PAYROLL/INVOICE ADJUSTMENT FORM

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

___SF ___SJ ___SAC ___SD ___LA ___OC ___SANB ___ATX ___HTX ___SATX ___IA ___KC ___NJ

___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: 11/16/2018 **Weekending Date:** 10/21/18

Client: Marietta Hotel & Conference

Previous Job ID #: 252962 New Job ID #: 256757

Employee ID & Name #: Tornina White EE# 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 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 7.5 Overtime: N/A Double time: N/A

New hours: Regular 9.25 Overtime: N/A Double time: N/A

Old Charge Rate: Regular$ $17 Overtime:$ N/A Double time:$ N/A

New Charge Rate: Regular$ $17 Overtime:$ N/A Double time:$ N/A

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

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

Dates requiring adjustments: 10/20/2018

Submitted by: Jaquelyn Gonzalez **Supervisor Approval:** [signature]

Accounting/Controller:____

Accounting use only:

Total Payroll adjustment (debit or credit): $____ **Total Invoice adjustment (debit or credit): $**____

Client Name: Hilton- Marietta Conference C

Order: Servers @ 9am/ Sp

Terms

...you sign the bottom
...mail that was sent with this
...and enter the Job ID that is listed below.
...worked and make any adjustments necessary.
...ctronically submitted, you may choose to print an
...te or wait to receive an invoice via email.
...SLIPS SHOULD BE SUBMITTED BY THE NEXT DAY.

...ING EMERGENCIES, PLEASE CALL 404-806-7722

...ries, regardless of severity, must be reported to an Acrobat Manager.
...itionally, employees must call 1-800-252-5275 and provide the Acrobat code:
059000 to complete a report.

ATL

...nd Conference Melinda Suchman
...hilton com

JobID: 252962 Servers

Date	Employee	Position	Report Time	Time In	Break Start	Break End	Time Out	Total Hrs	Rating	Initial
10/20/2018	Lyles, Robert	Banquet Server	6:00 AM							
10/20/2018	White, Torinna	Banquet Server	6:00 AM	6am	2:30	3pm	3:45	10hrs		[illegible]
0/20/2018	Williams, Eric	Banquet Server	6:00 AM							
/20/2018	Bostick, Crystal	Banquet Server	2:00 PM							
/20/2018	Tunon, Emmanuel	Banquet Server	2:00 PM							

al Signature