

# Memo

**To:** All Staff  
**From:** Joanne Wicklund, Finance Manager  
**c.c** Clara Young, Director of Finance & Administration  
**Date:** April 17, 2023  
**Re:** OnCall Timesheets – Approval Process

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Effective pay period April 15-28, 2023, pay day May 5, 2023 all OnCall Timesheets are to be ***approved by the employee's immediate supervisor*** before they can be processed by the Payroll department.

Please send your OnCall Timesheet and tracking form to your immediate supervisor within the deadline as set by the Pay Period Schedule.

Once approved, your immediate supervisor will email/fax the timesheet/tracking form to the Payroll department.

In order to prevent duplicate emails going to payroll, please refrain from sending your unapproved timesheet/tracking form to Payroll.

If you have any questions or concerns, please contact:

Emmanuel Ronstadt, Finance Supervisor at [Emmanuelr@tikinagan.org](mailto:Emmanuelr@tikinagan.org)  
Tasha Jewell, Assistant Finance Manager at [tashaj@tikinagan.org](mailto:tashaj@tikinagan.org)

Thank you for your co-operation.