

Please copy and distribute to all faculty and staff.

TO: The Campus Community

FROM: N'Atasia Kauffman
HR Generalist,
Human Resources Department

DATE: July 28, 2016

SUBJECT: **July 2016 Timesheets- Due August 11th**

Enclosed are the timesheets for the month of **July** for your department. Please **review the timesheet for accrual accuracy** and indicate leave time used for the month of July.

Application of Energy Leave Time

The College has begun its Energy Savings Program for this summer. The first closing has occurred last month, **Friday May 27th**.

- EXAMPLE #1* If you were off on the Energy days, please apply Energy Leave time in the Energy Leave column.
- EXAMPLE #2* For proportionate employees who are normally scheduled to work on the designated energy days, you would need to apply Energy Leave time on the energy days that you did not work. If you are a proportionate employee and you were not scheduled to work on the energy day, please note "not scheduled" on the day.
- EXAMPLE #3* If you do not have enough Energy Leave time, you need to apply vacation and/or administrative leave time.
- EXAMPLE #4* If you worked on any of the energy days, please note this in the Energy Leave column in the box of the appropriate date(s).

EXAMPLES	DATE	SICK	VAC	ENERGY LEAVE	ENERGY HOLIDAY	ADMIN
<i>Example #1</i>	7/1			7.00 hours		
<i>Example #2</i>	7/1			5.00 hours		
<i>Example #3</i>	7/1		2.00 hours	5.00 hours		
<i>Example #4</i>	7/1			Worked 7 hours		

Please remember to bubble in the total number of Energy Leave hours used in the Energy Leave column.

Continue on the back.

Extended Work Weeks

Extended work weeks began the week of July 11th. Please keep in mind that if you utilized extended work weeks, a leave day is equal to 8.75 hours for a 35-hour employee and 10 hours for a 40-hour employee.

Energy leave time is not utilized on Energy closures during extended work weeks.

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.

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

The time sheets for the month of July are due in the Human Resources Department by August 11. "Late timesheets will delay the following month's timesheets." We are asking for your cooperation to adhere to the deadline.

*Please Return the timesheets by **Monday, August 11, 2016** to the
Office of Human Resources, Administrative Services Building.*

If you have any questions or concerns, please contact N'Atasia Kauffman at extension 3183.