



MEMORANDUM

TO: NOWCC/SEE Program Enrollees, Field Directors,
EPA Monitors & EPA SEE Coordinators

FROM: Yvonne Bolton,
Payroll Manager

A handwritten signature in cursive script that reads "Yvonne Bolton".

SUBJECT: Early Timesheet Submittal for Pay Period Ending 01/16/09

DATE: January 13, 2009

Due to the holiday next Monday, January 19th, **NOWCC requests that you turn in your timesheet for pay period 01/03/09 – 01/16/09 by noon this Wednesday**, January 14th to your time keeper, if you have one. (Though you normally turn in your timesheets on Friday, we are requesting that you turn them in two days earlier.) For those enrollees using electronic timesheets, please submit your online timesheet by Thursday, January 15th.

IMPORTANT: All time sheets must arrive at NOWCC Headquarters on Thursday morning; January 15th. Timesheet collectors will have to Fed Ex/Courier timesheets on Wednesday, January 14th. This will require enrollees and monitors to sign timesheets before the last day worked. NOWCC is granting a one-time special permission to accommodate this request. Your cooperation in helping the timesheet collectors meet their deadline will be greatly appreciated.

If no **authorized signatory** is available to sign your timesheet, **fax** a copy without an EPA authorized signature to (703) 243-0706 by COB Thursday, January 15th. Retain the original timesheet for an authorized signature upon his/her return to EPA. After securing the signature mail the original timesheet via regular US Mail.

Please direct any questions to your NOWCC SEE Program Field Director.