

OFFICE OF  
THE COMMISSIONER

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GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

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DEPARTMENT OF FINANCE

December 28, 2010

FINANCE MEMORANDUM NO. 002-2011

**TO: DEPARTMENTS AND AGENCY HEADS**

**SPECIAL ATTENTION TO:**

**Human Resources Managers, Time and  
Attendance Personnel, Directors, Business/Administrative  
Services, Fiscal Officers and Federal Program Officers**

**FROM:**

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

**Angel E. Dawson Jr.  
Commissioner**

**RE: Early Submission Pay Cycle 07 2011**

Due to the upcoming administrative and festival leave schedule, the Department of Finance is advising all departments and agencies that there will be early submission of time and attendance. All batches must be entered and approved no later than **Tuesday, January 4, 2011 by or before 12:00 Noon. No exceptions.**

The ERP will be made available to you, from Monday, December 27, 2010 to accommodate the short processing week. Failure to submit Time and Attendance for your employees by the specified date and time could result in non-payments.

Thank you for your usual cooperation and assistance. Happy Holidays!

cc: John P. deJongh, Jr., Governor  
Louis Penn, Sr. Chief of Staff  
Valdamier O. Collens, Executive Assistant Commissioner  
Carolyn D. Thomas, Deputy Commissioner of Administration