TO: The Campus Community

FROM: George Paulick

 Pension and Benefits Specialist

Human Resources Department

DATE: July 2, 2014

SUBJECT: **June 2014 Timesheets – Due July 14th**

**APPLICATION OF ENERGY LEAVE TIME**

As you are aware, the College has begun its Energy Savings Program for this summer. We were closed on: June 6th, June 13th, June 20th, and June 27th.

*EXAMPLE #1*If you were off on the Energy days, please apply Energy Leave time in the Energy Leave column.

### *EXAMPLE #2* For proportionate employees who are normally scheduled to work on the designated energy days, you would need to apply Energy Leave time on the energy days that you did not work. If you are a proportionate employee and you were not scheduled to work on the energy day, please note “not scheduled” on the day.

*EXAMPLE #3* If you do not have enough Energy Leave time, you need to apply vacation and/or administrative leave time.

*EXAMPLE #4* If you worked on any of the energy days, please note this in the Energy Leave column in the box of the appropriate date(s).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EXAMPLES | DATE | SICK | VAC | ENERGY LEAVE | ENERGY HOLIDAY | ADMIN |
| *Example #1* | *6/6* |  |  | 7.00 hours |  |  |
| *Example #2* | *6/6* |  |  | 5.00 hours |  |  |
| *Example #3* | *6/6* |  | 1.00 hours | 6.00 hours |  |  |
| *Example #4* | *6/6* |  |  | **Worked 7 Hours** |  |  |

Please remember to bubble in the total number of Energy Leave hours

used in the Energy Leave column.

**UNSIGNED TIMESHEETS**

If employees are not available to sign their timesheets, the supervisor should complete the timesheets and sign their initials near the employees’ signature line. Please send the timesheet along with the others from the department.

The timesheets for the month of **June** are due in the Human Resources Department by **July 14th**. We are asking for your cooperation to adhere to the deadline.

*Please return the timesheets by* ***Monday, July 14, 2014*** *to the*

*Office of Human Resources, Administrative Services Building.*

If you have any questions or concerns, please contact George Paulick at extension 2283.