

VRIS UPDATE

OJE/OJT
Effective 2/1/2016
438

SUMMARY OF UPDATES

The OJE and OJT policies have been updated to include the 2016 Bi-Weekly schedule (including dates timesheets are due to Central Accounting). The fax number was also changed from Central Accounting's fax number to VR's fax number to ensure timesheets are received as soon in VR as soon as possible.

VRIS POSTING

The OJE Chapter is found under Case Services – Assessment Services/Planning – Assessment Supports.

The OJT Chapter is found under Case Services – Planned Services.

FORMS REVISED

The revised Bi-Weekly Payroll Schedule has been posted on VRIS – Forms – Bi-Weekly Payroll Schedule.

QUEST UPDATE

None

TEAM COMMUNICATION

Office Directors are asked to mention this VRIS Update in their team meetings.

LEADERSHIP CONTACT

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