

Memo



To: EMPLOYEES

From: PDS

Date: 11/21/2018

Re: CHECK PICK-UP TIMES

CHECK PICK-UP POLICY

PAPERWORK MUST BE COMPLETE!!!

(NO EXCEPTIONS)

NOVEMBER CHECKS

Early DAY PROGRAM Check pick-up: Friday, 11/30/18 starting at 2pm-4 PM (MUST HAVE COMPLETE PAPERWORK)

Regular Check pick-up: Saturday, 12/1/18 starting 10am-12pm

DECEMBER CHECKS

Early DAY PROGRAM Check pick-up: Friday, 12/28/18 starting at 2pm-4 PM (MUST HAVE COMPLETE PAPERWORK)

Regular Check pick-up: Saturday, 12/29/18 starting 10am-12pm