

**Lee, Ellen L.**

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**From:** McEachron, Kathy  
**Sent:** Wednesday, December 05, 2012 9:32 AM  
**To:** Feimer, Joyce  
**Cc:** Lee, Ellen L.; Huynh, Christine; Ko, Maggie; Himebrook, Sharon H.; Casido, Connie  
**Subject:** January 2013 Hourly Payroll Load

Joyce,

Please load the January payroll as scheduled. Thank you and Happy Holidays.

Payroll load on January 10, at 1:00 p.m.

Run Mode = B    Type of Hours = %                      Location = %  
Report Type = C    Pay Month = JAN                      Sort = C  
Beginning Pay Date = 01-JAN-2013                      Ending Pay Date = 31-JAN-2013  
Term = 201303  
Block Holidays = JAN 01, JAN 19, JAN 20, JAN 21,

Preliminary report on January 17, at 1:00 p.m.

Run Mode = W    Type of Hours = %                      Location = %  
Report Type = B    Pay Month = JAN                      Sort = C  
Beginning Pay Date = 01-JAN-2013                      Ending Pay Date = 31-JAN-2013  
Term = 201303

Final report on January 29, at 1:00 p.m.

Run Mode = W    Type of Hours = %                      Location = %  
Report Type = B    Pay Month = JAN                      Sort = C  
Beginning Pay Date = 01-JAN-2013                      Ending Pay Date = 31-JAN-2013  
Term = 201303