



ACROBAT OUTSOURCING  
TSC GROUP

Ruben Martinez

Taborca ID: 30502

Date of Hire: 12 / 18 / 2018

Date of Re-Act:      /      /     

- |   |   |
|---|---|
| <input type="checkbox"/> E-verify                                     | <input type="checkbox"/> New Hire List (All fields)               |
| <input type="checkbox"/> Hire Right EE                                | <input type="checkbox"/> Check Taborca Profile (All fields)       |
| <input type="checkbox"/> Hire Right Internal (upload any list A docs) | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input type="checkbox"/> Notice to Employee Completed                 | <input type="checkbox"/> Upload Food Handler's Card               |
| <input type="checkbox"/> Added to Orientation Time Sheet              | <input type="checkbox"/> Presented                                |
| <input type="checkbox"/> Background Check                             | <input type="checkbox"/> Emailed                                  |

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re-Act onboarding
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

Name: Martinez, Ruben A Phone #: (816) 469-2532  
Email: babyram672004@yahoo.com Taborca ID#: 30502  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_

Employee File Checklist (note "n/a" if not applicable) **Section One**

Date of Hire: 5/9/16

- |   |  |
|---|--|
| <input type="checkbox"/> Resume   | <input checked="" type="checkbox"/> Confidentiality & Non-Disclosure Agreement                   |
| <input checked="" type="checkbox"/> Application for Employment  | <input type="checkbox"/> California Labor Code Form 2810.5 (California Employees Only)           |
| <input type="checkbox"/> Offer Letter   | <input checked="" type="checkbox"/> Skills Test / Interview notes                                |
| <input type="checkbox"/> Food Handlers Card/Certification Expiration ____/____/____                             | <input checked="" type="checkbox"/> New Hire Acknowledgement Form                                |
| <input type="checkbox"/> Alcohol/Liquor Serving Certification   | <input checked="" type="checkbox"/> Additional Information/Emergency Contact                     |
| <input checked="" type="checkbox"/> I-9 Form and copies of required form(s) of ID (Filed in secured I-9 binder) | <input checked="" type="checkbox"/> Image Release Form   |
| <input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy Acknowledgement                         | <input checked="" type="checkbox"/> W-4: <u>Single</u> / Married ( Circle one ) Exemptions _____ |
| <input checked="" type="checkbox"/> Authorization and Release to Obtain Information                             | <input checked="" type="checkbox"/> Direct Deposit / Global Cash Card / Live Check (Circle one)  |
| <input checked="" type="checkbox"/> Designation of Personal Physician   |  |
| <input checked="" type="checkbox"/> Absenteeism & Tardiness Policy  |  |

**Section Two**

Employee Setup

- ☒ E-Verify Documentation CVN#: \_\_\_\_\_
- ☒ Background Check (Sterling) File Ref#: \_\_\_\_\_
- ☒ Direct Deposit / Global Cash Card form sent to Payroll

- ☒ Attended New Hire Orientation Date: 5/9/16
- ☒ New Hire List
- ☒ Taborca
- ☒ Upload Photo
- ☐ Upload Resume & Food Handlers Card

**Section Three**

Emergency Contact

Name: Teresa Sata Phone: (913) 999-3522 Relationship: Sister

**Submission Date** 05-03-2016 10:41:53

**First Name**

Ruben

**Last Name**

Martinez

**E-mail Address**

babyram672004@yahoo.com

**Phone**

816-469-2532

**Address**

1345 S 51st Terrace

**Unit or Number**

1

**City, State**

Kansas City, Ks

**Zip Code**

66106

**What region(s) are you applying to work within?**

- Kansas City

**Which position(s) are you applying for?**

- Server
- Bartender

**Are you applying for:**

- Part-Time

**When can you start?** Monday, May 09, 2016**Can you work overtime?**

Yes

**How did you hear about us?**

- Referral

**If you were referred, please tell us by whom:**

Delano UMKC

**What days/times can you work? Select all that apply:**\* Marriott \*\* Cashier \*\* Bartender \*\* Houseman \*\* Banquet Server \*

Yes

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**

Trained Bartenders and Servers at past Jobs

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

All Team

**Type of Business**

Staffing Agency

**Phone Number**

816-756-3233

**Your Position & Duties**

Bartend and Serving Duties

**Date of Employment (from/to):**

09/2015- present

**Weekly Pay (Starting/Ending):**

11.00/11.00

**Reason for Leaving**

still employed

**Still Employed:**

Yes

**Name and Address of Employer**

Marriott Plaza Hotel

**Type of Business**

Hotel

**Phone Number**

816-531-3000

**Your Position & Duties**

Lobby Bartend, Banquet Bartend & Serve, Houseman and Concierge

**Phone**

816-616-8892

**Relationship:**

former coworker

**Years Acquainted:**

21

**First Name**

Victoria

**Last Name**

Rojas

**Phone**

816-977-7072

**Relationship:**

friend

**Years Acquainted:**

33

**First Name**

Karen

**Last Name**

Dunbarr

**Phone**

816-392-1174

**Relationship:**

coworker

**Years Acquainted:**

15

**I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.**

- (Checked box indicates acknowledgement)

**I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other**



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Chantilly, Virginia 20153

CFCPC19041110PER0008 / 00000492 / 00001328  
HR Acrobat Kansas City Attn Manager  
607 West port Rd #300  
Kansas City, MO 64111

E30502



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