

**From:** Michelle Chan <michelle.chan@lacity.org>  
**Sent time:** 10/03/2019 09:39:56 AM  
**To:** Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Cc:** Gina Ginete <gina.ginete@lacity.org>; Heather Bleemers <Heather.Bleemers@lacity.org>; Terri Henderson <terri.henderson@lacity.org>  
**Subject:** Re: Work Order Request for CPC-2019-4639

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Thanks, Mindy,

I have corrected the 1 HW on 9/28 from WPREENTL to C194639C per your request.



**Michelle Chan**  
Dept. Chief Accountant I  
**Los Angeles City Planning**  
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On Thu, Oct 3, 2019 at 9:01 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:  
Yes, that is correct.

On Thu, Oct 3, 2019 at 8:50 AM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:  
Hi Mindy,

Please confirm if you meant to have 1 hour on 9/26 under WPREENTL change to E194639C.

Michelle

On Thu, Oct 3, 2019 at 8:14 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:  
Hi Michelle,

Anything that has been logged in for the Work Order "WPREENTL" would have been for this case.

Thanks!

On Wed, Oct 2, 2019 at 10:29 AM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:  
Hi Mindy,

I know you are out of office today. Since it is getting close to the payroll close time, you can e-mail us which D time entries need to be changed to the new work order tomorrow. We will directly correct them in paysr. Thanks,



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On Wed, Oct 2, 2019 at 10:17 AM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:

Hi Mindy,

I processed the work order setup for case CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP last night. The work order C194639C should be available in PAYSR now. Please make the correction and resubmit the D time accordingly.

This is an exception that we processed the work order request in such a short time notice. At the latest, the work order request should be submitted during the pay period the work starts. It will be best to submit the work order request when you have plan to work on a new billable project.

Thank you for your cooperation and understanding.  
Regards,



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On Tue, Oct 1, 2019 at 1:48 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Yes, but those were recorded under a generic work order as the new work order number hadn't been requested yet.

On Tue, Oct 1, 2019 at 1:47 PM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:

Hi Mindy,

Did you start working on this project in the pay period ending 9/28/19? Please advise.

Michelle Chan  
Departmental Chief Accountant  
City of Los Angeles  
Department of City Planning  
Administrative Services  
213-978-1285

On Tue, Oct 1, 2019 at 11:26 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

It is only urgent in the sense that I have worked several hours on this project and I would like to bill it accordingly. But if you are ok with me billing it to a generic work order, I can do that.

Thanks!

On Tue, Oct 1, 2019 at 8:35 AM Gina Ginete <[gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)> wrote:

Hi Mindy,

This will be process next week. I have to process payroll this week. If this is urgent, please let us know.

Thank you for your patience.

**Gina** DEPT OF CITY PLANNING  
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**2nd Friday RDO**  
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On Tue, Oct 1, 2019 at 8:17 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Just following up on this request.

Thank you.

On Thu, Sep 26, 2019 at 5:30 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Please see attached WO Request Forms and Invoice (scanned under one single PDF) for the above-referenced project.

Thanks!

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