



To: Managers/Supervisors

From: Yariela Kerr-Donovan
Manager, Project REACH - DOL Grant

Date: February 25, 2005

Re: Payroll Processing for Employees Participating in Project REACH –
DOL Grant

Thank you for supporting your above named employee(s) in this Incumbent Worker Career Acceleration Initiative. Effective the week of **February 28, 2005 and ending May 24, 2005**, your employee will work and attend the Accelerated GED course developed by the Skills Enhancement Program while maintaining full-time pay and benefits. Project REACH will support the 12 hrs/wk of regular time salary/wages. For your work scheduling needs, please ask your employee to provide you with a copy of his/her course schedule.

Regarding payroll processing, please charge **(cost center number)** for 12 hrs/wk of salary (non-worked time) beginning pay period ending **March 5, 2005** to pay period ending **May 28, 2005**. May 24th is the last scheduled weekday of classes. Please confirm this with your employee and/or Barbara Edwards at (410) 614-0273 or at bedward@jhmi.edu.

The Accelerated GED course is a year-long course that has been divided into 12-week segments. For your information, it is anticipated that your employee(s) will be enrolling in the next 12-week segment of this course. Our office has not yet received the dates for the upcoming 12-week segment of this course from the Skills Enhancement Program. However, we will forward that information and a confirmation of your employee(s) participation to you with another payroll processing memo upon notification from Barbara Edwards.

If you have any additional questions or have a backfill need, please contact me at 502-2200.