

Chico State Enterprises Announcements
Tuesday, December 15, 2020

2020 Winter Break Closure and Timesheets

Campus Closure

The Winter Break campus closure has been extended to include **Thursday, December 31, 2020**. The campus will be closed from **December 25-31, 2020** and **January 1, 2021**.

Campus will be open on Thursday December 24; however, benefited employees can arrange with their appropriate supervisor to use exception hours (floating holiday or vacation hours) based on the department’s needs.

Benefited Hourly Timesheet Holiday & PTO Hours

Holiday hours are available only to benefited employees. Holiday hours (Dec 25, 28, 29 and 30) should be entered in the Holiday column on the timesheet.

Hours for December 31 should be entered in the ‘Other’ column and the **PTO** option selected within the ‘Other’ blue box on the timesheet. In and out entries should not be included unless employees are working that day.

Example Benefited Hourly Timesheet

Authorized Supervisor Signature:	Project #	<p>ADDITIONAL PAYMENT <small>(Requires completion of timeclock below)</small></p> <p><small>I.E. Bonuses, Speaker fees, other fixed amounts. Payments are subject to Overtime and Double time paid in this period.</small></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">Project Number</th> <th style="width: 10%;">Object Number</th> <th style="width: 15%;">Amount (\$)</th> <th style="width: 15%;">Overtime</th> <th style="width: 15%;">Double Overtime</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Totals</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>OTHER:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floating Holiday <input type="checkbox"/> Bereavement <input type="checkbox"/> Jury Duty <input checked="" type="checkbox"/> PTO <input type="checkbox"/> _____ 	Project Number	Object Number	Amount (\$)	Overtime	Double Overtime	Total													Totals					
Project Number	Object Number		Amount (\$)	Overtime	Double Overtime	Total																				
Totals																										
Authorized Supervisor Signature:	Project #																									

The above signature(s) certifies that this time record is accurate.

TIME CLOCKED

Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime	Double Overtime	Sick	Vacation	Holiday	OTHER*
Wed	16	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Thu	17	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Fri	18	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Sat	19													
Sun	20													
Mon	21	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Tue	22	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Wed	23	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Thu	24	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00						
Fri	25												8.00	
Sat	26													
Sun	27													
Mon	28												8.00	
Tue	29												8.00	
Wed	30												8.00	
Thu	31													8.00
TOTALS								56.00					32.00	8.00
													ALL HOURS	96.00


Benefited Exempt Salary Timesheet Holiday & PTO Hours

Holiday hours (Dec 25, 28, 29 and 30) should be entered in the Holiday row on the timesheet.

Hours for December 31 should be indicated in the 'Misc.' row with "PTO" written next to Misc.

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Vacation																	
Sick Leave																	
Holidays										8.000			8.000	8.000	8.000		32.000
Misc.																8.000	8.000

PTO



Please report all full or partial absences.

Additional Payment
(I.E. Bonuses, speaker fees, other fixed amounts)

Project Number	Object Number	Amount (\$)
Total		\$ -

Salary Total	\$ 2,080.00
---------------------	-------------

December							2020
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	<div style="display: flex; align-items: center;"> Holiday </div>		
	Holiday	Holiday	Holiday	Holiday (PTO)			