



MEMORANDUM

TO: Monthly Departmental Time Keepers
FROM: Vanasia C. Parks
Assistant Vice Chancellor Business Activities
DATE: December 13, 2001
SUBJECT: Monthly Time Reporting

The monthly pay period ending December 31, 2001 will be the last monthly payroll processed in the University HRIS system. The blue monthly salaried employee time reports and the monthly leave reports should be used through this period.

Beginning with the monthly payroll ending January 31, 2002 the attached monthly salaried employees time report will be used for all monthly salaried employees. Exempt employees will use the time report only to report leave taken. This will take the place of the monthly leave report.

This form may also be found on the IRIS web site at "<http://admin.tennessee.edu/iris>". The form is provided in both excel and PDF formats.

Information will be provided to departments when forms may be accessed with pre populated fields.

If you have any questions, or need additional information contact Gina Johnson in Personnel Services at 4014 or Barbara Robinson in Payroll at 4742.