Dear Berkeley Supervisor,

We need you and your employee(s) to follow important 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 so that your employee(s) is paid for all hours worked and leave taken.

<table>
<thead>
<tr>
<th>Current Pay Period 12/3-12/16, Pay Day Dec. 27</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projected Hours Form due 12/12</strong></td>
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</table>

*Note: these deadlines occur before the pay period ends on 12/16*

**REAL TIME EMPLOYEES:**
Record time as usual during Dec. 3-14. Complete the projected hours form if they plan to work or take leave on Dec. 15-16 and submit form to their supervisor by Tuesday, Dec. 12. Approve timecard on Dec. 15.

**SUPERVISORS:**
You are responsible for entering in advance the hours that your RealTime employee plans to work or leave planned for Dec. 15-16. The projected hours form was created to help you collect hours from your employees that are working or using leave on Dec. 15-16. The form is for your use only and does not need to be turned into CSS or CalTime. Remember to approve timecards by Noon on Dec. 15.

**ANYTIME EMPLOYEES:**
Enter in advance the hours they plan to work and/or leave for Dec. 15-16. Approve timecard by Dec. 14.

<table>
<thead>
<tr>
<th>Next Pay Period 12/17-12/30, Pay Day Jan 10</th>
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<tbody>
<tr>
<td><strong>Employee Approval due 01/02 by 10AM</strong></td>
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</tbody>
</table>

You may wish to have your real time employees provide their vacation leave information in advance for the Dec. 17-30 pay period. Your employees can provide you with this information using the Holiday/Curtailment Leave Form. Please enter their vacation leave or comp-time into CalTime by 5pm on Jan. 2. Do not enter holiday hours for Dec. 25-26, Dec. 29 and Jan. 1; these dates will be populated automatically on Dec. 17 for eligible employees. If your employees will be working any shifts between Dec. 17 - Dec. 30, they should use CalTime as usual on those dates.

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

Thank you for using CalTime, and happy holidays!

The CalTime Team

*Real-time employee’s record their start and stop time on a daily basis and do not have the ability to edit their time recorded.*