

Please copy and distribute to all faculty and staff.

TO: The Campus Community
 FROM: N'Atasia Kauffman
 HR-Generalist,
 Human Resources Department
 DATE: January 9, 2017
 SUBJECT: **December 2016 Timesheets- Due January 20th**

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

Paid Holiday: 12/26/2016

- 12/26/2016 was a paid holiday. Employees do not need to use leave time for that date.

Energy Leave Program for 12/23/2016 - 12/30/2016 (with the exception of 12/26/16)

- **EXAMPLE #1** If you were off on the Energy days, please apply Energy Leave time in the Energy Leave column and bubble in at the bottom of that 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), but do not fill in the bubbles.

Full-Time Timesheet Example

EXAMPLES	DATE	SICK	VAC	ENERGY LEAVE	ENERGY HOLIDAY	ADMIN
Example #1	12/23			7.00 hours		
Example #2	12/23			5.00 hours		
Example #3	12/23		2.00 hours	5.00 hours		
Example #4	12/23			Worked 7 Hours		

Continue 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.

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 December are due in the Human Resources Department by January 20. "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 **Friday, January 20, 2017** to the
Office of Human Resources, Administrative Services Building.*

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