

PAYROLL/INVOICE ADJUSTMENT FORM

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

SE ☒ 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: 11/15/2018

Weekending Date: 11/4/2018

Client: Prof Advantage / Atlanta Speech School

Previous Job ID #: N/A

New Job ID #: 2506050

Employee ID & Name #: Alice Blackmon #46295

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 ☒ Overtime: N/A Double time: N/A

New hours: Regular 2.5 Overtime: N/A Double time: N/A

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

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 \$9 Overtime: \$ N/A Double time: \$ N/A

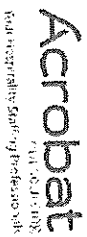
Dates requiring adjustments: 11/2/2018

Submitted by: Ingridyn 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 Acrobati 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 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: Chef Advantage/Atlanta Speech - Kent Dalton
kdalton@chefadvantage.com

JobID: 254424 Dishwasher

Broder No-Shan

[illegible]

Client Approval Signature _____

927