

## Make sure your vacation days count in 2015

Are you planning on taking vacation over the holidays?

Make sure your vacation days for December 28-31 count for 2015 by entering them in advance.

Open the timesheet in TASS and look for the “end” box with a drop down menu. Drop down to 01/08/2016. You can enter hours of vacation in advance for the 01/08 pay period. Enter your hours of vacation for each day during that time period in which you will be gone. Hit save. When TASS runs the vacation amounts on January 1,

*Above, select 01/08/2016 from the end date drop down menu on your time sheet.*

*Above, enter the times and dates that you will be gone for that time period, making sure to select vacation from the drop down menu. Hit save.*

if you entered your time and saved it, those days will count towards 2015. If you do not do this by the end of the day on Dec. 31, 2015, TASS will count them for 2016.

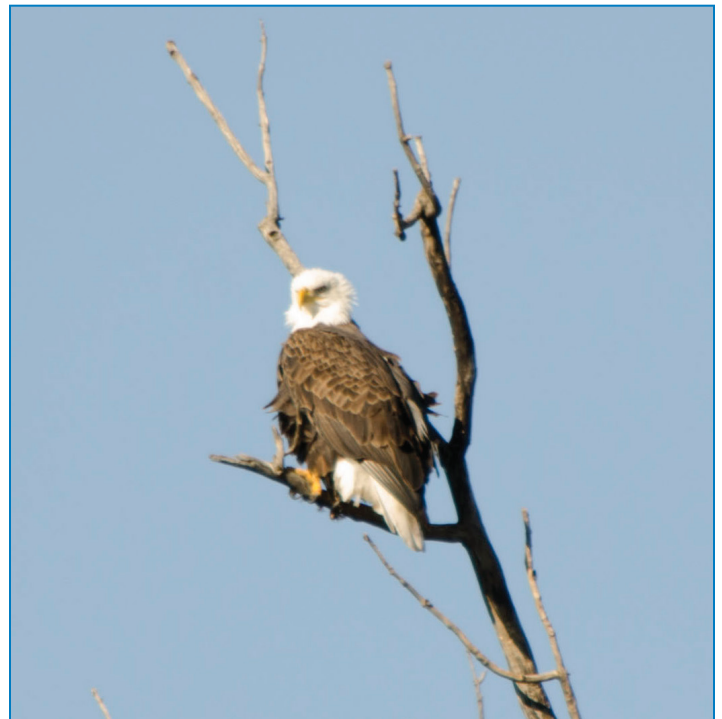
Any hours over 120 at that point will be removed.

Call Racquel Smrz with any questions, 651-266-6815.

## Food shelf donations sought from SPRWS employees



*This container is in the lobby in the administration building waiting for new food shelf donations. More boxes are in the cafeteria, and the plant and Vadnais lunchrooms. Employees are asked to bring non-perishable food items to these boxes before the end of the day on Tuesday Dec. 22. Steve Schneider will deliver the food collected to the Second Harvest food shelf on December 23. Last year SPRWS staff provided 300 pounds of food. Let's make Steve Schneider take two trips to the food shelf this year with all our donations!*



*A bald eagle overlooks McCarrons center while perched in a tree directly to the west of the administration building. The eagle is a frequent visitor to the area as Trout Brook stays open while McCarrons Lake begins to freeze.*



# Images from the Dec. 2 employee conference



*The winning trivia team consisted of Brian Finnegan, Renee Huset, Jeff Gehring, and Louis Germain. They won handily with 19 out of 25 correct answers. Their names will appear on the traveling trophy.*



*Members of the St. Paul Fire Department show off some of the tools that they use in a confined space rescue. They also touched on trench rescue and home fire safety.*



*Pete Davis shows off his new, enhanced safety hard hat.*



*There was standing room only in the breakout session on Visit St. Paul and the History Center. Other sessions included parks and recs and libraries, Habitat for Humanity and Catholic Charities, and financial planning with Voya.*



*One of the most popular events of the day of was the visit and demonstrations of the St. Paul Police K-9 unit.*



*Many employees were able to pet the K-9 unit dogs as they toured the room. Here Emanuel Gomez pets Gilley the dog while Travis Seidl talks to the handler, Colleen Rooney, and Wilbert Taylor listens in.*