

Subject: [Staffmemos] Time Sheet Reminder for 1/25-2/7 pay period

From: Cali Bell <bellcali@isu.edu>

Date: Mon, 09 Feb 2009 09:54:36 -0700

To: staffmemos@isumm.isu.edu

Dear ISU Employees,

Reminder: All time for the current time sheet period (1/25-2/7) must be submitted and approved by tomorrow (Tuesday, 2/10) at NOON.

All employees need to complete their web time entry well in advance of the deadline for approval. This will ensure that Time Approvers have sufficient time to review and approve the submissions. *Be sure to check the Time Alert channel on the Employees tab (above the Time Reporting channel) for special information on filling out your time sheet for the current period.*

If you have additional questions about web time entry or if you experience technical difficulties, please contact the IT Service Desk at 282-4357(help) or email help@isu.edu.

Sincerely,

The Tigeri Project Team

www.isu.edu/tigeri

Staffmemos mailing list

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