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From: Lundy, Anastasia (DEQ)
Sent: Friday, October 23, 2015 1:29 PM
To: Shekter Smith, Liane (DEQ)
Cc: Langtry, Rebecca (MCSC)
Subject: DCDS coding for no pay hours worked

Hi Liane! Per our chat earlier, I stopped into OHR to inquire as to what pay code should be used in DCDS to track hours worked, but without generating pay. Becky Langtry in our OHR office's Payroll area, indicated that Group 4 employees should go ahead and use REG1 hours with the project number. Because the Group 4's are salaried, the number of REG1 hours worked in DCDS doesn't impact the pay.

If there will be non-Group 4 employees in the same situation, please advise, and Becky can help us figure out how to handle those.

Thanks!

*Anastasia M. Lundy, Administration Section Chief
Remediation & Redevelopment Division
Michigan Department of Environmental Quality
Phone: 517-284-5129 / Fax: 517-373-2637
Email: LundyA1@michigan.gov*