

Cassinelli, Steve

From: Vricella, Gail
Sent: Friday, April 10, 2020 2:18 PM
To: Cassinelli, Steve
Subject: RE: New Developer - paperwork

Hi Steve,

I was able to get in as you. I had to reset your password.

Use this link- use CHROME as your browser Link: <https://adpeet2.adp.com/101f16p/logon>

Username: scassinelli

Password: 123welcomE

All lower case except that final E

Once in- this is what you'll see:

The screenshot displays the ADP ORN Timecard Review Detail page. The page includes a navigation bar with 'Manage My Employees' and a search icon. Below the navigation bar, there are tabs for 'Daily Tasks', 'ORN Timecard Review', and 'Manage Requests'. The 'ORN Timecard Review' tab is selected, showing a table of timecard reviews. The table has columns for Person ID, Person Name, Employee Approval, Manager Approval, Missed Punch, Regular, OT, Vacation or TOP, TOP Carryover, Bereavement, and Jury. The first row shows Person ID 2206938, Person Name Brown, Anthony J, and Employee Approval checked.

Person ID	Person Name	Employee Approval	Manager Approval	Missed Punch	Regular	OT	Vacation or TOP	TOP Carryover	Bereavement	Jury
2206938	Brown, Anthony J	✓								

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 3:56 PM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

Sorry, that didn't work either...same error message...

Steve

From: Vricella, Gail <GVricella@OldRepublicTitle.com>
Sent: Friday, April 10, 2020 1:54 PM
To: Cassinelli, Steve <Steve@ortc.com>
Subject: RE: New Developer - paperwork

You may have to use 2006299

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 3:52 PM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

So on that website, do I log in with my scassinelli@oric username?

I tried it and got "an incorrect user name or password was entered. Please try again"

I also tried logging in with scassinelli (no "@oric"), but that didn't work either...

Steve

From: Vricella, Gail <GVricella@OldRepublicTitle.com>
Sent: Friday, April 10, 2020 1:27 PM
To: Cassinelli, Steve <Steve@ortc.com>
Subject: RE: New Developer - paperwork

It looks like you need to try this website instead

<https://adpeet2.adp.com/101f16p/logon>

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 2:21 PM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>
Subject: Re: New Developer - paperwork

Ok, thanks. This is the only ADP portal that I know of, so if I'm in the wrong place, let me know. Thanks again!

Steve

On Apr 10, 2020, at 12:13 PM, Vricella, Gail <GVricella@oldrepublictitle.com> wrote:

I will have to forward to eTime Support. As I'm unfamiliar with this login area and error.

I don't know how long it will take for them to get back to me. But since Anthony is exempt he'll still be paid his bi-weekly pay (prorated to the 4/1 start date), even if the time card isn't approved.

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 2:10 PM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

I tried both scassinelli (lowercase) and 2006299, and neither worked...

Steve

From: Vricella, Gail <GVricella@OldRepublicTitle.com>
Sent: Friday, April 10, 2020 12:03 PM
To: Cassinelli, Steve <Steve@ortc.com>
Subject: RE: New Developer - paperwork

Please send me a screen shot of the entire login page

You may need to use 2006299 as your user ID- I'm not sure if your different type of log in requires that or the other one

Please try that as well.

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 2:00 PM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>
Cc: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

Gail,

I tried "SCassinelli" and got this message:

Check your entries and try again. If problem persists, Contact your organization's administrator for assistance. Transaction ID: 44A-E46-JWBW12

-Steve

From: Vricella, Gail <GVricella@OldRepublicTitle.com>
Sent: Friday, April 10, 2020 11:51 AM
To: Cassinelli, Steve <Steve@ortc.com>
Cc: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

that is Scassinelli
and your password is Welcome123 (the W is capital and the rest is lower case)

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 1:49 PM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>
Cc: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

Gail,

When I log into ADP I do see a link for "eTime", but when I click into that it's asking me for employee ID. What do I need to use for that?

Steve

From: Vricella, Gail <GVricella@OldRepublicTitle.com>
Sent: Friday, April 10, 2020 10:28 AM
To: Cassinelli, Steve <Steve@ortc.com>
Cc: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Subject: RE: New Developer - paperwork

Hi Steve,

I just heard back from my team setting this up- it is a completely different work around when it's someone not in our system. I do apologize it took so long, this is why we don't normally do this set up.

I believe your ADP Time and Attendance or eTime link should have been put on your ADP Portal.

Hopefully you are able to access it.

Anthony Brown is an Exempt employee so the only things on his time card would be time off codes. No hours need to be entered for regular work.

We do require you to approve his time card by Noon Central time the Monday of pay week. So that would be Monday April 13th. But if you know he doesn't have time off to enter- it can be approved today.

We don't have any official documentation for managers, however, attached is the documentation as an Exempt employee- which will give you some tips on what an exempt time card looks like and how to enter time off on the time card.

When you log into eTime- you should have Anthony in your Employee list- just make sure you are on the correct pay period and ALL HOME is picked- if you approve him today it's current pay period- if you do it on Monday- it would say previous.

<image001.jpg>

Highlight his row and double click to bring up his time card.

<image002.png>

You would click on approve time card and approve the time card from there

<image003.jpg>

Thank you.

Gail Vricella, FPC
Lead Payroll Specialist
Old Republic Title

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Friday, April 10, 2020 11:04 AM
To: Vricella, Gail <GVricella@OldRepublicTitle.com>

Cc: Stanard, Pat <pstanard@ortc.com>; Sullivan, Stacy <SSullivan@OldRepublicTitle.com>

Subject: RE: New Developer - paperwork

Hi Gail,

I haven't heard back on this yet, but at what point do I have to go in and approve Anthony's timecard? Do I do that Monday morning? Is there a specific timeframe in which that needs to get done??

Also – can you send me instructions for how to log in, navigate and approve his timecard?

Thanks!

Steve

From: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>

Sent: Wednesday, April 8, 2020 10:53 AM

To: Cassinelli, Steve <Steve@ortc.com>

Cc: Stanard, Pat <pstanard@ortc.com>; Vricella, Gail <GVricella@OldRepublicTitle.com>

Subject: RE: New Developer - paperwork

Gail is working on this and will send you an email once it is complete. Thanks,

Stacy Sullivan

VP | Old Republic National Title Insurance Company
Employment Manager

O: 612.336.7218 | F: 612.371.1133 | Mitel: 17218

ssullivan@oldrepublictitle.com

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From: Cassinelli, Steve <Steve@ortc.com>

Sent: Wednesday, April 8, 2020 11:52 AM

To: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>

Cc: Stanard, Pat <pstanard@ortc.com>

Subject: RE: New Developer - paperwork

Hi Stacy,

Apparently I am not able to approve timecards on your ADP system after all. Gail Vricella told me this morning that they can't set me up as an approver on your system...is that the case?

Thanks,
Steve

From: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Sent: Tuesday, March 24, 2020 10:35 AM
To: Cassinelli, Steve <Steve@ortc.com>; Stanard, Pat <pstanard@ortc.com>
Subject: RE: New Developer - paperwork

Yes, you will be able to approve timecards on our system.

Stacy Sullivan
VP | Old Republic National Title Insurance Company
Employment Manager

O: 612.336.7218 | F: 612.371.1133 | Mitel: 17218
ssullivan@oldrepublictitle.com
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From: Cassinelli, Steve <Steve@ortc.com>
Sent: Tuesday, March 24, 2020 12:27 PM
To: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>; Stanard, Pat <pstanard@ortc.com>
Subject: RE: New Developer - paperwork

Hi Stacy,

I discussed this with Heidi and one question she asked was: would I be able to approve Anthony's timecards if he is on the National ADP system? At one time she said that wasn't possible because the manager had to be also set up on the National ADP system which obviously I am not. But that was some time ago when Heidi said that came up, and since then it could have been addressed. So if this is going to be a roadblock then maybe we would want to look at doing the accounting code option. But if I can approve his timecards on the National ADP system, then it wouldn't be a problem to just set up him purely as a National employee.

Can you let me know on that?

Thanks

Steve

From: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Sent: Tuesday, March 24, 2020 9:45 AM
To: Stanard, Pat <pstanard@ortc.com>
Cc: Cassinelli, Steve <Steve@ortc.com>
Subject: RE: New Developer - paperwork

Yes, I can but I want to make sure that we are truly setting this person up on National payroll or are they on Western payroll with an accounting code back to National?

Stacy Sullivan

VP | Old Republic National Title Insurance Company
Employment Manager

O: 612.336.7218 | F: 612.371.1133 | Mitel: 17218

ssullivan@oldrepublictitle.com

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From: Stanard, Pat <pstanard@ortc.com>
Sent: Tuesday, March 24, 2020 11:31 AM
To: Sullivan, Stacy <SSullivan@OldRepublicTitle.com>
Cc: Cassinelli, Steve <Steve@ortc.com>
Subject: FW: New Developer - paperwork

Hi Stacey,

I was given your name, maybe you can help me. I have attached a letter from Steve Cassinelli. We are rehiring an employee that used to work for us, he will be on National's payroll but working in Roseville, CA. What is the procedure for his paperwork? I know it probably isn't the same, can you help me?

Thanks,

Pat Stanard

From: Cassinelli, Steve <Steve@ortc.com>
Sent: Monday, March 23, 2020 8:49 AM
To: Stanard, Pat <pstanard@ortc.com>

Cc: Gracia, James <james@ortc.com>

Subject: New Developer - paperwork

Hi Pat,

Anthony Brown is a developer that I have hired to join our team (he used to work with us so this is technically a re-hire). Jesse would like to have Anthony hired as a National employee (as he will be working on mostly National projects). He will be based out of here, though, so he will be on our timecard system and so on. He will be making \$70K per year and will report to me.

The paperwork for a National employee might be different than that for a Western employee; can you let me know if you can get that information from someone so that I can schedule some time for Anthony to come in and do his paperwork? I know you work Tuesdays and Thursdays so just let me know when I can schedule him for his paperwork.

Let me know if you have any questions – thanks,

Steve