From: Jones, Travis (SAO)
To: "Erica Fisher"
Subject: RE: Payroll Document Request and Direct Deposit Meeting
Date: Wednesday, October 27, 2021 3:00:00 PM
Attachments: image001.png

Hi Erica,
Sorry for the delayed response, it would be just going over the direct deposit form and then about two questions regarding timesheets and requesting leave. Such as if it is more common to request leave verbally or if the city requires documentation be kept/maintained of requested Paid Time off of staff (i.e. emails documenting the request to a supervisor, physical notes, etc).
Thank you,

Travis Jones
Assistant State Auditor, Office of the Washington State Auditor
www.sao.wa.gov
We're on social! Follow us on Facebook, Twitter and LinkedIn.

From: Erica Fisher <efisher@clarkston-wa.com>
Sent: Wednesday, October 27, 2021 11:16 AM
To: Jones, Travis (SAO) <jonest@sao.wa.gov>
Subject: RE: Payroll Document Request and Direct Deposit Meeting

External Email

I can make that work. I know you said it would be brief. Are you just wanting to go over the direct deposit form or are you wanting to cover more? Just wondering if you'll need additional information.
Thank you,

Erica Fisher
Deputy Clerk/ Treasurer
City of Clarkston
829 5th St.
Clarkston, WA 99403
Ph: 509.758.5541
***efisher@clarkston-wa.com* *Please note new email address**

From: Jones, Travis (SAO) <jonest@sao.wa.gov>
Sent: Wednesday, October 27, 2021 10:50 AM
To: Erica Fisher <efisher@clarkston-wa.com>
Subject: RE: Payroll Document Request and Direct Deposit Meeting
Good morning Erica,
Absolutely, would you be available tomorrow at noon?
Thank you,

Travis Jones
Assistant State Auditor, Office of the Washington State Auditor
www.sao.wa.gov
We're on social! Follow us on Facebook, Twitter and LinkedIn.

From: Erica Fisher <efisher@clarkston-wa.com>
Sent: Wednesday, October 27, 2021 8:19 AM

To: Jones, Travis (SAO) <jonest@sao.wa.gov>
Subject: RE: Payroll Document Request and Direct Deposit Meeting

External Email

Good morning Travis,
I have uploaded most of the requested documents. This week is very hectic with staffing issues and the fact that I have to complete all of my quarterly reporting. Is there another time you would be available?
Thank you,

Erica Fisher
Deputy Clerk/ Treasurer
City of Clarkston
829 5th St.
Clarkston, WA 99403
Ph: 509.758.5541
***efisher@clarkston-wa.com* *Please note new email address**

From: Jones, Travis (SAO) <jonest@sao.wa.gov>
Sent: Tuesday, October 26, 2021 2:49 PM
To: Erica Fisher <efisher@clarkston-wa.com>
Cc: Steve Austin <saustin@clarkston-wa.com>
Subject: Payroll Document Request and Direct Deposit Meeting
HI Erica,
Following up on our meeting, can we please have the following documents:

- Leave accrual report (comp, vacation, sick leave etc.) for all fire department employees from December 2018 – January 2021
- Longevity Report for all city employees
- FY2019 and FY2020 pay schedule for non-represented employees

I will be sending out the document request for employee payroll disbursement support either later this afternoon or tomorrow morning. Also are you available for a meeting tomorrow at 11:00 A.M. to go over a brief walk through regarding the direct deposit form. This meeting should take 15-20 minutes. I also Just sent you a secure file transfer link. Please let me know if the meeting time doesn't work for you and if you have any questions or concerns regarding the document request above.
Thank you,

Travis Jones
Assistant State Auditor, Office of the Washington State Auditor
www.sao.wa.gov
We're on social! Follow us on Facebook, Twitter and LinkedIn.