

Subject line: Only two days left

This message is being sent to all DGS employees.

2 DAYS

You have two more days to submit your timesheet and to have your manager approve it. On Friday at 5 p.m., the PAL timekeeping system is changing as part of FI\$Cal (the Financial Information System of California).

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

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