

**South Colonie District Office**

***MEMORANDUM***

**TO:** Support Staff Employees

**FROM:** Dr. David J. Perry  
Director of Human Resources

**RE:** Tracking your 30 days worked

Under current fingerprinting procedures, you paid for your fingerprinting (as a condition of employment) and will be reimbursed for 80% of your cost paid (\$99.00) after working for 30 days. In order to accomplish this, you will need to fill out the attached form and once completed return it to Susan O'Brien at the District Office to receive payment.

If you should have any questions regarding this please feel free to contact my office at (518) 869-3576.

## 30 DAYS WORKED FORM

Under our current fingerprinting procedures, you paid for your fingerprinting and will be reimbursed for 80% of your cost paid (\$99.00) after working for 30 days. In order to accomplish this, you will need to fill out this form and once completed, return it to Susan O'Brien at the District Office to receive payment.

Employee Name \_\_\_\_\_

DATE WORKED	BUILDING WORKED	POSITION WORKED
Example: 1/1/2017	District Office	Custodial Worker
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