

Fw: Missing Hours

Gil Sosa

Tue 10/8/2019 12:01 PM

To: Ivy Fielden <ivy@acrobotoutsourcing.com>

Gil Sosa

Operations Manager

The Service Companies

13601 Preston Road - Suite W548 | Dallas, TX 75240

M: 972-814-8151 **O:** 972.426.7074

E: gil@acrobotoutsourcing.com



**THE SERVICE
COMPANIES**

SERVICE ABOVE ALL

From: Shonda Grisby <mgrisby@sagedining.com>

Sent: Tuesday, October 8, 2019 11:50 AM

To: Gil Sosa <gil@acrobotoutsourcing.com>

Subject: Re: Missing Hours

my apologies,

I looked up you email and I received it on October 3rd.

So I believe he actually worked Wednesday and Thursday both days with a break

7am-2:45

Yes Torchie did work on Friday morning. Not sure if she took a break because she worked with Allegra

9am-4pm

From: Gil Sosa <gil@acrobotoutsourcing.com>

Sent: Tuesday, October 8, 2019 11:33 AM

To: Shonda Grisby <mgrisby@sagedining.com>

Cc: Team Dallas <teamdallas@acrobotoutsourcing.com>

Subject: Missing Hours

Hey Shonda,

We are missing hours for Lanard Frazier for Wednesday, 10/3/2019. He was there from 7am-2:30pm with a 30min break.

We are also missing hours for Torchie Peppers for Friday 10/4. She arrived at 9am but I'm not sure of her out time as her scheduled was switched at the last minute.

Can you please confirm hours for Lanard and Torchie so we can get them paid properly.

Thank you,

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 OUR 24 HOUR NUMBER AT
(800) 236-2276 ext. 2207**

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: 981100 to complete a report.

DAL

To: Sage - Parker University - Shonda Grisby
mgrisby@sagedining.com; teamdallas@acrobotoutsourcing.com; hsdal@theservicecompanies.com

JobID: 294138 Dishwashers Prep Cooks & Servers

	Date	Employee	Position	Report Time	Time In	Break Start	Break End	Time Out	Total Hrs	Rating	Initial
1	10/1/2019	Frazier, Lanard	Dish/Utility	6:00 AM	6:00	1:00	1:30	8:45			
2	10/2/2019	Frazier, Lanard	Dish/Utility	6:00 AM	7:00	1:00	1:30	12:45			
3	10/3/2019	Frazier, Lanard	Dish/Utility	6:00 AM	—	—	—	—			
4	10/3/2019	Peppers, Torchie	Cook: 1 Prep	4:00 PM	4:00	—	—	9:00			
5	10/4/2019	Fields, Lorlie	Dish/Utility	6:00 AM	6:00	—	—	7:30			
6	10/4/2019	Frazier, Lanard	Dish/Utility	6:00 AM	—	—	—	—			
7	10/4/2019	Stubbs, Kenny	Dish/Utility	7:00 AM	7:00	—	—	9:00			
8	10/4/2019	McCoy, Joann	Dish/Utility	4:00 PM	4:00	1:00	1:30	9:30			
9	10/4/2019	Peppers, Torchie	Cook: 1 Prep	4:00 PM	—	—	—	—			
10	10/4/2019	Smithers, Ian	Dish/Utility	4:00 PM	4:00	7:00	7:30	9:30			
11	10/5/2019	Frazier, Lanard	Dish/Utility	6:00 AM	—	—	—	—			
12	10/5/2019	Stubbs, Kenny	Dish/Utility	6:00 AM	6:00	—	—	—			
13	10/5/2019	Broady, Shaylin	Server-Buffet	9:00 AM	—	—	—	—			
14	10/5/2019	Carter, Tami Sawhers, Ann	Server-Buffet Waitress	9:00 AM	7:00	1:00	1:30	8:30			
15	10/5/2019	Johnson, Larry	Cook: 1 Prep	9:00 AM	—	—	—	—			
16	10/5/2019	Peppers, Torchie	Cook: 1 Prep	9:00 AM	—	—	—	—			
17	10/6/2019	Broady, Shaylin	Server-Buffet	5:30 AM	—	—	—	—			

Shaylin

Important note about breaks and overtime:

Per California labor law an employee must receive a 10 minute break for every 4 hours that they work provided the shift is at least 5 hours; must receive an uninterrupted 30 minute break after 5 hours, except when the workday will be completed in 6 hours or less and there is mutual employer/employee consent to waive the break period. Indicate above if 30 min paid or unpaid with yes/no. Overtime hours will be charged and paid out accordingly.

Client Feedback:

Rating: In the second-to-last column, please rate our employees:

1 - never to return 2 - not impressive 3 - sufficient 4 - Impressive 5 - superstar

Comments:

Conrad had a break everyday he was here.

Kenny did not want a break

Tony & Joann had Great Attitudes &

Terrie. Terrie was very friendly

It is to your advantage to provide feedback regarding our employees as your experience with them will help determine who we send you in the future (we'll always try to send you your favorites and avoid returning those who have not impressed!) We are passionate about placing the "right people in the right jobs for the right reasons."

Initials: This timesheet is an agreement between you and the temporary employee of the hours that were worked. Please ensure that the EMPLOYEE initials the last column. Thank you!

Client Signature:**Acrobat Outsourcing Payroll Policy:**

Please return timesheets by Sunday 10 PM. A 10% surcharge will be assessed for all timesheets received after Monday at 4pm. A corresponding invoice will be mailed to you every Thursday.

By signing this agreement, you agree to not only pay for the listed work above, but also to refrain from soliciting or employing Acrobat Outsourcing employees directly. If you are impressed by one of our employees, please contact us as we have many clients who want to hire our staff permanently and we will help transition our best employees to your team. In the event that you hire our employee without notifying Acrobat Outsourcing, you will be assessed a \$2,500 finder's fee.

Acrobat Outsourcing Corporate Headquarters 303 Hegenberger Road, Suite 300 Oakland, CA 94621

www.acrobatoutsourcing.com

San Francisco - San Jose - Sacramento - San Diego - Los Angeles - Orange County - Inland Empire - Austin - Houston -
Dallas - Ft. Worth - San Antonio - New Jersey - Atlanta - Kansas City

Client Approval Signature

May

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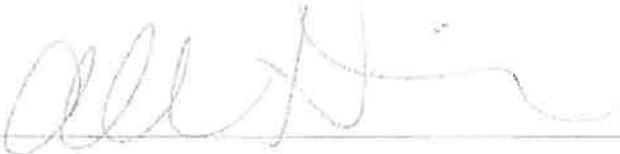
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JobID: 294138 Dishwashers Prep Cooks & Servers

Client Approval Signature



Alan H.

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Client Feedback:

Rating: In the second-to-last column, please rate our employees:

1 - never to return 2 - not impressive 3 - sufficient 4 - impressive 5 - superstar

Comments:

5 = superstar!

They took NO breaks, no lunch.

It is to your advantage to provide feedback regarding our employees as your experience with them will help determine who we send you in the future (we'll always try to send you your favorites and avoid returning those who have not impressed!) We are passionate about placing the *"right people in the right jobs for the right reasons."*

Initials: This timesheet is an agreement between you and the temporary employee of the hours that were worked. Please ensure that the **EMPLOYEE** initials the last column. Thank you!

Client Signature:

Acrobat Outsourcing Payroll Policy:

• **Submitting timesheets by** - **Friday (11:59PM)** A 10% surcharge will be assessed for all timesheets received after Monday at 4pm. A corresponding invoice will be mailed to you every Thursday.

By signing this agreement, you agree to not only pay for the listed work above, but also to refrain from soliciting or employing Acrobat Outsourcing employees directly. If you are impressed by one of our employees, please contact us as we have many clients who want to hire our staff permanently and we will help transition our best employees to your team. In the event that you hire our employee without notifying Acrobat Outsourcing, you will be assessed a \$2,500 finder's fee.

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