To:                   Contractual/Contingent UB Employees

From:               Offices of Payroll and Human Resources

Subject:            Winter Break 2017 Closing & Timesheet Submission

The University will close for the winter break on Thursday, December 21, 2017 and will re-open Tuesday, January 2, 2018.  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 13 – December 26, 2017**

Employees NOT REQUIRED to work during the break:

* Due Date                                      Wednesday, December 20
* Employees                                     complete by 9 am
* Timekeepers                                  approve by 10 am
* Managers                                       approve by 11 am

Employees REQUIRED by management to work during the break:

* Due Date                                       Saturday, December 23
* Employees                                     complete by 9 am
* Timekeepers                                  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 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 Wednesday, December 20th. No employees are to report to campus, except for essential personnel.

Contingent I employees (including 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 you have not earned a holiday like President’s Day, Columbus Day, or Veteran’s Day then no pay (code:  NOP) or contingent leave (code: CLV) should be recorded to cover this period of time.

                        12/21 – CLV/NOP (President’s Day)

                        12/22 – HOL         (Columbus Day)

                        12/25 – HOL         (Christmas Day)

                        12/26 – HOL         (Veteran’s Day)

                        12/28 – AHL

                        12/29 – AHL

                        12/30 – AHL

                        01/01 – HOL         (New Year’s Day)

* The leave codes and procedures for recording holiday leave is provided on the [HR2017 Holiday Schedule](http://www.ubalt.edu/about-ub/offices-and-services/human-resources/employee-transactions/time-and-leave-management/holiday-schedule.cfm)  under the heading 2017 Winter Break Timesheet Information.

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

[MyUB Log-in](http://myub.ubalt.edu/)

[Timesheet FAQ's](http://www.ubalt.edu/about-ub/offices-and-services/human-resources/employee-transactions/time-and-leave-management/index.cfm)

**Paychecks**

Contractual paychecks dated January 3, 2018 (pay period ending on December 26th) will be mailed from Central Payroll Bureau in Annapolis on Tuesday, January 2, 2018.  If you currently receive a live check, signing up for direct deposit is the best way to ensure your check will be in your bank account on pay day. Sign up for direct deposit using the [direct deposit form](http://www.ubalt.edu/about-ub/offices-and-services/human-resources/employee-transactions/forms-employee-transactions.cfm).

**Reporting Problems**

* Payroll: Questions, concerns, or requests for special arrangements for payroll should be emailed to the Payroll Processing Associates by December 20th to Teresa Weaver at tweaver@ubalt.edu or Jessica Goodwin at jgoodwin@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](http://www.ubalt.edu/about-ub/offices-and-services/technology-services/need-help.cfm). Their hours will be posted on their site. If you forget your netID or password [you can visit this page for help](http://www.ubalt.edu/about-ub/offices-and-services/technology-services/need-help.cfm).