TO: Contractual/Contingent UB Employees

FROM: Offices of Payroll and Human Resources

SUBJECT: Winter Break 2011 Closing & Timesheet Submission

The University will close for the winter break on Wednesday, December 21, 2011 and will re-open Tuesday, January 3, 2012. Personnel required by management to work during this time, except employees already designated as essential, must notify Human Resources at (410) 837-5410 by December 16th. Below are important dates and information to ensure timely and accurate processing of timesheets and payroll for contractual employees during the break.

**Timesheet Deadlines for Pay Period December 7 – December 20, 2011**

- **Due Date**
  - Monday, December 19th
- **Employees**
  - complete by 9 am
- **Timekeepers and Managers**
  - approve by 10 am
- **Managers**
  - approve by 11 am

**Timesheet Deadlines for Pay Period December 21 – January 3, 2012**

- **Due Date**
  - Wednesday, January 4th
- **Employees**
  - complete by 9 am
- **Timekeepers and Managers**
  - approve by 10 am
- **Managers**
  - approve by 11 am

For Convenience, the link to the MyUB login and timesheet FAQ’s are provided below.

[MyUB Log-in](#)
[Timesheet FAQ’s](#)

**Time Reporting During Break**

It is essential, especially during early timesheet submissions, that employees, timekeepers and managers work together to ensure the timesheet reflects actual hours worked.

If there are deviations between the timesheet entries and actual time worked due to condensed timesheet deadlines, the hours must be adjusted on future timesheets.

**Leave Balances**

It is important that employees verify his/her leave balances NOW to ensure leave has accrued as expected BEFORE the timesheet submission deadline on Monday, December 19th. No employees are to report to campus, except for normal closing coverage provided by the Department of Public Safety.
Contingent I employees (includes student employees):
- Do not earn leave benefits
- Complete a timesheet only if REQUIRED to work

Contingent II employees:
- Use earned contingent leave (code: CLV), Administrative Holiday (code: AHL), and holidays earned (code: HOL) as shown below with the exception of employees authorized by HR to work during the Winter Break. If hire date is after Veteran’s Day or Columbus Day then no pay (code: NOP) or contingent leave (code: CLV) should be recorded to cover this period of time.
  - 12/22 – NOP or CLV
  - 12/23 – HOL (Columbus Day)
  - 12/26 – HOL (Christmas Day)
  - 12/27 – HOL (Veteran’s Day)
  - 12/28 – AHL
  - 12/29 – AHL
  - 12/30 – AHL
  - 01/02 – HOL (New Year’s Day)

Paychecks
Contractual paychecks dated December 28th (pay period ending on December 20th) will be mailed from Central Payroll Bureau in Annapolis on Tuesday, December 27th. If you currently receive a live check, signing up for direct deposit is the best way to ensure your pay will be in your bank account on pay day. Sign up for direct deposit using the [direct deposit form].

Reporting Problems
- Payroll: Up to December 21, questions, concerns, or requests for special arrangements for payroll should be emailed to the Payroll Manager, Bob Stoner at bstoner@ubalt.edu. After this date emails will be answered sporadically during the break.

- Time Reporting: Up to December 21, questions or concerns regarding timesheet or leave reporting should be emailed to the HRIS Business Analyst, Monifa Brooks at mbrooks@ubalt.edu. After this date emails will be answered sporadically during the break.

- Timesheet Access Problems: If you have issues accessing your timesheet, contact the [OTS Call Center]. Their hours will be posted on their site. If you forget your netID or password you can visit this page for help.