



To: Managers/Supervisors

From: Yariela Kerr-Donovan  
Manager, Project REACH - DoL Grant

Date:

Re: Payroll Processing for Employees Participating in DOL Grant

Employee Name

Thank you for supporting your above named employee in this Incumbent Worker Career Acceleration Initiative – Respiratory Therapy. Effective the week August 29, 2005 and ending December 19, 2005, your employee will be working and attending college while maintaining full-time pay and benefits. Project REACH will support the 16 hrs/wk of regular time salary/wages. For your work scheduling needs, please ask your employee to provide you with a copy of his/her school schedule for each semester.

Regarding payroll processing, please charge **(Grant Account #)** for 16 hrs/wk of salary (non-worked time) beginning pay period ending September 3, 2005 to pay period ending December 24, 2005. December 19<sup>th</sup> is the last scheduled weekday of finals, and may or may not be the last day of finals for your employees. Please verify this information with them when they provide you with their semester schedule. Lastly, please be reminded that the grant does not support time spent in school during winter or summer session.

If you have any additional questions or have a backfill need, please contact me at 502-2200.