

# PAYROLL/INVOICE ADJUSTMENT FORM

Location (Please place an "X" by one):

SF    SJ    SAC    SD    LA    OC    SANB    ATX    HTX    SATX    IA    KC    NJ   

Payroll adjustment only    Invoice adjustment only    Both Payroll & Invoice Adjustment   

For Payroll ONLY (select 2):

Live check    Load GCC    Pay ASAP    Employee can wait until next pay period   

Date: 11/14/2018

Weekending Date: 11/14/2018

Client: Levy/Mercedes Benz Stadium

Previous Job ID #: N/A New Job ID #: 250490

Employee ID & Name #: Shawn Walker #43722 Various Employee's With Same Adjustment: Y or N   

If "Yes" please enter ID & Names #'s: N/A

Reason for adjustment (select one):

Retro Pay/Incorrect Pay Rate    Missing hours    Sick Pay/Holiday Pay (circle one)   

Missing pay, did cust. submit hours on time Y or N (circle one)    Charge late fee Y or N (circle one)   

Incorrect charge rate    Discount/cust. Satisfaction Discount \$    OR %   

Comping Other:   

## Adjustments:

Old hours: Regular N/A Overtime: N/A Double time: N/A

New hours: Regular 6 Overtime: N/A Double time: N/A

Old Charge Rate: Regular \$ N/A Overtime: \$ N/A Double time: \$ N/A

New Charge Rate: Regular \$ 18 Overtime: \$ N/A Double time: \$ N/A

Old Pay Rate: Regular \$ N/A Overtime: \$ N/A Double time: \$ N/A

New Pay Rate: Regular \$ 11 Overtime: \$ N/A Double time: \$ N/A

Dates requiring adjustments: 11/1/2018

Submitted by: Sequelyn Gonzales Supervisor Approval: [Signature]

Accounting/Controller:   

Accounting use only:

Total Payroll adjustment (debit or credit): \$    Total Invoice adjustment (debit or credit): \$

# PAYROLL/INVOICE ADJUSTMENT FORM

Location (Please place an "X" by one): AK

SF    SJ    SAC    SD    LA    OC    SANB    ATX    HTX    SATX    IA    KC    NJ   

Payroll adjustment only    Invoice adjustment only    ☒ Both Payroll & Invoice Adjustment

For Payroll ONLY (select 2):

   Live check    Load GCC    Pay ASAP    Employee can wait until next pay period

Date: 11/14/2018 Weekending Date: 11/4/2018

Client: Levy/ Mercedes Benz Stadium

Previous Job ID #: N/A New Job ID #: 2506490

Employee ID & Name #: Lashawn Collins #43586 Various Employee's With Same Adjustment: Y or (N)

If "Yes" please enter ID & Names #'s: N/A

Reason for adjustment (select one): X

   Retro Pay/Incorrect Pay Rate    Missing hours    Sick Pay/Holiday Pay (circle one)

   Missing pay, did cust. submit hours on time Y or N (circle one)    Charge late fee Y or N (circle one)

   Incorrect charge rate    Discount/cust. Satisfaction Discount \$    OR %   

   Comping Other:   

## Adjustments:

Old hours: Regular N/A Overtime: N/A Double time: N/A

New hours: Regular 5 Overtime: N/A Double time: N/A

Old Charge Rate: Regular \$ N/A Overtime: \$ N/A Double time: \$ N/A

New Charge Rate: Regular \$ 118 Overtime: \$ N/A Double time: \$ N/A

Old Pay Rate: Regular \$ N/A Overtime: \$ N/A Double time: \$ N/A

New Pay Rate: Regular \$ 11 Overtime: \$ N/A Double time: \$ N/A

Dates requiring adjustments: 11/1/2018

Submitted by: Baqelun Leonard Supervisor Approval: [Signature]

Accounting/Controller:   

Accounting use only:

Total Payroll adjustment (debit or credit): \$    Total Invoice adjustment (debit or credit): \$

# PAYROLL/INVOICE ADJUSTMENT FORM

Location (Please place an "X" by one): PA

SF    SJ    SAC    SD    LA    OC    SANB    ATX    HTX    SATX    IA    KC    NU   

Payroll adjustment only    Invoice adjustment only    X Both Payroll & Invoice Adjustment

For Payroll ONLY (select 2):

Live check    Load GCC X Pay ASAP    Employee can wait until next pay period

Date: 11/14/2018 Weekending Date: 11/14/2018

Client: Lewy / Mercedes Benz Stadium

Previous Job ID #: N/A New Job ID #: 2510490

Employee ID & Name #: Antino Bailey #47520 Various Employee's With Same Adjustment: Y of N

If "Yes" please enter ID & Names #'s: N/A

Reason for adjustment (select one):

Retro Pay/Incorrect Pay Rate X Missing hours    Sick Pay/Holiday Pay (circle one)

Missing pay, did cust. submit hours on time Y or N (circle one)    Charge late fee Y or N (circle one)

Incorrect charge rate    Discount/cust. Satisfaction    Discount \$    OR %   

Comping Other:   

## Adjustments:

Old hours: Regular N/A Overtime: N/A Double time: N/A

New hours: Regular 5 Overtime: N/A Double time: N/A

Old Charge Rate: Regular \$ N/A Overtime: \$ N/A Double time: \$ N/A

New Charge Rate: Regular \$ 18 Overtime: \$ N/A Double time: \$ N/A

Old Pay Rate: Regular \$ N/A Overtime: \$ N/A Double time: \$ N/A

New Pay Rate: Regular \$ 11 Overtime: \$ N/A Double time: \$ N/A

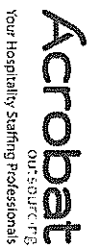
Dates requiring adjustments: 11/1/2018

Submitted by: Jaquelin Gonzalez Supervisor Approval: [Signature]

Accounting/Controller:   

Accounting use only:

Total Payroll adjustment (debit or credit): \$    Total Invoice adjustment (debit or credit): \$



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 404-806-7722**

**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: DS9000 to complete a report.**

ATL

**To: Levy / Mercedes Benz Stadium - Chef Juliet**

bbaitey@levyrestaurants.com; mclay@levyrestaurants.com

JobID: 256490 Missing Pay WE 11/4

[illegible]

Client Approval Signature \_\_\_\_\_

## West Nest Scheduling and Payroll

Juliet Peters <jpeters@levyrestaurants.com>

Mon, Nov 12, 2018 at 7:16 AM

To: "Kathy@acrobatoutsourcing.com" <Kathy@acrobatoutsourcing.com>

Cc: Jaquelyn Gonzalez <JGonzalez@drakestaffing.net>, "wright1450@gmail.com" <wright1450@gmail.com>

Good morning,

This week's hours were:

11/11/18 *3p 3pm*  
Antino Bailey ~~10-4:00~~  
Lashonne Collins ~~10-4:00~~  
Julian Walker 10-4:00

*- Missing Pay - Job Order # 252490*

11/7  
Julian Walker 9-3:00  
11/8 9-3:00

11/9 3:30-11:00  
Ceceilia, Lashonne, Antino,

*- Done! Job order # 254269*

11/11 1-9:00  
Lashonne, Antino, Julian, Regina Staton,  
Ceceilia from 12:00-9:00  
Tracie Barano 8-12:00

*- Done! Job order # 254270*

In addition for the events on 11/18, 12/1 and 12/2 may I schedule the following staff:

11/18 @ 9:00 a.m.



OUTSOURCING  
Your Hospitality Staffing Professionals

Jaquelyn Gonzalez <jacquelyn@acrobatoutsourcing.com>

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## West Nest Scheduling and Payroll

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Juliet Peters <jpeters@levyrestaurants.com>

Mon, Nov 12, 2018 at 8:22 AM

To: Jacquelyn Gonzalez <jacquelyn@acrobatoutsourcing.com>

Cc: "twright1450@gmail.com" <twright1450@gmail.com>

Sorry I need to make a correction for November 1, Tino and LaShonne only worked until 3 o'clock that day.  
My apologies

Sent from my iPhone

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<image001.png>

Mercedes-Benz Stadium | 1 AMB Drive NW | Atlanta, GA 30313

Cell: 404.323.8518

[www.levyrestaurants.com](http://www.levyrestaurants.com)

Jaquelyn Gonzalez

Operations Manager

**Acrobat**  
outsourcing

Your Hospitality Staffing Professionals

*If you are placing a last minute order or calling off a shift,  
please call our emergency line at **404-432-6123***

1425 Ellsworth Industrial Blvd, Suite 22 • Atlanta, GA 30318  
P: (404) 806-7722 • F: (404) 806-7601 • C: (404) 520-2150

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