

OFFICE OF
THE COMMISSIONER

(340) 774-4750
Fax: (340) 776-4028

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

Mailing Address:
2314 Kronprindsens Gade
Charlotte Amalie, VI 00802



Street Address:
76 Kronprindsens Gade
Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

DATE: June 25, 2012

FINANCE MEMORANDUM NO. 011-2012

TO: DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:

Time and Attendance Personnel, Directors, Business
& Administrative Services, Fiscal Officers and
Federal Program Officers

A handwritten signature in blue ink, appearing to read "Angel E. Dawson, Jr.", written over a horizontal line.

FROM: Angel E. Dawson, Jr. Commissioner

RE: Early Submission--Pay Cycle No. 20 (2012R)

Due to the upcoming Holidays in July, 2012, early submission of time and attendance is required. As such, all batches related to **Pay Cycle No. 20 (2012R)** must be entered and approved no later than **5:00 p.m., Monday, July 2, 2012.**

NO EXCEPTIONS

In order to accommodate the short processing week, note that the ERP will be available beginning Tuesday, June 26, 2012. Once again, failure to submit time and attendance for your employees by the specified date and time will result in noticeable delays.

Thank you for your usual cooperation and assistance.

HAPPY LIBERTY & INDEPENDENCE DAY 2012!!