



# ESP Services

## Memo

To: ESP Employees  
Date: January 7, 2008  
Subject: Timesheet Corrections

Any payroll request, for missed hours, Diem or any corrections needed on a timesheet, must be submitted by the Supervisor that is or was in charge of your job. Do not put it on your timesheet that you submit. The supervisor will then submit paperwork with corrections to the payroll department.

Examples:

1. Missed hours
2. Missed diem
3. Reimbursements

Your request will not be valid, until supervisor submits corrections.

Thank you

Darlene Phelan

dp  
sp