

**From:** [Luhring, Syl](#)  
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**Subject:** Payroll and the weekend  
**Date:** Wednesday, October 12, 2011 9:18:13 AM  
**Importance:** High

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^ Just a quick note to all as a reminder that the certification deadline has been moved to 1:00 on Friday due to the holiday on \_\_/\_\_/\_\_ Monday. In addition, and as discussed at the PHRUG meeting, everyone, including us, will be locked out of the payroll system this weekend in preparation for pulling the file extract from E1.

Please make every attempt to have payroll completed by the deadline as we have additional work on our side once payroll is completed and need to wrap things up Friday evening for the lockout. Thanks for your assistance and cooperation.

**Syl Luhring**

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