TO: The Campus Community

FROM: George Paulick

 Pension and Benefits Specialist

Human Resources Department

DATE: September 29, 2014

SUBJECT: **September 2014 Timesheets – Due October 10th**

Enclosed are the timesheets for the month of September for your department. Please review the timesheet and indicate leave time used for the month of September.

**Paid Holiday**

Please be aware that Monday, September 1, 2014 was a paid holiday. Employees do not need to use leave time for that date. If you worked on that holiday, it does not count as energy time.

The time sheets for the month of September are due in the Human Resources Department by October 10, 2014. We are asking for your cooperation to adhere to the deadline.

**Unsigned Timesheets**

If employees are not available to sign their timesheets, the supervisor should complete the timesheets and sign their initials near the employees’ signature line. Please send the timesheet along with the others from the department.

The time sheets for the month of September are due in the Human Resources Department by October 10, 2014. We are asking for your cooperation to adhere to the deadline.

*Please return the timesheets by* ***Friday, October 10, 2014*** *to the*

*Office of Human Resources, Administrative Services Building.*

If you have any questions or concerns, please contact George Paulick at extension 2283.