

PAYROLL/INVOICE ADJUSTMENT FORM

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

SF SJ SAC SD IA OC SANE ATX HTX SATX IA KC NJ

Payroll adjustment only Invoice adjustment only
For Payroll ONLY (select 2):

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

Date: 11/14/2018 Weekending Date: 11/18/2018

Client: Henry Menedes, Benz, Stadtm.

Previous Job ID #: N/A New Job ID #: 2590490

Employee Name # Wren 4372 Various Employee's With Same Adjustment:

Employee Name _____

For commitment (select one):

REVIEW OF THE LITERATURE

Discounted Satisfaction Discount % OR %

Comparing Other

Adjustments:

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

New hours: Regular 8:00 - 16:00 Overtime: 16:00 - 18:00 Double time: 18:00 - 20:00

Old Charge Rate: Regular \$ 45 Overtime: \$ 67.50 Double Time: \$ 112.50

New Charge Rate: Regular \$ 14.00 Overnights 14 Double 28

Old Pay Rate: Regular \$ 10.00 Overtime \$ 15.00
Double time: \$ 20.00
N/A

Date requiring adjustments: 1/1/2018

Submitted by: Jacquelyn Gomberg Supervisor Approval: ✓

Accounting/Controller:
Accounting use only:

Total Payroll adjustment (debit or credit): \$

Total Taxicard adjustment (debit or credit): \$

PAYROLL/INVOICE ADJUSTMENT FORM

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

SF SJ SAC SD LA OC SAME 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 #: *Lashawn Collins #4758* (Various Employee's With Same Adjustment: Y or N)

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

Reason for adjustment (select one): 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 %

Camping 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: *11/14/2018*

Submitted by: *Stephanie Gonzalez* Supervisor Approval *J. B. G.*

Accounting/Controller: *Stephanie Gonzalez*

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): ATL

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

Payroll adjustment only Invoice adjustment only Both Payroll & Invoice Adjustment
For Payroll ONLY (select 2):

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

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

Client: LWY / Mercedes Benz Stadium

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

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

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

Reason for adjustment (select one):

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: 11/14/2018

Submitted by: Jacquelyn Gonzalez Supervisor Approval JG

Accounting/Controller:

Accounting use only:

Total Payroll adjustment (debit or credit): \$

Total Invoice adjustment (debit or credit): \$



Your Hospitality Staffing Professionals

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.

Please ensure all employees sign in and out on this sheet and you sign off the document confirming the hours.
Once this job is completed please click the link in the email that was sent with this isis time slip.

You can also go to www.tabora.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 COMPUTED TIME SHEETS 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::

1

To: Levy / Mercedes Benz Stadium - Chef Juliet
bbailey@levyrestaurants.com; mclay@levyrestaurants.com

JobID: 256490 Missing Pay WE 11/4

Client Approval Signature _____

West Nest Scheduling and Payroll

Juliet Peters <jpeters@levyrestaurants.com>

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

Cc: Jacquelyn Gonzalez <JGonzalez@drakestaffing.net>, "twright1450@gmail.com" <twright1450@gmail.com>

Mon, Nov 12, 2018 at 7:16 AM

Good morning,

This week's hours were:

Job Order # 2542490

11/1/18

3p
Antino Bailey 10-4:00

3pm

Lashonne Collins 10-4:00

Julian Walker 10-4:00

11/7

Julian Walker 9-3:00

11/8 9-3:00

11/9 3:30-11:00

Cecelia, Lashonne, Antino,

11/11 1-9:00

Lashonne, Antino, Julian, Regina Staton,

Cecelia from 12:00-9:00

Tracie Barano 8-12:00

Missing Pay

Job Order # 2542109

Job Order # 254270

- Done!

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.



Jacquelyn Gonzalez <jacquelyn@acrobotoutsourcing.com>

West Nest Scheduling and Payroll

Mon, Nov 12, 2018 at 8:22 AM

Juliet Peters <jpeters@levyrestaurants.com>
To: Jacquelyn Gonzalez <jacquelyn@acrobotoutsourcing.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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Mercedes-Benz Stadium | 1 AMB Drive NW | Atlanta, GA 30313

Cell: 404.323.8518

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***

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