

# Time Record Edit & Authorization Form

Today's Date:

10-22-18

Employee Name:

Quinta Walker

Component

Location:

Reason for edit: (Check only ONE)

☐

NO PUNCH

No punch due to no timecard

☐

ERROR PUNCH

There is a punch, but it is incorrect

☐

LUNCH EDIT

There is an error in the lunch punches

☐

TIMECLOCK ERROR

The time/date were wrong on the timeclock

The timeclock did not calculate the time correctly

Additional or Other Employee/Employer Explanation:

DATE TO EDIT:

IN:

10:00am

LUNCH OUT:

1:05

LUNCH IN:

1:35

OUT:

4:25

Payroll Use Only

Employee Signature

Date

Quinta Walker

Manager Signature

Date

[Signature]

10/23/18

Today's Date:

10-23-18

<u>[Signature]</u> Employee Signature	<u>10/22/18</u> Date	<u>[Signature]</u> Manager Signature	<u>10/23</u> Date
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<b>Time Record Edit &amp; Authorization Form</b>		Today's Date: <u>10-23-18</u>	
Employee Name: <u>Anita Walker</u>			
Component: _____		Location: _____	
Reason for edit: (Check only ONE)		DATE TO EDIT:	
<input checked="" type="checkbox"/>	<b>NO PUNCH</b> <i>No punch due to no timecard</i>	IN:	<u>9:50</u>
<input type="checkbox"/>	<b>ERROR PUNCH</b> <i>There is a punch, but it is incorrect</i>	LUNCH OUT:	<u>1:05</u>
<input type="checkbox"/>	<b>LUNCH EDIT</b> <i>There is an error in the lunch punches</i>	LUNCH IN:	<u>1:35</u>
<input type="checkbox"/>	<b>TIMECLOCK ERROR</b> <i>The time/date were wrong on the timeclock</i> <i>The timeclock did not calculate the time correctly</i>	OUT:	<u>4:23</u>
<b>Additional or Other Employee/Employer Explanation:</b>		<b>Payroll Use Only</b>	
<u>[Signature]</u> Employee Signature		<u>[Signature]</u> Manager Signature	
<u>10-23-18</u> Date		<u>10/24/18</u> Date	

**Time Record Edit & Authorization Form**

Today's Date:

10-25-18

Employee Name:

Arita Walker

Component

Location:

Reason for edit: (Check only ONE)



NO PUNCH

No punch due to no timecard



ERROR PUNCH

There is a punch, but it is incorrect



LUNCH EDIT

There is an error in the lunch punches



TIMECLOCK ERROR

The time/date were wrong on the timeclock  
The timeclock did not calculate the time correctly

DATE TO EDIT:

IN:

9:55

LUNCH OUT:

1:30

LUNCH IN:

2:00

OUT:

4:45

Additional or Other Employee/Employer Explanation:

Payroll Use Only

Arita Walker

Employee Signature

Date

Manager Signature

Date



Morgan Fiorenza &lt;morgan@acrobatoutsourcing.com&gt;

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**Acrobat - Anita Walker**

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**Allums, Brittney** <Allums-Brittney@aramark.com>

Thu, Oct 25, 2018 at 7:35 AM

To: Morgan Carr &lt;morgan@acrobatoutsourcing.com&gt;

Cc: "Hamrick-Petty, Mary" &lt;Hamrick-Petty-Mary@aramark.com&gt;, "gil@acrobatoutsourcing.com" &lt;gil@acrobatoutsourcing.com&gt;, "ivy@acrobatoutsourcing.com" &lt;ivy@acrobatoutsourcing.com&gt;

Hi Morgan,

Kronos has blocked us out from entering Anita's time from yesterday. It is listed below. My apologies

In: 9:45a

Break out: 1:000p

Break in: 1:30p

Out: 4:24p

Thanks,

**Brittney Allums** | Aramark | Food Service Director | Kohl's Dallas

17655 Waterview Parkway, Dallas, Texas, 75252

M: 817-235-8309

Tell us what you think. Your feedback matters.

**YourDiningVoice.com****From:** Morgan Carr [mailto:morgan@acrobatoutsourcing.com]**Sent:** Sunday, October 21, 2018 7:08 PM**To:** Allums, Brittney <Allums-Brittney@aramark.com>**Cc:** Lee, Chee Wee <Lee-CheeWee@aramark.com>; Hamrick-Petty, Mary <Hamrick-Petty-Mary@aramark.com>

## Time Record Edit & Authorization Form

Today's Date: 10/24

Employee Name: Ramon Lewis

Component: \_\_\_\_\_

Location: \_\_\_\_\_

Reason for edit: (Check only ONE)

☐

NO PUNCH

*No punch due to no timecard*

☐

ERROR PUNCH

*There is a punch, but it is incorrect*

☐

LUNCH EDIT

*There is an error in the lunch punches*

☐

TIMECLOCK ERROR

*The time/date were wrong on the timeclock*

*The timeclock did not calculate the time correctly*

DATE TO EDIT: \_\_\_\_\_

IN: 10:49

LUNCH OUT: \_\_\_\_\_

LUNCH IN: \_\_\_\_\_

OUT: 4:15 ~~4:15~~

Additional or Other Employee/Employer Explanation:

Payroll Use Only

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

## Time Record Edit & Authorization Form

Today's Date: 10/29/18

Employee Name: Mary Petty

Component: \_\_\_\_\_

Location: \_\_\_\_\_

Reason for edit: (Check only ONE)

☒

NO PUNCH

*No punch due to no timecard*

☐

ERROR PUNCH

*There is a punch, but it is incorrect*

☐

LUNCH EDIT

*There is an error in the lunch punches*

☐

TIMECLOCK ERROR

DATE TO EDIT: 7:00AM

IN: \_\_\_\_\_

LUNCH OUT: \_\_\_\_\_

LUNCH IN: \_\_\_\_\_

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**FW: Ramon**

1 message

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**Allums, Brittney** <Allums-Brittney@aramark.com>  
To: Ivy Fielden <ivy@acrobatoutsourcing.com>

Tue, Oct 30, 2018 at 8:51 AM

Hi Ivy,

Attached are Ramon's hours from Friday.

Thank you!

Brittney Allums | Aramark | Food Service Director | Kohl's Dallas  
17655 Waterview Parkway, Dallas, Texas, 75252  
M: 817-235-8309

-----Original Message-----

From: Brittney Allums [mailto:allums.brittney@icloud.com]  
Sent: Tuesday, October 30, 2018 8:48 AM  
To: Allums, Brittney <Allums-Brittney@aramark.com>  
Subject: Ramon

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**2 attachments**



**IMG\_4761.JPG**  
1928K

 **ATT00001.txt**  
1K

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**FW: Anita hours**

1 message

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**Allums, Brittney** <Allums-Brittney@aramark.com>

To: Ivy Fielden <ivy@acrobatoutsourcing.com>

Wed, Oct 31, 2018 at 9:50 AM

My apologies Ivy, they are attached.

Brittney Allums | Aramark | Food Service Director | Kohl's Dallas  
17655 Waterview Parkway, Dallas, Texas, 75252  
M: 817-235-8309

-----Original Message-----

From: Brittney Allums [mailto:allums.brittney@icloud.com]

Sent: Tuesday, October 30, 2018 7:05 PM

To: Allums, Brittney <Allums-Brittney@aramark.com>

Subject: Anita hours

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**6 attachments**



**IMG\_4763.JPG**  
1923K



**IMG\_4764.JPG**  
2083K

**IMG\_4765.JPG**  
1960K



 **ATT00001.txt**  
1K

 **ATT00002.txt**  
1K

 **ATT00003.txt**  
1K