Glossary

Admin - Refers to HR and any administrative staff handling tasks like data entry, office tasks, etc.

Available - The first stage in Ubeya that a staff member reaches when they apply to an event. Staff in available have applied to the event and you have not contacted them or decided to book them. Staff who remain in this box, do so because of a few main reasons: The event is full and there are enough backups, They are not eligible to work the event, They do not have the correct skillset, They are not approved by HR because of missing onboarding items, or they were un-booked from the event.

Aweber - Online database management tool that we use to send ad campaigns. This is connected to our website to capture any staff who visit the employment pages and fill out the application form
Corporate Staffing Partner- Corporate clients that we have entered into an official agreement with. These events require a roster to be sent to the client to be completed and signed. Some examples would be: Centerplate, Bumblebee Occasions, Serendipity, etc.

Backups - This term is used for staff that will essentially be "on call" for the day to cover a call off or no show for a specific day for a market or event. Backups are expected to be ready to leave for an event upon a call from their staffing manager.

Backup Event Announcement - This will be an announcement used specifically for getting a list of available Backups for a specific day for a market or event.

Booked - Any staff that has been chosen to fill an open position in an event is booked. They are moved from selected to the "booked" sub box and a notification is sent to them that they are booked. When a staff member is booked, they will have access to the specific event details like the actual address and any other information that was hidden.

Captain - A Captain is an official event leader. The client has paid extra to hire a Captain. They will manage all aspects of the event as dictated by the client's order. This includes managing timelines, check in/out, pre-shift, quality control, etc. They are paid $2/hr. more than the advertised rate.

Code of Conduct - The Code of Conduct is our company standard expectations of all employees. This includes, but is not limited to dress code, attendance, telephone usage, smoking, drinking, drug usage, etc.

Conversion Excel Sheet - The Conversion Excel Spreadsheet is a document kept by management and HR used to track contractors being converted to employees. This will have their name, conversion date and employee ID. This is typically updated weekly with new conversions, though there will be weeks with no conversions. This is color coded with new conversions in green, pending conversions in yellow, employees to be put in DNU in red.

Corporate Staffing Partners - These are our contracted corporate accounts. They send their orders via email and require a roster. All Corporate Staffing Partner accounts have abbreviations. (i.e. Bumblebee – BBO, Centerplate – CP)

Direct Deposit Agreement Form - This document contains their preferred banking information. Make sure that the authorization agreement disclosure contains the name of the payroll processing company. You will also want to make sure the routing number contains 9 digits and again the name matches the W4 and Social Security card. If the routing number is entered and invalid, this will generate an error with Altitude Payroll, and you will have cancelled any information entered. Contact HR to provide a new Direct Deposit Agreement Form.

Do Not Use (DNU) - DNU is a term used for staff determined to no longer be eligible to work any events for Premium Event Staffing. This may be due to a multitude of reasons but primarily a no call no show or a break of Code of Conduct expectations. This can only be reversed by management.

Employee ID Excel Sheet - The Employee ID Excel Sheet is a sheet utilized by management and HR. This is used to reference ID numbers for payroll and general tracking. This sheet is kept in chronological order by employee id and conversion. This just holds the following information: name, employee id.

Event Agreement - Order format used for Private Events booked by individuals or one off company events.

I9 Form - Form I-9: This is a required form to confirm the identity of an employee and eligibility for employment in the United States according to the United States citizenship and immigration. The form I-9 requires documents to establish one's identity and employment eligibility.

Below is a partial list of documents. You may have to provide two documents depending on the type of document you have to establish both identity and employment.

- o U.S. Passport
- o Permanent Resident Card
- o Driver's license
- o ID card
- o U.S. Social Security card
- o Certified copy of birth

Invoice Form used for companies that are not Corporate Staffing Partners

Limited Availability Backups - This is term used for back up staff with limitations regarding locations or only available for specific events or times during the day rather than being open all day for all events for a market.

Management - Refers to David and Lisa

Master Calendar - Google doc that we use to track all events and event details

Onboarding Packet - Refers to the paperwork sent to new staff. Packet includes tax paperwork, direct deposit form, etc.

Overstaffing - This term is used when the staffing manager will book more staff than ordered to an event to assure order fulfillment.

Over threshold - This is a term used for each market and for a specific day where all events have a total staff count of over 10.

PBG (Pending Background) - This is for any staff that has been sent the background check from Turn Technology but has not yet completed it. This will be placed next to their last name and removed once first event is worked and onboarding packet is returned.

POB1 (Pending Onboarding 1st Event) - This is for any staff who has not yet worked their first event with Premium Event Staffing or is still missing their onboarding packet paperwork. This will be placed next to their last name and removed once first event is worked and onboarding packet is returned.

Private Events - These are events where someone reached out to us to provide service. They can be first time clients or annual. They can be just a person who has an event(s) in their home or a company who has events in their office. If a private event is being thrown by a company or corporation, do not confuse them with Corporate Events. Private Events will typically have a gratuity structure either built into the rate or available after the event.

Ready for Payment (RFP) -The Ready for Payment is the document submitted to Admin that contains the hours and pay for a completed event. It has all pertinent information necessary to pay the staff.

Roster Manager - Is a veteran staff member selected to manage the check in and out at events where a roster is required. They are your communication liaison between you and the staff. They are responsible for getting you a completed and signed roster. They may have Captain permissions in the app, but they do not work as a Captain at the event. Their only responsibilities are the roster, and staff communication regarding check in and out; like parking instructions and where to meet. They are paid $1/hr. more than the advertised rate.

Selected - A staff member who is in selected means that the Staffing Manager intends on booking them but hasn't done so because a few possible reasons: The staff member is unreachable. The Staffing Manager is waiting on a response from another staff member. The event is full and the staff in the selected area are the backups.

Social Security Card - This is the most important document. The Social Security card states an individual's legal name and their nine-digit Social Security number. This is used to identify and accurately record wages and/or self-employment earnings. If you need verification of an individual's legal name, always refer to this document.

Staffing Manager - Refers to manager who staffs events. There are different Staffing Managers who handle different markets.

Staff Information Form - This document contains all the basic information about the staff member. Please make sure that the name provided on staff information form matches the name provided on their W4 and Social Security card.

Ubeya - Web based staffing and database tool that we use to announce events and manage staff

Under threshold - This is a term used for each market and for a specific day where all events have a total staff count of under 10.

Vetting - Is the process by which we interview and determine if an applicant or candidate is suitable to work events.
       Vetting (General) – This is when we vet for general database management.
       Vetting (Event Specific) – This is when we run and ad for a specific event.

Vetting Spreadsheet - Google doc used to track candidates who apply to recruiting ads. If applicants move forward to becoming staff, they are deleted from this doc.

W-4 Form - The W-4 Form is used to provide the tax information needed for withholdings. Please make sure that you are using the current year form. The onboarding packet needs to be updated each year with the current W-4 form. Also, employees that are still working for us the following year will have to submit a current year form provided by HR. Make sure that the name matches their Social Security card.

W-9 Form - Form W-9 is a request for taxpayer identification number and certification. The form W-9 is most used by individuals who are working as an independent contractor. A business that is paying you wages needs your social security number so that it can notify the IRS.

Zingle – The texting application we use