MICHIGAN DEPARTMENT OF CORRECTION

Expecting Excellence Every Day

MEMORANDUM

DATE: som\_currentexporteddate

TO: som\_contactname,

FROM: owneridname

SUBJECT: Workers Compensation Adjustment - som\_contactname, som\_eid

**PPE 8/20/22, 9/3/22 & 9/17/2022**

With the understanding that Kendra’s worker compensation amount of [Blank for amount] was deposited in your finance office, som\_contactname is owned som\_contactname is owed [Blank for amount]. Payment must be processed in SIGMA (imprest cash). Do not do a GPA (PR36.1) in HRMN. The employees wage and deduction information has been corrected in HRMN. Please have your office process ASAP or no later than 7 days from the date of memo and email a copy of the imprest cash check or a copy of SIGMA Accounting Event screen to our unit.

If you have any question or concern, please feel free to contact me at 877- 443-6362