

To: Contractual/Contingent UB Employees
From: Payroll Offices and Human Resources
Subject: Winter Break 2021 Closing & Timesheet Submission

The University will close for the winter break on Wednesday, December 22, 2021 and will re-open Monday, January 3, 2022. 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 08 - December 21, 2021

Employees NOT REQUIRED to work during the break:

- Due Date Wednesday, December 15
- 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 17
- 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 15. 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-HOL/NOP (President's Day)

12/23- HOL/NOP (Indigenous Peoples Day)

12/24 -HOL (Christmas Day)

12/27 -HOL/NOP (Veterans Day)

12/28 - HOL/NOP (University Holiday)

12 /29 – AHL (University Holiday)

12/30 – AHL (University Holiday)

12 31 – HOL (New Year's Day)

- The leave codes and procedure for recording holiday leave is provided on the HR 2021-Holiday Schedule

Reporting Problems

- Payroll: Up to December 15 questions, concerns, or requests for special arrangements for payroll should be emailed to the 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 [OTS Call Center](#)