



MEMORANDUM



Kenneth B. Ellerbe
Fire & EMS Chief

Series	Number	Originating Unit	Originating Date	Expiration Date
2013	41	OFC	March 19, 2013	N/A

Subject:

PeopleSoft e-Time Power Point Presentation

All employees shall complete a mandatory assignment located on the Learning Management System entitled "PeopleSoft e- Time PowerPoint Presentation". This course is designed to give employees a more informed overview on how People Soft processes individual's payroll information. This course is being provided for informational purpose; however it shall not alleviate the appropriate supervisor from continuing the daily entries of personnel payroll entries. This assignment must be completed no later than Friday, April 5, 2013.


Kenneth B. Ellerbe
Fire & EMS Chief