

# Friendly Reminders

- ◆ Please enter each date into the shaded cells below the day of the week. When you enter month/date it will format automatically.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23-Apr	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr

- ◆ Before sending the sheet, please set the view to normal. (Zoom 100%)
- ◆ When an employee takes Family Sick Leave (SIF), you must specify relationship.

X	4.00
SIF	3.50
daughter	

- ◆ When entering the electronic signature, please enter the series of numbers in the outlined box directly after the electronic signature space. Please enter the code without spaces or hyphens.
- ◆ Please place any prior changes at the bottom of the sheet before the signature.  
Enter additional rows if necessary.

<b>123456</b>	<b>Bacon, Kevin 4/28/00 change from X 7.50 to X 6.25 CMU 1.25</b>				

- ◆ Please note the change of the PLC code for Professional Development/Conferences is DEV. The codes are listed on sheet 2 of your attendance sheet named CODES.
- ◆ The email address for electronic submission is [attendance@fsc.edu](mailto:attendance@fsc.edu). Authorized supervisors that would like an electronic signature issued, please contact the Payroll Office for a form.