

Re: Missing Hours

Gray, Laura <Laura.Gray@sodexo.com>

Mon 9/30/2019 2:34 PM

To: Deric Johnson <Deric.Johnson@theservicecompanies.com>; Smith, Christina <Christina.Smith@sodexo.com>

Cc: Team Dallas <teamdallas@acrobatoutsourcing.com>

1 attachments (2 MB)

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Treanity Meadows only worked on the 24th I have attached the time sheet that was sent to me for her

From: Deric Johnson <Deric.Johnson@theservicecompanies.com>

Sent: Monday, September 30, 2019 12:57 PM

To: Smith, Christina <Christina.Smith@sodexo.com>; Gray, Laura <Laura.Gray@sodexo.com>

Cc: Team Dallas <teamdallas@acrobatoutsourcing.com>

Subject: Missing Hours

Hello all,

We have an employee that is missing hours from 9/24/-9/25 last week. The employee Treanity Meadows says she reported in and out to a manager named Sunshine on those days, do you mind checking with this manager for those hours so that we can verify and get this person paid correctly?

Thank you,

Deric Johnson

Assistant Operations Manager

Acrobat Outsourcing

1751 River Run, Suite 200. Ft. Worth, Texas 76107

O: (682) 312-3674 **C:** (972)626-0180

E: Deric.Johnson@theservicecompanies.com

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please call our 24-hour answering service at (800) 236-2276 ext. 2207

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Punch Exception Log

For Units Using a Timedclock or Web Timestamp

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Unit Number _____ Unit Name _____ Pay Period End Date _____

This form is to be used to report any timeclock or Web Timestamp punch exceptions. Below is a list of Punch Exception Requests. Please provide documentation from the employee:

- (A) Employee Forgot to Clock In or Out
- (B) Employee Unable to Clock In or Out due to Schedule Issue
- (C) Missing Punch Found in Timecard
- (D) Correction to a Punch in Error
- (E) Technical Problem with Clock (if outage is longer than a day, use the Frontline Manual Timesheet)
- (F) Unable to punch with Employee ID # or SodexoLINK login credentials
- (G) Other - please explain