

259027

PHONE

404-806-7722

Acrobat Outsourcing

FAX

404-806-7601

CLIENT NAME		DEPARTMENT		REPORT TO		SIGNATURE		IN		OUT		BREAK		TOTAL HR		PROMPTNESS		APPEARANCE		PERFORMANCE		ATTITUDE		R / NR	
DATE		DAY		TIME																					
12-3-18		Mar Day		6:00 AM																					
G: Good		NI: Need Improvement		R / NR: Repeat / No Repeat																					
E: Excellent																									
Tyrone Butler		J.B. Butler		16:00		3:00		30		9.5															
Lanisha Smith		Lanisha Smith		16:40		3:20		30		8.10															
Katie Dandridge		Katie Dandridge		17:00		3:20		30		7.60															
Keshia Edwards		Keshia Edwards		17:00		3:30		30		7.8															
Dorrell Cooper		Dorrell Cooper		17:00		3:30		30		7.5															
Mylena Cooper		Mylena Cooper		18:10		4:10		30		7.5															
Kathie Booker		Kathie Booker		17:00		5:30		30		10															
Dorrell Cooper		Dorrell Cooper		17:00		5:30		30		10															
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CLIENT NAME		DEPARTMENT		REPORT TO		SIGNATURE		DATE		TIME		G: Good		E: Excellent	
NAME		SIGNATURE		DATE		TIME		G: Good		E: Excellent		NI: Need Improvement		R/NR: Repeat / No Repeat	
NAME		SIGNATURE		DATE		TIME		G: Good		E: Excellent		NI: Need Improvement		R/NR: Repeat / No Repeat	
Larissa Mathis				6:30	10:30	10	break	4							
Tamara Hill				6:30	10:30	10	break	4							
Darrell Cooper				7:00	11:00	10	break	4							
Mya Smith				8:00	4:00	10	break	4							
Regina Edwards				6:30	11:30	10	break	4							
Keith Booker				7:00	11:00	N/A		4							
TO BE COMPLETED BY CLIENT I certify that the server(s) successfully completed the amount of time stated above and is entitled to full pay for the services rendered to us															
COMMENTS															
SIGNATURE NAME TITLE DATE															

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CLIENT NAME		DEPARTMENT		REPORT TO		DATE		TIME		PERFORMANCE		ATTITUDE		R.I.N.R.	
NCR						12-6-18		Thursday		G: Good		E: Excellent		NI: Need Improvement	
						12-6-18		6:00 PM		R/NR: Repeat / No Repeat					
SIGNATURE		IN		OUT		BREAK		TOTAL HR		PROMPTNESS		APPEARANCE		PERFORMANCE	
Tyone Butler	Tyone Butler	6:00	3:00	30	9.5										
Theresa Martin	Theresa Martin	6:30	3:30	30	8.5										
Regina Edwards	Regina Edwards	6:50	3:30	30	8.17										
Mehmetia Cooper	Mehmetia Cooper	8:10	4:00	30	7.33										
Jerrisa Youngblood	Jerrisa Youngblood	7:00 AM	4:30 PM	30 min	9										
David Curtis	David Curtis	2:00 PM	7:00 PM		5										
Tamicka Hill	Tamicka Hill	2:00 PM	3:30 PM		1.5										
Vincent Hudson	Vincent Hudson	2:30 PM	7:00 PM		4.5										
Derrell Sage	Derrell Sage	7:00 AM	3:30 PM	30	8										
Calcarra Tom	Calcarra Tom	2:00 PM	7:00 PM		5										
Terone Sammons	Terone Sammons	7:00 AM	3:30 PM	30	8										
Keith Booker	Keith Booker	3:30	7:00 PM		3.5										
Gregory Lihwani	Gregory Lihwani	3:00 PM	7:00 PM		4										
Kenneth McQueen	Kenneth McQueen	3:00 PM	7:00 PM		4										
Damir Allen	Damir Allen	3:00 PM	7:00 PM		4										

I certify that the server(s) successfully completed the amount of time stated above and is entitled to full pay for the services rendered to us

COMMENTS

SIGNATURE

NAME

TITLE

DATE

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CLIENT NAME		PERIOD OF PERFORMANCE - COMING SHEET																																	
DEPARTMENT		DATE		TIME		TOTAL HR		BROKE		OUT		IN		SIGNATURE		DATE		DAY		TIME		G: Good		E: Excellent		NI: Need Improvement		R/NR: Repeat / No Repeat		PERFORMANCE		ATTITUDE		R / NR	
REPORT TO		12-07-18		Friday																															
NAME		MURSHIA COOPER		6:10		2:10		30		7.5																									
DEPARTMENT		Derek Cooper		7:00		3:30		30		8																									
REPORT TO		Lanissa Mathis		8:50		3:00		30		6.75																									
NAME		Lynne Butler		5:50		3:05		30		8.75																									
DEPARTMENT		Keith Booker		7:00		3:30		30		4																									
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