

To submit TARs and leave slips remotely, please do the following:

TARS:

1. If possible use [SharePoint and submit an eTAR](#), when you hit submit on the [eTAR](#) that is your electronic signature.
2. If you do not have access to the SharePoint [eTAR](#), fill out the correct tab of the Excel TAR, then either save/print that page to PDF or take a snippet of the page and send it to both your payroll contact and your supervisor. We will take this email as your signature.

Supervisors, please review the TARs and respond to both the employee and payroll with your approval or any corrections.

LEAVE SLIPS:

1. Please follow the same process for leave slips. Please fill out the leave slip and send it to both your payroll contact and your supervisor. Again we will take this email as your signature.

Supervisors please review the Leave Slips and respond with your approval or any corrections.

For New Employee or Separation paperwork, please contact your division or region payroll contact for appropriate paperwork and notification.

OFBE PAYROLL CONTACTS:

Aquatics Division (AQD) K*	Cheryl.gillard@dnr.wa.gov
Cons/Rec/Trans Division (CRTD) P*	Judy.harmon@dnr.wa.gov
Engineering & General Services Div (EGSD) Z*	Cheryl.gillard@dnr.wa.gov
Engineering Division Compound (EGSD) ZE*	Cheryl.gillard@dnr.wa.gov
Engineering Div Resource Mapping (EGSD) ZN*	Cheryl.gillard@dnr.wa.gov
Executive Management Division (EMD) E*	Judy.harmon@dnr.wa.gov
Forest Health & Resiliency (FHR) L*	Demry.mccoy@dnr.wa.gov
Forest Practices Division (FPD) Q*	Judy.harmon@dnr.wa.gov
Forest Resources Division (FRD) M*	Judy.harmon@dnr.wa.gov
Webster Nursery & Seed Orchard (FRD) MN*	Judy.harmon@dnr.wa.gov
Human Resources Division (HRD) N*	Demry.mccoy@dnr.wa.gov
Information Technology Division (ITD) J*	Cheryl.gillard@dnr.wa.gov
Law Enforcement Office (LEO) A*	Judy.harmon@dnr.wa.gov
Office of Finance, Budget & Economics (OFBE) D*	Demry.mccoy@dnr.wa.gov
Product Sales & Leasing Division (PSLD) T*	Judy.harmon@dnr.wa.gov
Safety Program Office (SPO) A*	Judy.harmon@dnr.wa.gov
Washington Geological Survey (WGS) G*	Demry.mccoy@dnr.wa.gov
Wildfire Division (WD) HH*	Demry.mccoy@dnr.wa.gov

REGION PAYROLL CONTACTS:

NE Region (NE) V*	DNR RE NE Payroll
NW Region (NW) S*	DNR RE NW Payroll
Aquatics Region Orca Straits District (AQR) K*X	DNR RE NW Payroll
Olympic Region (OLY) F*	DNR RE OLY Payroll_HR
PC Region (PC) C*	DNR RE PC Accounting
Aquatics Region Rivers District (AQR) K*Z	DNR RE PC Accounting
SE Region (SE) E*	DNR DL SE Payroll
SPS Region (SPS) W*	DNR RE SPS Payroll
Aquatics Region Shoreline District (AQR) K*Y	DNR RE SPS Payroll