From:	Jones, Travis (SAO)
To:	Erica Fisher
Cc:	Steve Austin; Brillantes, Heide (SAO)
Subject:	Payroll Disbursement Document Request
Date:	Friday, October 29, 2021 4:26:00 PM
Attachments:	image001.png

Hi Erica,

I just sent you the payroll document request for a total of 12 disbursement transactions (6 from 2019 and 6 from 2020) via the secure file transfer portal. For supporting documentation, please provide the employees approved timecard for the payroll date including documented support for the employees leave taken (i.e. approval forms, calendar screenshots, etc.). In the spreadsheet there are also yellow cells that require a city response. Please let me know if you have any questions or concerns.

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.