



Chico State Enterprises Announcements Wednesday, December 13, 2023

2023 Winter Break Closure and Timesheet Due Date

The following instructions are provided for timesheet submissions for the winter break. Happy Holidays!

December 16-31 Timesheet Due Date

Due to the campus closure, December 16th-31st timesheets will be due **Thursday, December 21st**.

Campus Closure

Chico State Enterprises will mirror the campus' holiday schedule for the upcoming Winter Break, which has been extended to include **Friday, December 29, 2023**. Therefore, the campus and CSE will be closed from **December 25, 2023 – January 1, 2024**.

Benefited Hourly Timesheet - Holiday and PTO Hours

Holiday hours are available only to benefited employees. Holiday hours (December 25, 26, 27, 28) should be entered in the Holiday/Rescheduled Holiday column on the timesheet.

Hours for December 29th 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*
Sat	16														
Sun	17														
Mon	18	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.0	0.0						
Tue	19	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.0	0.0						
Wed	20	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.0	0.0						
Thu	21	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.0	0.0						
Fri	22	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.0	0.0						
Sat	23														
Sun	24														
Mon	25												8.0		
Tue	26												8.0		
Wed	27												8.0		
Thu	28												8.0		
Fri	29														8.0
Sat	30														
Sun	31														
TOTALS								40.0	0.0				32.0		8.0

Benefited Exempt Salary Timesheet - Holiday and PTO Hours

Holiday hours (December 25, 26, 27, 28) should be entered in the Holiday/Rescheduled Holiday row on the timesheet.

Hours for December 29th should be entered in the "Misc." row and the PTO option selected within the 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

Bereavement

Jury Duty

PTO

Please report all full or partial absences.


NO YES

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

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

Salary Total	\$
Additional Payment Total	\$

December	2023
----------	------

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 DECEMBER 16TH-31ST TIMESHEETS DUE	22	23
24	25 HOLIDAY 	26 HOLIDAY	27 HOLIDAY	28 HOLIDAY	29 PTO DAY	30
31						