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

- **Projected Hours Form due 12/11**
- **Employee Approval due 12/13**
- **Supervisor Approval due 12/14 by Noon**

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

**Real Time Non-Exempt Employees:**

Record time as usual during Dec. 2-13. Complete the _projected hours form_ if you plan to work or take leave on Dec. 14-15. You must submit the form to your supervisor by Tuesday, Dec. 11. Approve your timecard on Dec. 13. In order to be paid for hours on Dec. 14-15, your supervisor must enter your hours in CalTime in advance by Noon on Dec. 14.

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

- **Employee Approval due 01/02 by 9AM**
- **Supervisor Approval due 01/02 by Noon**

This pay period includes the annual energy curtailment period from Dec. 26 – 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. To do so, you may _fill out the Holiday/Curtailment Leave Form_ and _return to your supervisor by December 14th._

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. Your supervisor can enter this into CalTime as vacation leave. Holiday hours for eligible employees will appear for Dec. 24-25 on Dec. 16 and Dec. 31-Jan. 1 will appear on Jan. 3rd.

**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