TO: The Campus Community

FROM: George Paulick

 Pension and Benefits Specialist

Human Resources Department

DATE: December 2, 2014

SUBJECT: **December 2014 Timesheets – Due December12th**

Enclosed are the timesheets for the month of November for your department. Please review the timesheet and indicate leave time used for the month of November.

**Energy Leave Program for November 4, 2014- Election Day and November 11, 2014 - Veteran’s Day**

* **For Monthly Timesheets**
	+ If you did not work on the energy holiday, please mark this in the **Energy Holiday** column and bubble in the time missed at the bottom of that column.
	+ If you worked, you do not need to mark anything.
* **For Part-Time Timesheets**
	+ If you were scheduled to work the energy holiday and did not work, write “**not worked**” in the **Energy Holiday** column.
	+ If you worked, write in the hours you worked in the **Energy Holiday** column. **You cannot receive credit for working the energy holiday unless you write in the number of hours worked on that day.**
	+ If you were not scheduled to work that day, write in “**not scheduled**” in the block.

**Part-Time Timesheet Example**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EXAMPLES | DATE | SICK | VAC | ENERGY LEAVE | ENERGY HOLIDAY | ADMIN |
| *Example #1* | *11/4* |  |  |  | 4 hours NOT worked |  |
| *Example #2* | *11/4* |  |  |  | 4 hours worked |  |
| *Example #3* | *11/4* |  |  |  | Not Scheduled |  |

**Do not bubble in at the bottom for any of the Part-Time examples above.**

* **Wednesday, November 26th** - 12:00 PM Dismissal
	+ Employees do not need to charge leave time due to the early dismissal if they were scheduled to work.
	+ Employees who did not report to work because of the weather will need to utilize leave time for their normal scheduled hours up to 12:00 PM.
		- This leave time should be noted and bubbled at the bottom.
	+ If an employee had leave scheduled in advance for November 26th, then they are required to utilize that leave time.
		- This leave time should be noted and bubbled at the bottom.

**(Continued on the back…)**

**Unsigned Timesheets**

If employees are not available to sign their timesheets, the supervisor should complete the timesheets and sign their initials near the employees’ signature line. Please send the timesheet along with the others from the department.

*The time sheets for the month of November are due in the Human Resources Department by December 12, 2014. We are asking for your cooperation to adhere to the deadline.*

**Please do not hold on to completed timesheets. If timesheets are held until after deadline, they may require manual adjustments. To ensure an automated and more accurate process, please hand in timesheets as soon as you receive them.**

*Please return the timesheets by* ***Friday, December 12, 2014*** *to the Office of Human Resources, Administrative Services Building.*

If you have any questions or concerns, please contact George Paulick at extension 2283.