

TO: The Campus Community

FROM: Krystal Corbett
Manager, Benefits and Leaves of Absence Administration

DATE: July 20, 2017

SUBJECT: **June 2017 Timesheets- Due Wednesday July 26, 2017**

Please complete the monthly time report as follows:

1. On the appropriate date of the month, record the number of hours of leave taken. Leave the columns blank if you did not use leave time.
2. At the bottom of the time sheet, in each respective column, total the sick leave, vacation leave, administrative leave columns, etc.
3. Please note that each number should be written with two decimal points, i.e., 4 should be 4.00.

EXAMPLE #1 If you were off on the Energy days, please indicate energy leave time in the Energy Leave column.

EXAMPLE #2 If you are a proportionate employee and you were scheduled to work on the energy day, you should apply energy leave time on the energy day.

If you are a proportionate employee and you were not scheduled to work on the energy day, please note "not scheduled" on energy leave column.

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>	<i>6/10</i>			7.00 hours		
<i>Example #2</i>	<i>6/10</i>			5.00 hours		
<i>Example #3</i>	<i>6/10</i>		2.00 hours	5.00 hours		
<i>Example #4</i>	<i>6/10</i>			Worked 7 hours		

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