Good afternoon. Quick reminder. To indicate to the other Central Approvers that contracts have had review by HR Administrators please do the following.

When submitting requests to other central approvers, HR administrators will need to insert the notation, **"Service Waived by DHR"**, and initial in the comment area on the CLI2 screen print document attached to the contract. The processing of your agreement **may be delayed or rejected** if it is submitted **without** this CLIN notation. NOTE: You will not be able to gain access to the COFRS CLI2 Screens. These are reserved for the central approvers.

If you have any questions, let me know. Thanks. Joi

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