File Saving Protocols

* No Spaces, Use Underscore (\_)
* Date Format YYYYMMDD
* Names: 1st Initial Last name

## 📁Payroll: PR

Employer\_L99PR\_Show\_Date

*Example: LiveNation\_L99PR\_BritFloyd\_20240607*

## 📁Steward Report: SR

Employer\_L99SR\_Show\_Date

*Example: GES\_L99SR\_ElkoMining\_20240609*

## 📁Complaint:

CMP\_Employer\_Employee (1st Initial Last Name) \_Date

*Example: CG\_BalletWest\_AStagehand\_20240310*

## 📁Grievance

GRV\_L99\_Employee (1st Initial Last Name)\_Date

*Example: CG\_L99\_AStagehand\_20243010*

## 📁 Incidents

### 📁Forms

### 📁Incident Reports: IR

### 📁 Accident Reports: AR

## 📁 Do Not Dispatch

DND\_Employer\_Employee\_Date

*DND\_BAA\_AStagehand\_20230710*