

To: Contractual/Contingent UB Employees

From: Payroll Offices of Payroll and Human

Subject: Resources

Winter Break 2020 Closing & Timesheet Submission

The University will close for the winter break on Tuesday, December 22, 2020 and will re-open Monday, January 4, 2021. 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 16 - December 22, 2020**

**Employees NOT REQUIRED to work during the break:**

- Due Date Wednesday, December 16
- Employees complete by 9 am
- Timekeeper and approve by 10 am
- Managers approve by 11 am

**Employees REQUIRED by management to work during the break:**

- Due Date Friday, December 18
- Employees complete by 9 am
- Timekeepers and approve by 10 am
- Managers approve by 11 am

**Time Reporting During Break**

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

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

## 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 Wednesday, December 16. No employees are to report to campus, except for essential personnel.

Contingent I employees (including student employees):

- Do not earn holiday or contingent 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 your hire date is after President's Day, Columbus Day, Election Day or Veteran's Day then no pay (code: NOP) or contingent leave (code: CLV) should be recorded to cover this period of time.

12/22-CLV/NOP (President's Day)  
12/23- HOL/NOP(Indigenous Day)  
12/24 -HOL/NOP (Election Day)  
12/25 -HOL/NOP (Christmas Day)  
12/28 - HOL/NOP (Veterans Day)  
12 /29 - AHL  
12/30 - AHL  
12 31 - AHL  
01/01 - HOL (New Year's Day)

- The leave codes and procedure for recording holiday leave is provided on the HR 2020. Holiday Schedule under the heading 2020 Winter Break Timesheet Information.

## Paychecks

Contractual paychecks dated December 30 (pay period ending on December 22) will be mailed from Central Payroll Bureau in Annapolis on Monday, December 28. 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.

## Reporting Problems

- Payroll: Up to December 16 questions, concerns, or requests for special arrangements for payroll should be emailed to the [tweaver@ubalt.edu](mailto:tweaver@ubalt.edu) or [mhannemann@ubalt.edu](mailto: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 [OTS Call Center](#)