

Amending Your Employee Roster? Follow These Steps:

Minimal Changes? 0-5 Changes:

Step 1

Email Jerry Caruso list of changes / CC: Kamini Patel

Multiple Changes? 5 or More Changes:

Step 1

Request current roster from Jerry Caruso

Step 2

Update roster: note any additions, deleted users or changes

Step 3

Return roster to Jerry Caruso / CC: Kamini Patel

Jerry Caruso

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