnel.com,linares@cod.edu,collsend@cod.edu
Subject: Re: Unpaid OLD Banner Invoices - need approval ASAP

Please see attached approved invoices with GL numbers.
Thanks,
Cesar Flores

From: Collsen, Dana
Sent: Monday, April 6, 2020 9:39 AM
To: Linares, Priscila; Flores, Cesar
Cc: Zerrudo, Maria; Jacobson, Daniel; Laura Long
Subject: RE: Unpaid OLD Banner Invoices - need approval ASAP

Priscila and/or Cesar,
We have been notified once again by Banner that the Registration Department still has unpaid Banner Invoices dating back to October and November. I have resent these unpaid invoice messages several times to your department. I have also rechecked with Accounts Payable, and been told that none of these invoices have been received to their attention for payment.

Please provide all 4 of these unpaid invoices with the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment ASAP.

Thanks,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Collsen, Dana <collsend@cod.edu>
Sent: Wednesday, March 18, 2020 9:22 AM
To: Linares, Priscila <linares@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>; Collsen, Dana <collsend@cod.edu>
Subject: RE: Unpaid Banner Invoices

Priscila,

Banner has just notified HR that these invoices from your departments staffing services have still not been paid (Some are very

Banner has just notified HR that these invoices from your departments staffing services have still not been paid (Some are very old!). Please **recheck** that you have submitted these for payment to Invoicing or Maria Zerrudo. If not, please provide the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment ASAP.

Thank you,
Dana Collsen

From: Collsen, Dana
Sent: Monday, February 24, 2020 11:16 AM
To: Linares, Priscila <linares@cod.edu>
Subject: FW: Unpaid Banner Invoices

Priscila,

Per Accounts Payable, these Invoices are still needing approval for your department's staffing needs. Please submit to A/P: Invoicing@cod.edu or Marivic Zerrudo zerrudom@cod.edu for payment upon approval.

Thank you for your assistance,

Dana Collsen
HR/Administrative Assistant
Ext. 2639/SRC2134

From: Collsen, Dana
Sent: Thursday, February 6, 2020 9:34 AM
To: Linares, Priscila <linares@cod.edu>
Subject: Banner Invoices

Priscila,

Please see attached Banner Invoices for your department's staffing services, and submit to A/P for payment upon approval.

Thank you,

Dana Collsen
Human Resources/Administrative Assistant
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
collsend@cod.edu
Phone: 630-942-2639

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RECEIVED

Remit To:



Banner Personnel Service, Inc.

FEB - 5 2020

HUMAN RESOURCES

7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

Branch Name: Naperville

Invoice Date	Invoice #
11/30/2019	37379
Customer #	Invoice Amt
48221	\$247.20

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month or at
the maximum rate permitted by law. Client directed travel or expense
costs will be assessed a 5% handling charge

Please detach and return with remittance

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	WeekendDate: 11/30/2019					
May Karen	Call Center Representative	8.00	\$15.45	0.00	\$23.18	\$123.60
Patton, Mary	Call Center Representative	8.00	\$15.45	0.00	\$23.18	\$123.60

Please Pay \$247.20

APPROVED
Cesar Flores - Manager, Registration
GL # 01-30-00461-5309001

AP VERIFIED
04/07/20 - MARIA ZERRUDO

Banner Personnel
Temporary Employee Time Sheet

bannerpersonnel

OPTIONAL SECURITY NUMBER

X X X X X 5 1 3 1

EMP ID# LAST NAME

POST

Mary

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.

ADDRESS 10000 Blvd.

CITY/STATE/ZIP 10037

EVERY TEMPORARY EMPLOYEE IS REQUESTED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK WITHOUT NECESSARY NOTICE, AND UNEMPLOYMENT BENEFITS MAY BE SUSPENDED. ACCEPTANCE OF THIS STATEMENT OF WORK IS CONSIDERED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING 10/10/10

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	10/11/10	8:00am	5:00pm	50	8.0 hrs
TUE					
WED					
THU					
FRI					
SAT					

TOTAL TO NEAREST QUARTER HOUR.
MINIMUM ASSIGNMENT TIME IS 4 HOURS.
CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL: 8.0

CLIENT AGREEMENT

BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONTRACTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTML).
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.


CLIENT SIGNATURE

X [Signature]

TITLE

Coordinator, Reg. Services

Banner Personnel
Temporary Employee Time Sheet

SOCIAL SECURITY NUMBER									
X	X	X	X	X					
EMPLOYEE: LAST NAME <i>may</i>					FIRST <i>Karen</i>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE									
COMPANY NAME <i>College of DuPage</i>									
ADDRESS <i>425 Fawcett Blvd</i>									
CITY/STATE/ZIP <i>Glen Ellyn IL</i>									

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY						
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED	
SUN						
MON	<i>11-25-19</i>	<i>8:30</i>	<i>5:00</i>	<i>30 min</i>	<i>8.0</i>	
TUE						
WED						
THU						
FRI						
SAT						
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					TOTAL:	<i>8.0</i>
<p align="center">CLIENT AGREEMENT</p> <p>BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).</p> <p>I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.</p>						
CLIENT SIGNATURE			TITLE			
<i>X [Signature]</i>			<i>Coordinator, Leg. Services</i>			