



State HRO E-Mail Announcement

JULY 30, 2010

NUMBER 10-01

Timesheets Due Close of Business Thursday, July 22nd

Due to the first furlough being on July 23rd, which is a Friday, payroll needs to have your timesheets early for this pay period. Be sure to have your signed timesheet into payroll by close of business this Thursday, July 22nd. Payroll needs to process sooner since there is one less day to generate pay checks for the July 30th paycheck.

Proper Coding

In addition, make sure you use the proper attendance code when recording the furlough day. The furlough day will be recorded as 640 LWOP with an attendance code of FM (Furlough Mandatory).

For Additional Human Resources Assistance:



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