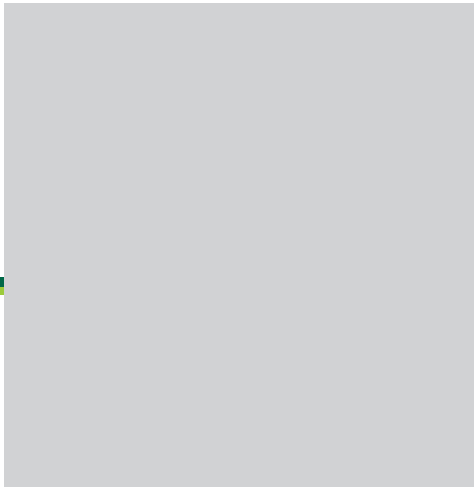


# focus

College of Administrative Services



## Reminders

▶ **Payroll** - All employees must submit their time cards by **5:00 PM** on the day before their pay period ends. **Payroll** is processed on the **15th** and **30th** of each month. **Payroll** is processed on the **15th** and **30th** of each month. **Payroll** is processed on the **15th** and **30th** of each month.

▶ **Security** - All employees must complete their security training by the end of the month. **Security** is processed on the **15th** and **30th** of each month. **Security** is processed on the **15th** and **30th** of each month.

## Minor Projects

▶ **Project A** - The first project is to update the website. **Project A** is completed by the end of the month. **Project A** is completed by the end of the month. **Project A** is completed by the end of the month.



▶ **Project B** - The second project is to update the database. **Project B** is completed by the end of the month. **Project B** is completed by the end of the month. **Project B** is completed by the end of the month.

▶ **Project C** - The third project is to update the reports. **Project C** is completed by the end of the month. **Project C** is completed by the end of the month. **Project C** is completed by the end of the month.

