

Progress

Employee Name **COLLINS, DOLLIE**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **08/03/2016**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

04/30/2019

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **DUBOIS, ETHEL**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **10/26/2018**

Employment Status **ACTIVE**

New Employee

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

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **EASLEY, SONIA**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **06/28/2018**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE

04/01/2019

AUTO INSURANCE EXPIRATION DATE

05/16/2019

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **EWING, ALYCIA**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **12/14/2018**

Employment Status **ACTIVE**

New Employee

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

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **FRIERSON, VALERIA**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **11/08/2017**

Employment Status **ACTIVE**

New Employee

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

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **HARRIS, STACEY**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **09/15/2010**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

06/21/2019

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **HULBERT, DENESE**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **09/20/2013**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

05/11/2019

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Title VI

10/23/2018

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 **MARTIN, BETTY**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **05/22/2015**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	08/11/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

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 **RUCKER, ZELIA**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **04/07/1998**

Employment Status **ACTIVE**

New Employee

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

DRIVERS LICENSE ABOUT TO EXPIRE
AUTO INSURANCE EXPIRATION DATE

09/26/2018
03/17/2016

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

HIPAA
OSHA
Title VI

Expires

10/26/201E
10/29/201E
10/26/201E

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 **WEBSTER, ELLA**

Employee's Manager **BUTLER, KAYCE**

Date of Hire: **02/01/2014**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

12/14/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

HIPAA

4/30/2018

OSHA

4/30/2018

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