

ATTENTION

11/01/ - 11/15/2011 TIMECARD

FOR

11/23/2011

PAYROLL CHECKS

DUE TO THE THANKSGIVING HOLIDAY, PLEASE SUBMIT PAYROL TIMECARDS BY NOVEMBER 14, 2011, earlier if you know your hours or you are exempt. Early timecard submission will enable payroll to start processing early to meet the pay date of November 23, 2011.

P.4