



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 12/18/09

DATE: December 14, 2009

Due to the holiday on Friday, December 25th, **NOWCC requests that you submit your online timesheet for pay period 12/05/09 – 12/18/09 by noon this Thursday, December 17th.**

IMPORTANT: All timesheets must be submitted to NOWCC Headquarters by noon & approved by close of business; Thursday, December 17th. 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.