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**

**REAL TIME NON-EXEMPT EMPLOYEES:**

Record time as usual during Dec. 1-14. Approve your timecard on Dec. 14. There is no time projection required this year. In the past, employees with the assistance of supervisors were asked to enter ("project") time worked in advance of the holiday and curtailment period. However this is no longer required as the UCPath payroll and CalTime system will be open. Employees that are working during the holiday & curtailment period may record time during their regular scheduled shift.

**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. If you are going to use any leave time (vacation or comp-time) during this pay period and you have access to a computer you may follow these instructions. If you do not have access to a computer or need supervisor assistance, 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 11th.

If you earn vacation leave and wish to use it for the four curtailment 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. Your supervisor can enter this into CalTime as vacation leave. Holiday hours on Dec. 24-25, Dec. 31 and Jan. 1 will appear for eligible employees beginning Dec. 19. 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