Dear Berkeley Employee,

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

In preparation for the December holidays and the campus annual energy curtailment period, please plan ahead and follow the deadlines and instructions below to ensure you are paid for all hours worked and leave taken.

**Current Pay Period 12/1-12/14, Pay Day Dec. 23**

**Employee Approval Due 12/14**

**Supervisor Approval Due 12/16 by 9am**

**AnyTime Employees:**

Enter your hours worked or leave taken as usual for Dec 1-14. Please approve timecard by Dec. 14. If you are planning to take time off, you may complete and approve your timecard in advance.

**Next Pay Period 12/15-12/28, Payday Jan 08**

**Employee Approval Due 12/28**

**Supervisor Approval Due 12/30 by 9am**

This pay period includes the annual energy curtailment period from Dec. 23, 26, 27, and 30.

- You can enter any hours you plan to work, or leave that you plan to take during the Dec. 15-Dec. 28 pay period now, or any time until Dec. 28th. Instructions on how to record leave are available.
- Do not enter holiday hours for Dec. 24-25, Dec. 31 and Jan. 1; these dates will be populated automatically beginning on Dec. 19 for eligible employees.
- If you earn vacation leave and wish to use it for the four closure dates but you don’t yet have enough accrued vacation leave, you are permitted to take up to four days of vacation leave in advance of accrual. You can enter this into CalTime as vacation leave.
- If you are an eligible (see eligibility details) employee that typically accrues vacation and wish to use leave without pay during the curtailment closure dates 23, 26, 27, & 30 please use the Curtailment-LWOP pay code.

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