MANUAL ATTENDANCE NOT REQUIRED

If you are creating a manual attendance sheet for your records, please **DO NOT UPLOAD** your manual attendance to SharePoint. When you submit your attendance online, we process using the online attendance so you do not need to send a copy of the summary page or a manual attendance sheet you created.

If you have any questions or need assistance, please call or email Reimbursement:

- Director of Reimbursement Ginger Paugh at 935-6154 or Ginger.Paugh@elcofswfl.org
- Lead Reimbursement Specialist Talya Zapata at 935-6172 or Talya.Zapata@elcofswfl.org
- Reimbursement Specialist Karen Bautista at 935-6168 or Karen.Bautista@elcofswfl.org
- Reimbursement Specialist Grant Thompson at 935-6114 or Grant.Thompson@elcofswfl.org