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 12/2-12/15, PAY DAY DEC. 26

<table>
<thead>
<tr>
<th>EMPLOYEE APPROVAL DUE 12/13</th>
<th>SUPERVISOR APPROVAL DUE 12/14 BY NOON</th>
</tr>
</thead>
</table>

*Note: these deadlines occur before the pay period ends on 12/15*

**AnyTime Employees:**

Enter your hours worked or leave taken as usual for Dec 2-13. Please enter in advance the hours you plan to work/and or leave for Dec. 14-15 and approve timecard by Dec. 13.

### NEXT PAY PERIOD 12/16-12/29, PAYDAY JAN 9

<table>
<thead>
<tr>
<th>EMPLOYEE APPROVAL DUE 01/02 BY 9AM</th>
<th>SUPERVISOR APPROVAL DUE 01/02 BY NOON</th>
</tr>
</thead>
</table>

This pay period includes the annual energy curtailment period from Dec. 26 - Dec. 28.
- You can enter any hours you plan to work, or leave that you plan to take during the Dec. 16-Dec. 29 pay period now, or any time until 9am on Jan. 2.
- Do not enter holiday hours on your timecard: Dec. 24-25 will be appear on Dec. 16 and Dec. 31 and Jan. 1 will appear on Jan. 3 for eligible employees.
- If you earn vacation leave and wish to use it for the three closure dates but you don’t yet have enough accrued vacation leave, you are permitted to take up to three days of vacation leave in advance of accrual. You can enter this into CalTime as vacation leave.

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

Thank you for using CalTime, and happy holidays!

The CalTime Team