To: "Erica Fisher"
Cc: "Steve Austin"
Subject: Payroll Document Request and Direct Deposit Meeting
Date: Tuesday, October 26, 2021 2:48:13 PM
Attachments: image001.png

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 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
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