



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 08/28/09

DATE: August 24, 2009

Due to the holiday on Monday, September 7th, **NOWCC requests that you submit your online timesheet for pay period 08/15/09 – 08/28/09 by noon this Thursday, August 27th.**

IMPORTANT: All timesheets must be submitted to NOWCC Headquarters by close of business; Thursday, August 27th. This will require enrollees and monitors to fill out and approve timesheets before the last day worked. NOWCC is granting a one-time special permission to accommodate this request. Your cooperation in helping the payroll department meet their deadline will be greatly appreciated.

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