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DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 06-2013

**TO: ALL DEPARTMENTS/AGENCY HEADS**

**SPECIAL ATTENTION TO:**

**Human Resources Manager, Time and Attendance  
Personnel, Fiscal Officers and Program Managers**

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

**FROM: Angel E. Dawson, Jr., Commissioner**

**DATE: December 17, 2012**

**SUBJECT: STATS Training Videos Available On-line**

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The Department of Finance (DOF) is pleased to announce that training videos for the Standardized Automated Time and Attendance System (STATS) are available on-line. The training videos can be found on the DOF website, [www.usvifinance.info](http://www.usvifinance.info), under the 'Training & Presentations' link, or directly, at [http://www.usvifinance.info/ERP-Training-Videos/STATS/GVI\\_EmployeeSuper/GVI\\_EmployeeSuper/index.html](http://www.usvifinance.info/ERP-Training-Videos/STATS/GVI_EmployeeSuper/GVI_EmployeeSuper/index.html).

Given that the training videos are properly separated by function (i.e., Supervisor and Employee), all users are encouraged to utilize this resource to enhance their familiarity and interaction with STATS.

Should you encounter any problems accessing the on-line training videos, please call the DOF-MIS Help Desk at 774-4750 ext. 2121.

Thank you for your usual cooperation.