

## HID DIRECTORY

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HID: How It's Done	Number	Last Modified
401k Benefits Admin [HR]	36	8/13/2014
ADP Admin Access [HR]	21	6/4/2015
Bar Offerings	37	1/11/2016
BRF Comps	1	12/29/2014
BRF Merchandise & Schwag	38	3/23/2015
BRF Required Certifications	8	6/26/2013
Coaching, Discipline and Termination*	5	1/18/2013
Comment Card Collection	3	6/5/2013
Creative Request	24	12/4/2014
Employee Performance Review	31	3/20/2015
Events* [Not Yet Published]	32	6/25/2015
Food Illness	23	3/28/2016
HR Performance Review*	17	10/15/2014
HR Period End Checklist	19	6/25/2015
InDesign 101	39	3/14/2016
Injured Employee*	2	2/12/2015
Injured Guest*	9	11/12/2013
IRS Form 8027*	22	2/20/2015
JKC Injured Employee*	2	2/12/2015
Loss of Credit Card Processing	10	11/25/2013
Menu Change	28	9/29/2014
MGR New Hire [Not Yet Published]	34	3/4/2015
MGR Performance Review*	30	3/20/2014
MGR Personnel File [Not Yet Published]	26	6/25/2014
MOD Closing Checklist	7	12/1/2013
MOD Opening Checklist	12	11/30/2013
New Hire	6	6/25/2014
Payroll	13	2/16/2015
Payroll Advance*	27	8/5/2014
Period End Business Review	16	1/17/2014
Personnel File	33	11/3/2014
Philanthropy	20	1/27/2014
Pop Up Digital Media Campaigns	18	1/26/2014
PPA	25	4/2/2014
Revinat	38	4/28/2016
Service Charge*	15	1/6/2014
ShiftNote	35	4/30/2015
Tax Exempt*	11	10/21/2013
Tip Credit & Tip Pool Employee Notice*	29	8/25/2014
Written Complaint Response	14	2/14/2014

\* Supporting Doc Required