



KELLIE'S SITTING SERVICES, INC

123 Cleveland Road • Boyce, LA 71409
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Administration:

October 12, 2017

Glenda S. Washington
Executive Director

To: Team Kellie's Attendants

V. Rena' Sanders
Program Manager

From: Glenda Washington

Precious Alexander
Assistant Administrator

Re: Pay Day is on Friday's

I am very thankful to all of you for the fantastic job you provide to Kellie's and Kellie's consumers. This is a brief update to inform you that LaSRS is operating effectively, if you are still experiencing any problems, please do not hesitate to contact H.R.

Kellie's is proud to work with people that understand and appreciate changes that positively affects the lives of those we support, like the new Clock In/Clock Out system.

However, with LaSRS your hours submitted must be approved and cleared by Statistical Resources in Baton Rouge. After all hours are approved, then funds are released. Kellie's will continue to work on getting time approved and money released to ensure that funds are deposited into your account by Payday, which is documented in Kellie's Pay Calendar, on Fridays.

It has been a blessing to have Payroll deposited on Thursday's, but this is a new system and Kellie's is continuing to work out all problems.

Please understand that each of you should continue to Clock In/Clock Out, each day and each shift to ensure that Kellie's Attendant hours are approved by Baton Rouge early in the week. If you have any question/issues concerning the EVV system after hours call Quen Aaron or Matilda Gray at (318) 277-1775. Please do NOT CALL Apollo to Clock In or Clock Out. If you have any questions about the contents of this letter, you can contact the Office at the number listed above.

Again, I thank you and wish you and yours a good day!

Respectfully,

Glenda Washington