



Chico State Enterprises Announcements Monday, December 19, 2022

2022 Winter Break Closure and Timesheets

December 16-31 Timesheet Due Date

Due to the campus closure, December 16th-31st timesheets will now be due **Thursday, December 22nd**.

Campus Closure

Chico State Enterprises will mirror the campus' holiday schedule for the upcoming Winter Break, which has been extended to include **Friday, December 30, 2022**. Therefore, the campus and CSE will be closed from **December 26, 2022 – January 2, 2023**.

Benefited Hourly Timesheet Holiday and PTO Hours

Holiday hours are available only to benefited employees. Holiday hours (December 26, 27, 28, 29) should be entered in the Holiday column on the timesheet.

Hours for December 30th should be entered in the "Other" column and **PTO** option selected within the "Other" blue box on the timesheet.

Example (benefited timesheet)

Authorized Supervisor Signature:	Project #
Authorized Supervisor Signature:	Project #

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

ADDITIONAL PAYMENT (Requires completion of timeclock below)
I.E. Bonuses, Speaker fees, other fixed amounts. Payments are subject to Overtime and Double time paid in this period.

Project Number	Object Number	Amount (\$)	Overtime	Double Overtime	Total
Totals					

OTHER:

Bereavement

Jury Duty

PTO

TIME CLOCKED

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

TOTALS	48.00												32.00		8.00
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ALL HOURS		88.00
Flat Payment Total		-

Benefited Exempt Salary Timesheet Holiday and PTO Hours

Holiday hours (December 26, 27, 28, 29) should be entered in the Holiday row on the timesheet.

Hours for December 30th should be entered in the “Misc.” column and the **PTO** option selected within the “PTO” blue box on the timesheet.

Example (Salaried Timesheet)

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


Additional Payment <small>(I.E Bonuses, speaker fees, other fixed amounts)</small>		
Project Number	Object Number	Amount (\$)
Total		\$ -

<input type="checkbox"/> Bereavement <input type="checkbox"/> Jury Duty <input type="checkbox"/> PTO <input type="checkbox"/> _____	<i>Please report all full or partial absences.</i> <input type="checkbox"/>
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Salary Total	\$ 2,080.00
Additional Payment	\$ -
Total	\$ -

Did you work a scheduled holiday? NO YES If YES, which holiday?

December 2022

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
				December 16-31 timesheets due		
	Holiday	Holiday	Holiday	Holiday	PTO day	31