

Thank you for ordering from Acrobat Outsourcing. Below are the employees we have scheduled for your upcoming job.  
Your invoice will be based on the hours reported on this time slip.  
Please ensure all employees sign in and out on this sheet and you sign the bottom confirming the hours.  
Once this job is completed please click the link in the email that was sent with this time slip.

You can also go to [www.taborca.net/hours](http://www.taborca.net/hours) and enter the Job ID that is listed below.

From there please confirm the hours worked and make any adjustments necessary.

Once all hours have been electronically submitted, you may choose to print an invoice directly from our site or wait to receive an invoice via email.  
**ALL COMPLETED TIME SLIPS SHOULD BE SUBMITTED BY THE NEXT DAY.**

**FOR ANY STAFFING EMERGENCIES, PLEASE CALL OUR 24 HOUR NUMBER AT (800) 236-2276 ext. 2207**

All injuries, regardless of severity, must be reported to an Acrobat Manager. Additionally, employees must call 1-800-252-5275 and provide the Acrobat code: 981100 to complete a report.

DAL

To: Compass - UTD Dining Hall West -  
casey.teng@compass-usa.com; Bethany.Erwin@compass-usa.com; Carolyn.Henley@compass-usa.com;  
Quentin.Tacker@compass-usa.com; Charles.Liddell@compass-usa.com; teamdallas@acrobatoutsourcing.com

JobID: 255010 Cooks

|   | Date      | Employee           | Position      | Report Time | Time In              | Break Start | Break End | Time Out | Total Hrs | Rating | Initial |
|---|-----------|--------------------|---------------|-------------|----------------------|-------------|-----------|----------|-----------|--------|---------|
| 1 | 11/5/2018 | McKamey, Doris     | Cook: 3 Grill | 8:00 AM     | 7:30                 | 1:03        | 1:33      | 1:33     |           |        |         |
| 2 | 11/5/2018 | Sidney, Barbara    | Cook: 3 Grill | 8:00 AM     |                      |             |           |          |           |        |         |
| 3 | 11/6/2018 | Lewis, Ramon       | Cook: 3 Grill | 8:00 AM     |                      |             |           |          |           |        |         |
| 4 | 11/6/2018 | Sidney, Barbara    | Cook: 3 Grill | 8:00 AM     | 8:00                 | 1:30        | 2:00      |          |           |        |         |
| 5 | 11/7/2018 | Lewis, Ramon       | Cook: 3 Grill | 7:00 AM     |                      |             |           |          |           |        |         |
| 6 | 11/7/2018 | Sidney, Barbara    | Cook: 3 Grill | 7:00 AM     | SENT HOME / no knife |             |           |          |           |        |         |
| 7 | 11/8/2018 | Lewis, Ramon       | Cook: 3 Grill | 7:00 AM     |                      |             |           |          |           |        |         |
| 8 | 11/8/2018 | Sidney, Barbara    | Cook: 3 Grill | 7:00 AM     |                      |             |           |          |           |        |         |
| 9 | 11/9/2018 | Sidney, Barbara    | Cook: 3 Grill | 7:00 AM     |                      |             |           |          |           |        |         |
|   | 11/8/18   | McDonald, Berkeley |               | 7:00 AM     | 7:00                 | 1:08        | 1:40      | 3:15     |           |        |         |
|   | 11/9/18   | McDonald, Berkeley |               | 7:00 AM     | 7:02                 | 1:05        | 2:10      | 3:00     |           |        |         |
|   |           |                    |               |             |                      |             |           |          |           |        |         |
|   |           |                    |               |             |                      |             |           |          |           |        |         |
|   |           |                    |               |             |                      |             |           |          |           |        |         |
|   |           |                    |               |             |                      |             |           |          |           |        |         |
|   |           |                    |               |             |                      |             |           |          |           |        |         |

Client Approval Signature email Atahwa

**FIRST CLASS****Workforce Solutions**

# Employee Sign In Sheet

Client Name: \_\_\_\_\_

| Employee #  | Name / Position | Day             | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Weekly Totals |
|-------------|-----------------|-----------------|--------|---------|-----------|----------|--------|----------|--------|---------------|
|             |                 |                 |        |         |           |          |        |          |        |               |
| Employee #1 | Derek Williams  | Date            | 11-5   | 11-6    | 11-7      | 11-8     | 11-9   | 11-10    | 11-11  | Totals        |
|             |                 | Time-in         | 9AM    |         | 8:30      |          | 7:00   | 9:55     | 9:30   | Hours         |
|             |                 | Time-out        | 4PM    |         | 6:30      |          |        | 10:15    | 5:30   |               |
|             |                 | Tot. Break Min. |        |         |           |          |        |          |        |               |
|             |                 | Total Hrs       |        |         |           |          |        |          |        |               |
| Employee #2 | Sibel Holl.     | Time-in         | 8:15 A | 8:30 A  | 7:00 A    | 7:00     | 7:00   |          |        | Totals        |
|             |                 | Time-out        | 1:09 P | 1:00 P  | 1:00 P    | 1:00     | 1:30   |          |        | Hours         |
|             |                 | Tot. Break Min. | 1:30 P | 1:30 P  | 1:30 P    | 1:30     | 2:00   |          |        |               |
|             |                 | Total Hrs       | 5:46 A | 5:00 P  | 6:30 P    | 5:50     | 6:00   |          |        |               |
| Employee #3 | TAMON 11-12     | Time-in         |        |         |           |          |        |          |        | Totals        |
|             |                 | Time-out        |        |         |           |          |        |          |        | Hours         |
|             |                 | Tot. Break Min. |        |         |           |          |        |          |        |               |
|             |                 | Total Hrs       |        |         |           |          |        |          |        |               |
| Employee #4 |                 | Time-in         |        |         |           |          |        |          |        | Totals        |
|             |                 | Time-out        |        |         |           |          |        |          |        | Hours         |
|             |                 | Tot. Break Min. |        |         |           |          |        |          |        |               |
|             |                 | Total Hrs       |        |         |           |          |        |          |        |               |
| Employee #5 |                 | Time-in         |        |         |           |          |        |          |        | Totals        |
|             |                 | Time-out        |        |         |           |          |        |          |        | Hours         |
|             |                 | Tot. Break Min. |        |         |           |          |        |          |        |               |
|             |                 | Total Hrs       |        |         |           |          |        |          |        |               |
| Employee #6 |                 | Time-in         |        |         |           |          |        |          |        | Totals        |
|             |                 | Time-out        |        |         |           |          |        |          |        | Hours         |
|             |                 | Tot. Break Min. |        |         |           |          |        |          |        |               |
|             |                 | Total Hrs       |        |         |           |          |        |          |        |               |

This time record is a CONTRACT between Client and First Class Workforce Solutions (FCWS). Client authorizes FCWS to pay the above-named FCWS employee for these recorded hours worked under Client's supervision. Client agrees to pay FCWS the agreed rate for these hours upon receipt of invoice. Client further agrees (1) Client may hire this employee after completion of 520 hours in continuous work weeks with no fee due to FCWS. (2) If client hires this FCWS employee before s/he works the 520 hours stated in (1), Client agrees to pay FCWS a conversion rate based on the FCWS structure. (3) Client shall not hire this employee or refer him/her to another company or agency without the written permission of FCWS for a period of 6 months after this and future assignments are completed. If Client breaches this provision, Client shall pay FCWS a fee based on the FCWS structure. (4) FCWS is not responsible for equipment failure or damage caused by FCWS employees working under Client's supervision. (5) FCWS employees are not authorized to handle cash or operate motor vehicles; any such use by Client is done at Client's sole risk. (6) Client shall pay all legal fees and costs incurred by FCWS to enforce this Contract or collect payment. Invoices paid late will incur interest at the lesser of 1.5% mo. or the highest rate allowed by law.

Client Signature: Amel atahed

Date: \_\_\_\_\_

**Fwd: Catering**

1 message

**Gil Sosa** <gil@acrobatoutsourcing.com>  
Mon, Nov 12, 2018 at 2:27 PM  
To: Ivy Fielden <ivy@acrobatoutsourcing.com>, Morgan Carr <morgan@acrobatoutsourcing.com>

**Gil Sosa**  
Operations Manager

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

13601 Preston Rd, West Tower #548 • Dallas, Texas 75240  
P: (214) 634-7508 C: (972) 814-8151

**\*\*If you are a client placing a last minute order or an employee calling off of a shift, please call our 24-hour answering service at (800)236-2276 x2207.**



----- Forwarded message -----  
From: **Henley, Carolyn** <Carolyn.Henley@compass-usa.com>  
Date: Mon, Nov 12, 2018 at 10:11 AM  
Subject: Catering  
To: Gil Sosa <gil@acrobatoutsourcing.com>, Marjorie Tatad <marjorie@acrobatoutsourcing.com>  
Cc: "Erwin, Bethany" <Bethany.Erwin@compass-usa.com>, "Tyler, Michael" <Michael.Tyler@compass-usa.com>

Please see the hours attached per Chef Mike.

Carolyn Henley Rutter | Director of Dining Services, Residential, UT Dallas  
o. 972.883.7466 | c. 972.266-6076 | Chartwellshighered.com

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

From: Dining\_Hall\_West@utdallas.edu <Dining\_Hall\_West@utdallas.edu>  
Sent: Monday, November 12, 2018 10:06 AM  
To: Henley, Carolyn <Carolyn.Henley@compass-usa.com>  
Subject: [Ext] Message from "RNP58387914F7EE"

This email contains a link or attachment. Please make sure it's from a trusted source before you open the attachment or click on the link

This E-mail was sent from "RNP58387914F7EE" (MP C4504ex).