Please have one sheet filled out for each of your time reporting chains. For example, IT has two supervisors and the employees report to those supervisors. IT will generate 2 of these forms.

Suspense date is July 12th this Friday at 1700 hours to jawhite@co.genesee.mi.us.

Office: _____

Department Head: _____

Supervisor/Timekeeper: _____

Employees: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____