

PAYROLL/INVOICE ADJUSTMENT FORM

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

SE 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 Joan Graw Ray Graw Murphy Graw
Date: 11/15/2018 Weekending Date: 11/4/2018

Client: Chef Advantage / Atlanta Speech School

Previous Job ID #: N/A New Job ID #: 25701050

Employee ID & Name #: Nice Blackmon ~~#40245~~ Various Employee's With Same Adjustment:

If "Yes" please enter ID & Names #'s: 2/1

Digitized by srujanika@gmail.com

Reason for adjustment (select one): Missing hours Sick Pay/Holiday Pay (circle one)
 Retro Pay/Incorrect Pay Rate

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

Compiling Other: _____

Old hours: Regular 8-5 Overtime: N/A Double time: N/A

New hours: Regular 8:00 a.m. - 5:00 p.m. Overtime: 1/2 time
Old Charge Rate: Regular \$ 10.00 Overtime: \$ 15.00 Double time: \$ 20.00

New Charge Rate: Regular: \$ 14.40 Overtime: \$ N/A Double time: \$ N/A
Old Pay Rate: Regular: Overtime: \$ N/A Double time: \$ N/A

New Pay Rate: Regular \$ 49 Overtime: \$ N/A Double time: \$ N/A
Dates requiring adjustments: 11/2/2018

Submitted by: Jacquelyn Gonzalez Supervisor Approval: J. Gonzalez
Accounting use only:
Accounting/Controller:

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



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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/ and enter the job ID number. From there please confirm the hours worked and make any adjustments necessary.

If you have been electronically submitted, you may choose to print and

Once all hours have been charged, invoices should be submitted via email. **ALL COMPLETED TIME SHEETS SHOULD BE SUBMITTED BY THE NEXT DAY.**

ALL COMPLETED IN THE STATE OF
GEORGIA. STAFFING EMERGENCIES, PLEASE CALL 404-806-7722

FOR ANY STAFFING EMERGENCY, CALL 1-800-222-1222

All injuries, regardless of severity, must be reported to the supervisor or manager. Additionally, employees must call 1-800-252-5275 and provide the Acrobat code.

D59000 to complete a

To: Chef Advantage/Atlanta Speech - Kent Dalton
kdalton@chefadvantage.com

JobID: 254424 Dishwasher

Brundon No-Shaw

Client Approval Signature: