Acrobat
outsourcing
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 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: Aramark/ Georgia Pacific - Eugene
LeBoeuf-Eugene@aramark.com

JobID: 262244 Barista

	Date	Employee	Position	Report Time	Time In	Break Start	Break End	Time Out	Total Hrs	Rating	Initial
1	1/7/2019	Dennis, Brianna	Barista	8:00 AM	8:10 am			3:10			
2	1/8/2019	Humphrey, Marketta	Barista	8:00 AM	8:16 am			9:02 am			— Left early.

Client Approval Signature _____ LeBoeuf _____ 1/8/19 _____

Time Record Edit & Authorization Form

Employee Name: _Marsha Humphrey_

Today's Date: _1/8/19_

Location: _____

Component: _____

Reason for edit: (Check only ONE)

☐ **NO PUNCH**
No punch due to no timecard

☐ **ERROR PUNCH**
There is a punch, but it is incorrect

☐ **LUNCH EDIT**
There is an error in the lunch punches

☐ **TIMECLOCK ERROR**
The time/date were wrong on the timeclock
The timeclock did not calculate the time correctly

DATE TO EDIT: _1/8/19_

IN: _8:16_

LUNCH OUT: _____

LUNCH IN: _____

OUT: _9:02_

Payroll Use Only

Additional or Other Employee/Employer Explanation:

Employee Signature _____   Date _1/8/19_

Manager Signature _____   Date _1/8/19_

Time Record Edit & Authorization Form

Today's Date: 1/7/19

Employee Name: Brionna Dennis

Location: GP

Component _____

DATE TO EDIT: 1/7/19

IN: 8:30

LUNCH OUT: _____

LUNCH IN: _____

OUT: 3:20

Reason for edit: (Check only ONE)

☐ **NO PUNCH**
   No punch due to no timecard

☐ **ERROR PUNCH**
   There is a punch, but it is incorrect

☐ **LUNCH EDIT**
   There is an error in the lunch punches

☐ **TIMECLOCK ERROR**
   The time/date were wrong on the timeclock
   The timeclock did not calculate the time correctly

Payroll Use Only

Additional or Other Employee/Employer Explanation:

ACROBAT STAFFING

Employee Signature _____ Date 1/7/19

Eugene LeBeur _____ 1/7/19
Manager Signature _____ Date