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Child & Family Services

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Memo

TO: Staff

FROM: Joanne Wicklund
Finance Manager

DATE: December 5, 2021

RE: Time Management Report and Application for Leave Form

As we begin the New Year, we would like to inform all staff that we will be eliminating the “email timesheet” and returning to the use of the Time Management Report and Application for Leave Form.

Time Management Report and Application for Leave Form will be in **effect beginning with pay period December 24, 2022 – January 6, 2023, pay day January 13, 2023.**

The timesheets will be due on Thursday, January 5, 2023.

Application for Leave Form if applicable must be attached with the Time Management report for that pay period.

All forms are located on the Shared Drive and/or Portal.

Attached you will find the Pay Period Schedule for 2023.

If you have any questions or concerns, please contact the Payroll Department at payroll@tikingan.org

Thank you.