

Subject line: Have you checked this off your to-do list?

*This message is being sent to all DGS employees.*

## 3 DAYS

A major change in the PAL timekeeping system is about to take place. To keep it running smoothly, please submit your timesheet and ensure that your manager approves it before the July 1 deadline.

**All timesheets must be submitted *and approved* by 5 p.m. on July 1!**

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