
Asana Hours

Ariel <ariel@acrobatoutsourcing.com>

Tue, Jan 15, 2019 at 10:25 AM

To: Kim Pak <kim@asana.com>

Cc: "acrobat.tsheetsSF" <acrobat.tsheetssf@acrobatoutsourcing.com>, Jared Sablan <jared@acrobatoutsourcing.com>

Hello Kim,

Thank you. Bernie has a total of 21 hours. We will apply the addition 19 hours as regular pay.

On Tue, Jan 15, 2019 at 9:42 AM Kim Pak <kim@asana.com> wrote:

Hi Ariel,

Fredy took a break on Tuesday and called out on Thursday (no pay)
Yes please issue PTO for Darvin for 1/9

With Bernie- Please let me know how many hours she has left. I would like to approve any hours she needs to cover her PTO. Thank you!

Best,
Kimberly Pak
Director of Culinary
Asana, Inc
1550 Bryant St Suite 200
San Francisco, CA 94103
o: 415- 590-2240
c: 619-964-6053



<https://www.facebook.com/asanaculinaryteam/>
<https://www.instagram.com/asanaculinary/>

On Tue, Jan 15, 2019 at 7:07 AM Ariel <ariel@acrobatoutsourcing.com> wrote:

Good Morning, Kim.

We will make note of the monthly meeting on our end. Attached you'll find the total hours for each employee last week.

Fredy- No 30 break on Tuesday. No hours on Thursday
Darvin- No hours on 1/9. Would he like PTO on this day also?

Bernie- We'll have to look at her available hours. I believe she has 8 or 9 available. I'll follow-up.

On Mon, Jan 14, 2019 at 9:55 AM Kim Pak <kim@asana.com> wrote:

Happy Monday!

I added 30 min OT last Friday for those that were here due to a All hands Meeting. Heads up this will happen at least 1X a month.

Please issue PTO hours for :

Bernie 1/7-1/11

Darvin Noe 1/11

Let me know if there are any other discrepancies! Thank you!

Best,

Kimberly Pak

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Best,

Ariel Hasbun

Operations Manager: San Francisco

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