

AGENDA FOR TIMETRAK REFRESHER TRAINING
JANUARY 6, 2009 1:30PM

1. BACK HOURS
2. TRANSFERS
3. WORKING PAST MIDNIGHT
4. "CURRENT" vs "BACK" HOURS
5. SIGN OFFS
6. MISSING INS/OUTS
7. REPORTS GENERATED BY LIBRARIES BUDGET OFFICE
8. COVERAGE
9. Q & A