

December 4, 2006

Memorandum

To: All Departments  
From: Pamala T. Cope  
Payroll  
Subject: Early Submission of Time Sheets

We request your assistance in the early submission of time sheets.

**Non-Exempt and Hourly Employees (Reporting on a weekly schedule)**

Week ending December 9, 2006

December 3 - 9, 2006 hours worked and leave reported must be entered and approved in ITAMS by 5:00 p.m. on Friday, December 8, 2006.

Week ending December 16, 2006

December 10-16, 2006 hours worked and leave reported must be entered and approved in ITAMS by 12:00 noon on Monday, December 18, 2006.

Week ending December 23, 2006

December 17 - 23, 2006 hours worked and leave reported must be entered and approved in ITAMS by 12:00 noon on Wednesday, December 20, 2006.

**Exempt (Reporting on a semi-monthly schedule)**

December 15, 2006

December 1 - 15, 2006 leave reported in the ITAMS system for exempt employees must be entered and approved by 9:00 a.m. on Monday, December 11, 2006.

December 31, 2006

December 16 -31, 2006 leave reported in the ITAMS system for exempt employees must be entered and approved by 12:00 noon on Wednesday, December 20, 2006.

All leave adjustments for 2006 must be in ITAMS by 10:00 a.m. Tues., Jan. 2, 2007.

To keep leave balances current, it is important that these documents be submitted as requested. If you have any questions regarding this request, please contact the Payroll office at 777-4227. Thank you for your assistance in meeting the accelerated December payroll schedule.