

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Timothy Lopez

Taborca ID: 7567

Date of Hire: / /

Date of Re-Act: 4/27/2017

New employee set up

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check (Asurint) |
| <input checked="" type="checkbox"/> Direct Deposit (Scan to Payroll) and/or | <input checked="" type="checkbox"/> New Hire List (All fields) |
| Global Cash Card – complete the form & | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| have EE sign | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> Upload Food Handler's Card |

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 if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ 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 and take steps to Re Act any old pay options still current
- ☐ 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 (all fields)
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**

Employee Name: Timothy M. Lopez
Start Date: 4/27/21

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):
Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:
665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: \$ 13.00 Overtime Rate(s) of Pay: \$ 11.50

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Jaime Perez
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

4/27/2017
(Date)

TIMOTHY LOPEZ

(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

04/27/2017
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

Confidentiality and Non-Disclosure Agreement

I, the undersigned employee, understand that in the course of my employment with Acrobat Outsourcing, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of Acrobat Outsourcing, its research and development, or the business of its customers. Such trade secret information includes, but is not limited to, software, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors.

I agree that I will not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with Acrobat Outsourcing. I understand that I am immune from civil or criminal liability for disclosing trade secrets for the purpose of reporting or investigating a suspected violation of law, or for disclosing trade secrets in a legal proceeding if the information is filed under seal.

I also understand that client lists of Acrobat Outsourcing, for which I have, or may have, access to during my employment, are trade secrets and shall be solely the property of Acrobat Outsourcing. I agree that I shall neither directly nor indirectly solicit business as to products or services competitive with those of [Acrobat Outsourcing] based on information from the client lists.

Finally, I understand that I am an at-will employee of Acrobat Outsourcing and that this agreement is not to be construed as constituting a promise of continued employment.

TIMOTHY LOPEZ
Name of Employee (Please Print)

[Signature] 04/26/2017
Signature of Employee Date

Nadene Nielsen
Name of Witness (Please Print)

[Signature] 4/26/17
Signature of Witness Date

Interview Note Sheet

Applicant Information	
Name: <u>Tim LOPEZ</u>	Interviewer:
Date:	Rate of Pay:
Position (s) Applied for: <u>PALANTIR</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p><u>PALANTIR</u> <u>DIRECT</u> <u>HIRE</u></p>
P.O.S. Experience: Y / N details: _____

Transportation
<div>Car</div> <div>Public Transit</div> <div>Carpool (Rider / Driver)</div>
Regions Available to work:
<div>SF City</div> <div>SF North</div> <div>SF Peninsula</div> <div>East Bay</div> <div>Outer East Bay</div> <div>San Jose</div> <div>South San Jose</div> <div>SJ Peninsula</div>
Certifications (If any)
<div>TIPS</div> <div>Serv-Safe</div> <div>LEAD</div> <div>Other _____</div> <div>Will Submit</div>
Availability
<div>Open</div> <div>AM only</div> <div>PM only</div> <div>Weekdays only</div> <div>Weekends only</div>
Details:
Uniforms Owned:
<div>Bistro</div> <div>Black Bistro</div> <div>Tuxedo</div> <div>1/2 Tuxedo</div> <div>Black Vest</div> <div>Long Black Tie</div> <div>Chef Coat</div> <div>Chef Pants</div> <div>Knives</div> <div>Black Pants</div> <div>Non-Slip Shoes</div> <div>Bow Tie</div> <div>Other: _____</div>
<div>Would you recommend this applicant for Acrobat Academy?</div> <div>Convention Candidate?</div> <div>Other Languages Spoken:</div>

TIM LOPEZ

(415) 794-3829

timlopez08@gmail.com

EXPERIENCE

Lyft, Inc.

Jul. 2015 – Present

Driver; Ambassador

- Increased marketing knowledge by promoting Lyft through targeted event tabling
- Reached out to selected business to express partnership interests with Lyft
- Worked in customer service call center

Ming Entertainment

Sept. 2012 – Present

Contractor

- Set up local NFL and NCAA stadiums for TV broadcasts of games; also strike equipment at conclusion of broadcast.
- Responsibilities include manning utility cables throughout game to ensure efficient movement of cameraman.

San Jose City College

Aug. 2016 – Present

Contractor, Game Day Operations

- Recording live football statistics and timekeeping
- Assisting in setting up and striking various venues for game day events

Alta Vista Cremation and Funeral Service

Feb. 2012 – Jul. 2015

Arrangement Counselor

- Responsibilities include event planning, customer service, public relations,
- Operating the crematory, making arrangements with families, filling out necessary paperwork for the State and County health departments.

Acrobat Outsourcing

Sep. 2011 - Jan. 2012

Contractor, Catering

- Work food-related fundraising; served and prepared food throughout fundraising events
- Worked in Qualcomm kitchen preparing cafeteria food and for meetings.

Pat and Oscar's

Aug. 2011 – Jan. 2012

Front-of-House and Catering

- Worked front end of restaurant, ensuring customers were greeted and their orders were properly placed.
- Responsible for knowing and enforcing ABC policies; ServSafe Certified.
- Traveled to locations around prior Pat and Oscar franchises and re-established a working relationship with San Diego store.

Pizza My Heart

Oct. 2007- Jul. 2011

Supervisor and Driver

- Was responsible for day-to-day operation inside and outside of store; inventory/ordering, organizing daily deposits, keeping track of food safety procedures, worked festivals and community events.
- Managed staff during operating hours; assisted in the opening of Sunnyvale, CA location.

SKILLS AND INTERESTS

- Participated in 2010 World Pizza Games, box-folding championships in Las Vegas, NV
- Umpire for San Francisco Parish & School Baseball League – grades 3-8
- Member of co-op brewery, Unumhum Brewing – San Jose, CA
- Event set up and planning, customer service, management, interpersonal skills, marketing, business operations.

