Dear Berkeley Employee,

We need you to follow important time reporting instructions this December.

Upcoming timekeeping deadlines will occur earlier than usual due to the holidays and the campus annual energy curtailment period. Please follow the deadlines and instructions below to ensure you are paid for all hours worked and leave taken.

CURRENT PAY PERIOD 12/3-12/16, PAY DAY DEC. 27

<table>
<thead>
<tr>
<th>PROJECTED HOURS FORM DUE 12/12</th>
<th>EMPLOYEE APPROVAL DUE 12/14</th>
<th>SUPERVISOR APPROVAL DUE 12/15 BY NOON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: these deadlines occur before the pay period ends on 12/16</td>
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REAL TIME NON-EXEMPT EMPLOYEES:

Record time as usual during Dec. 3-14. Complete the [projected hours form](#) if you plan to work or take leave on Dec. 15-16. You must submit the form to your supervisor by Tuesday, Dec. 12. Approve your timecard on Dec. 14. In order to be paid for hours on Dec. 15-16, your supervisor must enter your hours in CalTime in advance by Noon on Dec. 15.

NEXT PAY PERIOD 12/17-12/30, PAYDAY JAN 10

| EMPLOYEE APPROVAL DUE 01/02 BY 10AM | SUPERVISOR APPROVAL DUE 01/02 AFTER 10AM |

This pay period includes the annual energy curtailment period from Dec. 27 – Dec. 28. If you are going to use any leave time during this pay period, your supervisor will need to enter it into CalTime for you.
You should provide your leave information to your supervisor in advance or at latest by 10am on Jan. 2. To do so, you may [fill out the Holiday/Curtailment Leave Form](#) and return to your supervisor before 10am on Jan. 2.

If you earn vacation leave and wish to use it for the two closure dates but you don’t yet have enough accrued vacation leave, you are permitted to take up to two days of vacation leave in advance of accrual. Your supervisor can enter this into CalTime as vacation leave. Holiday hours on Dec. 25-26, Dec. 29 and Jan. 1 will appear for eligible employees beginning Dec. 17.

For more information:
CalTime website: Visit the [Curtailment page](#)
For CalTime support: Email [caltime@berkeley.edu](mailto:caltime@berkeley.edu) or call the CSS Help Desk at [510) 664-9000](tel:(510)664-9000), press option 5 for CalTime
Curtailment Options: [http://hr.berkeley.edu/news/curtailment](http://hr.berkeley.edu/news/curtailment)

Thank you for using CalTime, and happy holidays!

The CalTime Team