

COMMUNITY ACTION TEAM, INC.
124 N. 18TH ST..
ST. HELENS, OR. 97051
(503) 366-6570
FAX (503) 366-7906

MEMO:

DATE: January 4, 2017
TO: **ALL PROGRAM DIRECTORS & CENTER MANAGERS**
FROM: SHERRY KLUGE
RE: **TIME SHEETS DUE DATE 2017-----2 Pages**



TIME SHEETS FOR MONTH OF:	DATES NEEDED BY 9:30AM SHARP
JANUARY 2017	JANUARY 23
FEBRUARY 2017	FEBRUARY 21
MARCH 2017	MARCH 22
APRIL 2017	APRIL 24
MAY 2017	MAY 23
JUNE 2017	JUNE 21

IMPORTANT!!
PLEASE NOTE THAT THE DUE DATE ABOVE IS THE DATE YOUR TIME SHEETS ARE TO BE DELIVERED TO THE ADMIN OFFICE IN ST. HELENS.

THANK YOU.

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TIME SHEETS FOR MONTH OF:	DATES NEEDED BY 9:30AM SHARP
JULY 2017	JULY 21
AUGUST 2017	AUGUST 22
SEPTEMBER 2017	SEPTEMBER 21
OCTOBER 2017	OCTOBER 23
NOVEMBER 2017	NOVEMBER 20
DECEMBER 2017	DECEMBER 19

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