

OFFICE OF
THE COMMISSIONER

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GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

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DEPARTMENT OF FINANCE

October 27, 2011

FINANCE MEMORANDUM NO. 003-2012

TO: DEPARTMENTS AND AGENCY HEADS

SPECIAL ATTENTION TO:

Directors, Business & Administrative Services,
Fiscal Officers and Federal Program Officers

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

FROM: Angel E. Dawson Jr., Commissioner

RE: Early Submission Pay Cycle 03-2012 and Pay Cycle 04-2012

Due to the upcoming holidays, November 11, 2011, Veteran's Day and November 24, 2011, Thanksgiving Day, 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 November 8, 2011 for Pay Cycle #3 (0312R) and for Pay Cycle #4 (0412R) on Tuesday November 22, 2011, on or before 5:00 P.M.; NO EXCEPTIONS.**

The ERP will be made available from Wednesday, November 2, 2011, (**Pay Cycle #3**), and Monday, November 14, 2011, (**Pay Cycle #4**) 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.