

**Progress**

Employee Name ALLEN, KAREN

Employee's Manager HOUSTON, DEVLIN

Date of Hire: 12/04/2014

Employment Status ACTIVE

New Employee

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**General Information** (Needed prior to next Pay Day or Prior to Date of Expiration)

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**TRAINING THAT HAS OR IS ABOUT TO EXPIRE**

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TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Progress**

Employee Name **GIBSON, EARLINE**

Employee's Manager **HOUSTON, DEVLIN**

Date of Hire: **09/22/2016**

Employment Status **ACTIVE**

New Employee

**General Information** (Needed prior to next Pay Day or Prior to Date of Expiration)

DRIVERS LICENSE ABOUT TO EXPIRE

02/12/2019

**TRAINING THAT HAS OR IS ABOUT TO EXPIRE**

**Mandatory Training**

Expires

HIPAA

4/17/2019

**TSI Training not taken**

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Progress**

Employee Name **HUMPHREY, ALETHEA**

Employee's Manager **HOUSTON, DEVLIN**

Date of Hire: **11/01/2006**

Employment Status **ACTIVE**

New Employee

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**General Information** (Needed prior to next Pay Day or Prior to Date of Expiration)

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**TRAINING THAT HAS OR IS ABOUT TO EXPIRE**

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**TSI Training not taken**

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Employee Signature

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Date

## Progress

Employee Name **JACKSON, FAYE**

Employee's Manager **HOUSTON, DEVLIN**

Date of Hire: **03/05/2019**

Employment Status **ACTIVE**

New Employee

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### **General Information** (Needed prior to next Pay Day or Prior to Date of Expiration)

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AUTO INSURANCE EXPIRATION DATE

04/20/2019

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### **TRAINING THAT HAS OR IS ABOUT TO EXPIRE**

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**TSI Training not taken**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Progress

Employee Name **JONES, STACEY**

Employee's Manager **HOUSTON, DEVLIN**

Date of Hire: **01/18/2019**

Employment Status **ACTIVE**

New Employee

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### **General Information** (Needed prior to next Pay Day or Prior to Date of Expiration)

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DRIVERS LICENSE ABOUT TO EXPIRE

06/23/2019

AUTO INSURANCE EXPIRATION DATE

03/03/2019

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### **TRAINING THAT HAS OR IS ABOUT TO EXPIRE**

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**TSI Training not taken**

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Employee Signature

\_\_\_\_\_  
Date

## Progress

Employee Name **WILLIAMS, JENNIFER**

Employee's Manager **HOUSTON, DEVLIN**

Date of Hire: **07/18/2014**

Employment Status **ACTIVE**

New Employee

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### **General Information** (Needed prior to next Pay Day or Prior to Date of Expiration)

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DRIVERS LICENSE ABOUT TO EXPIRE

05/07/2017

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### **TRAINING THAT HAS OR IS ABOUT TO EXPIRE**

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**TSI Training not taken**

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

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Employee Signature

\_\_\_\_\_  
Date