

iNote – March 18, 2020

Timesheets are due Friday

Employees, please complete your timesheets by charging the appropriate account numbers. Enter any approved leave (including FMLA designation, that has been approved) you have taken during this pay period.

Supervisors verify account numbers, regular hours, overtime hours and leave on all timesheets before approval. All timesheets need to be approved by **9 a.m. on Friday, March 20.**

Please refer to the following policies for additional information:

Policy 7-04: Attendance and Leave

Policy 7-15: Shift Premiums

Policy 7-21: Overtime