

Subject: Please do not enter or approve any time in July in PAL  
Sent: Fri 7/1/2016 11:30 AM

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

DGS Staff,

The PAL July Pay Period is open and cannot be closed. Please do not enter or approve any time in July. This will cause complications for you when we convert to the new version of PAL. If you already entered time, HR staff will be removing it. Thank you for your assistance.

**Miles L. Burnett**  
**Deputy Director**  
**Administration Division**