

CHOOSE YOUR MESSAGE



The context and details of your message are important, but do you know the best way to convey that information? [Choose which message you would include in your content.](#)

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Which message would you include in your content?

By now, you've probably heard that we're moving to a new system for tracking our hours. We made this move because the new system can help us more accurately process payroll. This system will take some time for us to learn how to use it correctly. Watch your inbox soon for a listing of course offerings. Talk with your manager about which ones you should take.

You'll need to take some training in order to learn the new time tracking software. Level 1 members will need to take 1 hour of in-class instruction, plus the online course. The in-class sessions will be offered Wed. and Fri. from 10-11, 1-2, and 3-4 in the Training room. Managers will need to take the manager training first, which is offered Mon. from 9am to 10:30 and Thurs. from 11 to 12:30 in the Training room followed by level 1 training, plus the online course.