



Important Notice on TIME MANAGEMENT

Fiscal Year End – All hours worked in March are to be submitted and approved by end of day on Tuesday, March 31, 2020

To facilitate fiscal year end reporting, employees that enter time on a time card will need to enter and submit their time on Human Resource Management System (HRMS) by Friday March 27, 2020.

Managers/Delegates need to ensure all time cards are submitted and approved on HRMS by end of day Tuesday March 31, 2020.