To:	Erica Fisher
Cc:	Brillantes, Heide (SAO); Steve Austin
Subject:	Overtime Calculation Payroll Meeting
Date:	Wednesday, January 12, 2022 9:13:09 AM
Attachments:	image001.png

Good morning Erica,

Are you available for a brief teams meeting tomorrow at 10:00 AM to discuss an overtime calculation for an employees pay period? I have sent the information to you regarding the employee and the overtime via secure file transfer. This meeting should take approximately 20-25 minutes. Upon your confirmation I will provide the meeting invite. Please let me know if this time doesn't work and if you have any questions or concerns.

Thank you,

Travis Jones

Assistant State Auditor, Office of the Washington State Auditor

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