

From: Sharpe, Alicia <Alicia.Sharpe@sto.sc.gov>
To:
CC: Wicker, KarenKaren.Wicker@sto.sc.gov
Franklin, JessicaJessica.Franklin@sto.sc.gov
Date: 7/6/2015 10:24:33 AM
Subject: Temp Hours and Approval Reminder

Good morning,

Reminder:

Temporary Employees – Please be sure all time worked for the period of 06/17/2015 – 07/01/2015 has been entered. Friday (7/10) and Monday (7/13) are red payroll days, so Thursday(07/09) is the last day to get time approved for that period to be paid on 07/16/2015.

Supervisors – Please be sure you've approved all time entry for the period of 06/17/2015 – 07/01/2015 for the Temps that report to you. Friday (7/10) and Monday (7/13) are red payroll days, so Thursday(07/09) is the last day to get time approved for that period to be paid on 07/16/2015. Let me know when the time has been approved if you have not already done so.

Thank you,

Alicia

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