

To: Regular UB Employees

From: Offices of Payroll and Human Resources

Subject: Winter Break 2023 Closing & Timesheet Submission

The University will close for the winter break on Wednesday, December 21, 2023 and will re-open Tuesday January 2, 2024. 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 12, 2023

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

Timesheet Deadlines for Pay Period: December 26, 2023

- Due Date **Friday December 15**
- Employees complete by 9 am
- Timekeepers approve by 10 am
- Manager approve by 11am

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 Monday December 11th. 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 2023 Holiday Schedule](#) under the heading 2023 Winter Break Timesheet Information in ubalt.edu

- 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 09, 2024. 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 Pay Period Ending January 09, 2024 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 Pay Period Ending January 09, 2024, or it will be lost.

Reporting Problems

- Payroll: Up to December 15, questions, concerns, or requests for special arrangements for payroll should be emailed to tweaver@ubalt.edu or mhannemann@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 net ID or password you can visit this page for help callcenter@ubalt.edu