**From:** Rachel Beauchamp
**To:** Nick Angel
**Subject:** RE: Memo RE: Work Schedules
**Date:** Tuesday, March 11, 2025 12:46:00 PM
**Attachments:** image001.png
image002.png
image003.png
image004.png
image005.png
image006.png

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Ok, will do. Thanks!

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**From:** Nick Angel <Nick.Angel@ncauditor.gov>
**Sent:** Tuesday, March 11, 2025 12:26 PM
**To:** Rachel Beauchamp <rachel.beauchamp@ncauditor.gov>
**Subject:** FW: Memo RE: Work Schedules

Why don't you try submitting your new schedule here, and then I'll see if I get a request to approve.

**Nick Angel**
*Audit Manager*
North Carolina Office of the State Auditor
Phone: 919-807-7577
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/
Email: Nick.Angel@ncauditor.gov

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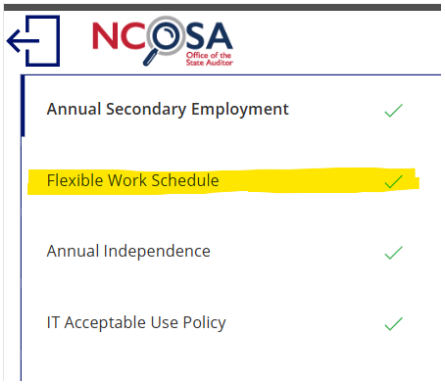
**From:** Lauren Eiswirth <Lauren.Eiswirth@ncauditor.gov>
**Sent:** Tuesday, March 11, 2025 10:21 AM
**To:** Brent Woodcox <brent.woodcox@ncauditor.gov>; Everyone in OSA <osa@ncauditor.onmicrosoft.com>
**Subject:** RE: Memo RE: Work Schedules

In support of the new changes to work schedules offered, the electronic forms have been updated. If you need to make updates to your Work Schedule, please follow the directions below:

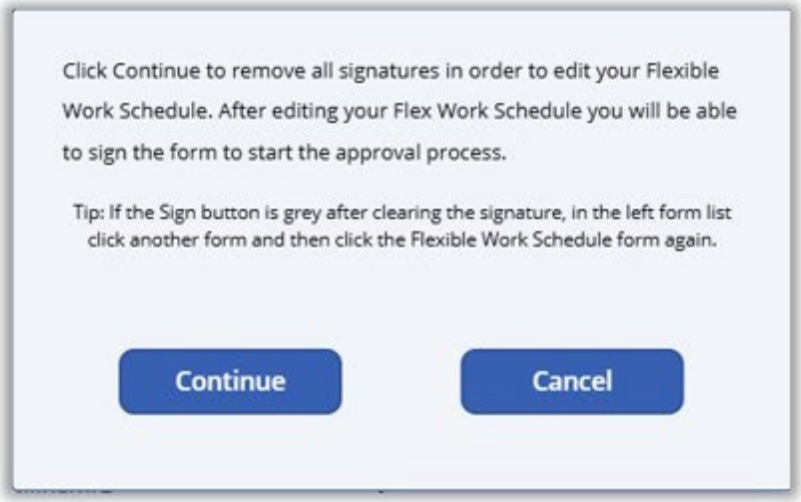
1. Click ➡ **2025 ANNUAL FORMS** ⬅

2. Click Flexible Work Schedule




3. Click Clear Signature, Correct Form and Re-sign

4. Click Continue




5. If the form signatures are grey, you can click on any of the other forms from the left form list and then click Flexible Work Schedule form again to edit the form.

Thanks,

**Lauren Eiswirth**
*Manager, Human Resources*

North Carolina Office of the State Auditor
Phone: 919-807-7500
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/

Email: lauren.eiswirth@ncauditor.gov

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**From:** Brent Woodcox <brent.woodcox@ncauditor.gov>
**Sent:** Monday, March 10, 2025 12:09 PM
**To:** Everyone in OSA <osa@ncauditor.onmicrosoft.com>
**Subject:** Memo RE: Work Schedules

To: All Employees of the Office of State Auditor
From: Brent Woodcox, Chief of Staff
RE: Work Schedules

I write today to inform you of changes being made to work schedules at OSA. All of these changes will be **effective Monday, March 17.**

1. **We will be adopting only options 1 through 3 of the current work schedule policy going forward.**

The three options will be:

- Five 8 hour days
- Four 8.5 hour days, One 6 hour day
- Four 9 hour days, One 4 hour day

Please let your supervisors know by the end of the week if you plan to make a change to your regular work schedule.

2. **All employees with permanent assignments will be in the office regularly everyday unless they are working on site at an audit location or taking leave.**

Anyone who elects to give up their permanent assignment in light of this change can hotel going forward. Please let your supervisors know by the end of the week if you will be giving up your permanent assignment.

3. **Remote work days will be as follows going forward.**

Monday (Information Systems team and Investigations team)
Tuesday (All Financial team employees reporting to Jordan Chippewa)
Wednesday (Week 1: All Financial team employees reporting to Jordan Chippewa, Week 2: All Financial team employees reporting to Ray Whitby)

Thursday (All Financial team employees reporting to Ray Whitby)
Friday (Performance team and Data Analytics team)

The purpose of these changes are to return to the original design of our Raleigh office space as articulated by those who designed it to suit our work flow—To allow our teams to come in to work collaboratively in person to suit the needs of the agency.

4. **Send your contact information, including a phone number, for your remote days directly to me as a response to this email if you are not already on the attached list. This is MANDATORY.**

Please direct any questions regarding this memo to me.

**Brent Woodcox**
*Chief of Staff*

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