TO: Blue Teams

FROM: scarsom@clfc.com

SUBJECT: Work Hours Correction

Hi, this Sheila from HR!

I was looking through your team’s logged work hours and I noticed a little inconsistency. I was wondering if youplease all click link below to fix it. Let Mr. Beaver know when you are finished by sending him a screenshot of website! Will help a lot if everyone gets to the website.

Thanks you,

Shiela

Attached: <http://timeclock.clfc.com/>

**WARNING: Only Open On Company Property - Secure Devices Only**

We appreciate your efficiency in a quick response however this report is not a summary nor can it be described as thorough. Additional time will be allocated at the beginning of the next work day for this inject to be completed.