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TODAY

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SUNDAY

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### June Monthly Time Sheets are Due!

It is imperative that your monthly attendance reports are submitted through the month of June so that we can close out the fiscal year and can accurately report our accruals. Your cooperation is greatly appreciated!

Submitted by: Kathy Costello

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### Please Use New Revised Forms for Hiring!

Once again we have found it necessary to revise our Recruitment Requisition and Personnel Action forms. Edits were made to prepare for Web Time Entry of our employees (yes it is coming!) and we also found that we needed to include some additional information that is necessary for payroll to have, in order to be in compliance with wage and compensation law.

The forms are available on the HR Web site at the following link and are data-enterable for your convenience. Also attached are PDF copies of the forms for those whose computers are not compatible.

Please discard any copies of the old versions of the forms so that we can get them out of circulation.

Link: [Hiring Forms on HR Webpage](#)Attachment: [Personnel Action Form PDF](#)Attachment: [Recruitment Requisition Form PDF](#)

Submitted by: Kathy Costello

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