TO: Regular 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 Friday, December 16th. Below are important dates and information to ensure timely and accurate processing of timesheets and payroll for regular employees during the break.

**Timesheet Deadlines for Pay Period December 14 - December 27, 2011**

Employees NOT REQUIRED to work during the break:

- Timesheets Available Wednesday, December 14th, no later than noon
- Due Date Wednesday, December 21st
- Employees complete by 9 am
- Timekeepers approve by 10 am
- Managers approve by 11 am

Employees REQUIRED by management to work during the break:

- Timesheets Available Wednesday, December 14th, no later than noon
- Due Date Monday, December 26th
- Employees complete by 10 am
- Timekeepers and Managers approve by 11 am*
  *timesheets not approved by this time will not be processed.

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 holiday leave has accrued as expected BEFORE the timesheet submission deadline on Wednesday, December 21st. See the links below for the holiday leave breakdown.
Regular Staff (exempt, non-exempt, librarian and 12 month faculty):

- The leave codes and procedures for recording holiday leave is provided on the [HR 2011 Holiday Schedule](#) under the heading 2011 Winter Break Timesheet Information.

9.5 month faculty:

- Record all days as normal duty days. No other holiday leave codes are required.

**Leave Balance Restrictions**

Consideration must be given when planning time off to avoid the loss of leave balances on January 1, 2012. See the leave balance restrictions below to assist with the proper usage of leave before the end of the calendar year.

- Personal and holiday leave balances must be used no later than January 1st or they will be lost.
- A maximum of 400 hours of annual leave will be carried forward into January. Annual leave in excess of 400 hours must be used no later than January 1st or it will be lost.
- A maximum of 16 hours of comp time will be carried forward into January. Comp time earned in excess of 16 hours must be used no later than January 1st or it will be lost.

As usual, regular paychecks dated December 21st (pay period ending on December 13) will be mailed from the Central Payroll Bureau in Annapolis on Tuesday, December 20th. 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 21st, 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 21st, questions or concerns regarding timesheet reporting or leave accrual should be emailed to the HRIS Business Analyst, Monifa Brooks at mbrooks@ubalt.edu. Requests to adjust leave will only be accepted by the Timekeepers or Managers in writing. 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.