

Timesheet

Designated Drop-off/Pick-up Locations

January 2010

All timesheet are due to the designated drop-off location by the designated time

<i>Timesheet Org</i>	<i>Location</i>	<i>Contact</i>	<i>extension</i>
KAAXXX	Elliot Center, Academic & Career Advising, mailbox room next to kitchen	VanderWoude, Merri	8-2452
KAAGRT KFAXXX	Fiske Annex, Room 30 Yellow hanging Folder on desk	Freitas, Sue	8-2478
KEAXXX	Fiske Annex, HR Office Rosean Liimatainen's hanging in-box folder	Liimatainen, Rosean	8-2485
KHAXXX	Morrison Hall, Room 136 Parker Hall, Room 104B	Perrin, Shawna Cucchi, Anne	8-2965 8-2688
KJAXXX	Rec Center, Rec Sports Office Room 103	Whitney, Bette	8-2814
KLAXXX	Mason Library, Cheryl Spangler's mailbox	Spangler, Cheryl	8-2723
KPAXXX	Rhodes Hall, Room N123	Fairbanks, Carol	8-2220
KRBXXX	Res Life, Dorothy Lankhorst's in-box	Lankhorst, Dorothy	8-2391
KRAXXX	Student Center, VP Student Affairs Office	Preston, Barbara	8-2108
KRCXXX	Student Center, Room 341	Ward, Mike	8-2662
KSAXXX	88 Winchester, Room 102 Science Center, Room 134	Yardley, Barbara Wilson, Emma	8-2023 8-2540
KTAXXX	Elliot Center, Jane Ellsworth's desk	Ellsworth, Jane	8-2242
All other K.....	Fiske Annex, Room 34 Jim Tuttle's in box	Jim Tuttle	8-2482

Timesheet Org Codes are assigned at the time of appointment (hiring process) and will be communicated to the supervisor by the payroll office.