MEMO

TO: All Staff

CC: Will Arledge, Administrator; Jessica Broussard, LCSW/COO;

FROM: Kali Babineaux, HR Coordinator

DATE: 11/15/2018

RE: Clocking in/out for Break

The “go on break” and “return from break” buttons had been disabled due to issues with a few employees using them. I believe those issues have been resolved so I ask that everyone begin using those buttons again when clocking in/out from a break. If you experience any issues, notify HR immediately in attempts to resolve it with the timeclock support team.

Thanks!!

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