Martin Concrete Construction

LESSONS LEARNED

COMPLETED BY:	DATE PREPARED:
Crystal Newton	06/20/2022
PROJECT NAME:	**SUBJECT:**
Atlanta Office	Altera Login

LESSON LEARNED :

When employees are trying to view their check stubs- please verify their information is the same information from their application. If they moved, they will need to update their information to match so they can view. Also, when they enter the Company ID # make sure that their last name/business name is the employee's LAST NAME and not "Martin" as in our business name.

LESSON LEARNED CORRECTIVE ACTION & PICTURES:

Have the employee screen shot of the information that they put in so I can verify their information matches what we have on file. If the information isn't correct, help see what is incorrect and have the employee get the correct information so that they can view their check stubs/tax forms.