

## Tim Kavaklian-D'Annecy

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**From:** Julia Cleaver  
**Sent:** Monday, June 13, 2016 2:16 PM  
**To:** Tim Kavaklian-D'Annecy  
**Subject:** FW: Tim's timesheet problem

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**From:** Patricia Palmateer  
**Sent:** Monday, June 13, 2016 2:09 PM  
**To:** Julia Cleaver  
**Subject:** RE: Tim's timesheet problem

Hi Julia. Please ask Tim to review his timesheet to make sure it is available and editable for him at this time. If not, just let me know.

Patricia






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**From:** Julia Cleaver  
**Sent:** Monday, June 13, 2016 11:13 AM  
**To:** Patricia Palmateer  
**Subject:** Tim's timesheet problem

Hi Patricia,

The last day Tim was able to add time into his timesheet was May 30, and he can only edit the R&E line. I can't edit the 5/30 cell in the Legal and HR line.

Thanks,  
Julia

Time entry										
	Zoom	Time code	Work order	Activity	Description	Mon 5/30	Tue 5/31	Wed 6/1	Thu 6/2	Fri 6/3
		 REG 	 US-1082-1008 	 1 	Home Project	0.00	0.00	0.00	0.00	0.00
		Regular Hours	R&E: Unrestricted (Sala...	General or L...						
		 REG	US-1089-1001	1	Legal and HR	0.00	0.00	0.00	0.00	0.00
	$\Sigma$					0.00	0.00	0.00	0.00	0.00

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**From:** Erin Gullikson  
**Sent:** Monday, June 13, 2016 10:00 AM  
**To:** Julia Cleaver  
**Subject:** RE: update from HR and work order number needed

This would be an issue for HR or [help@ipas.org](mailto:help@ipas.org).

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**From:** Julia Cleaver  
**Sent:** Monday, June 13, 2016 9:59 AM  
**To:** Erin Gullikson <[Gulliksone@ipas.org](mailto:Gulliksone@ipas.org)>  
**Subject:** RE: update from HR and work order number needed

Thanks Erin – It seems to be a different issue. He is not being able to add hours in to any cells after May 30. That is for both his normal time with me and the policy one. I think Patricia said that his contract had expired and she had to go in and extend it. She thought she had fixed it, but I guess not. Would this be something HR has to work on, or can you help?

Julia

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**From:** Erin Gullikson  
**Sent:** Monday, June 13, 2016 9:53 AM  
**To:** Julia Cleaver  
**Subject:** RE: update from HR and work order number needed

Hi Julia,  
From what I can tell, he's already coding his time there/should be able to already:



#	T	Project	Project (T)	Work order	Work order (T)	ResID
1	A	US-1089	Legal and HR	US-1089-1001	Legal Literacy (was I/L toolkit)	1706
Σ2		US-1089	Legal and HR	US-1089-1001	Legal Literacy (was I/L toolkit)	
Σ1		US-1089	Legal and HR			
Σ						

This is a snip of the Timesheet Details Report, which shows that on a recent timesheet he has already used this work order, so he should be able to during this pay period as well.

Regards,  
Erin

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**From:** Julia Cleaver  
**Sent:** Monday, June 13, 2016 9:47 AM  
**To:** Erin Gullikson <[Gulliksone@ipas.org](mailto:Gulliksone@ipas.org)>  
**Subject:** update from HR and work order number needed

Hi Erin,

Good morning. I hope you had a nice weekend.

We need help with Vega. I think that you are the person I am supposed to ask, but if not, can you please tell me who is?

Tim Kavaklian-D'Annecy is doing some work for the Policy unit and they are going to pay him for those hours. HR wants him to just code his timesheet to the policy work order below. I should be to the consultant services – 55010. Can you please make the

adjustments so we can code Tim's hours today? You can see Patty's approval for this below.

Thank you so much,  
Julia

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**From:** Patty Skuster  
**Sent:** Monday, June 13, 2016 7:18  
**To:** Tim Kavaklian-D'Annecy <[dannecyt@ipas.org](mailto:dannecyt@ipas.org)>  
**Subject:** RE: Legal Storehouse – update from HR and work order number needed

Hi Tim! Sorry for the delay, I couldn't get to all my emails while I was away. Hopefully you can do your coding today.

It's US-1089-1001

Thanks!  
Patty

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**From:** Tim Kavaklian-D'Annecy  
**Sent:** Thursday, June 09, 2016 2:50 PM  
**To:** Patty Skuster <[skusterp@ipas.org](mailto:skusterp@ipas.org)>  
**Subject:** Legal Storehouse – update from HR and work order number needed

Hi again, Patty!

Sorry to double-email you, but I just need to update you that HR approved my pay for the Legal Storehouse project, but I need to code my time on Vega to a work order number from Policy. The pay period ends on Friday, so I'd like to submit the two days that I worked this week. Do you have a work order number that I could use for this?

When you get back from Washington, let's touch base and have a quick meetup sometime next week!

Talk to you soon.  
-Tim