

From: Sisson, Wendy S

Sent: Wednesday, September 12, 2007 3:39 PM

To: Sisson, Wendy S; Saenz, David; Arthur, John; Reichanadter, Mark; Moeller, Stefan; Schultz, David C.; Shoae, Hamid; Pope, Rodd; White, William E.; Luchini, Kristi; Chan, Jose Quim; Fornek, Thomas E.; Albino, Jess H.; Haller, Gunther; Tompkins, W. Hal

Cc: Mast, Patricia; Chan, Jeffrey W.; Malahowski, Anita; Abela, Emmanuel; Galayda, John N.; Doubrava, Jay

Subject: RE: Monthly Actual Hours and Cost Report

Hi All,

The monthly actual hours and cost reports have been posted to the following location:

Sharepoint - Finance & Budget/Monthly Management Reports

Please review the cost and labor detail for the control accounts you are responsible for and schedule a meeting with me by the 19th of this month to discuss any incorrect charges. Instructions for submitting journal requests, revising effort sheets and closing charge numbers are available in Sharepoint under the Finance & Budget/General Finance folder.

Let me know if you have questions.

Thank you,  
Wendy