

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 21**st.

Campus Closure

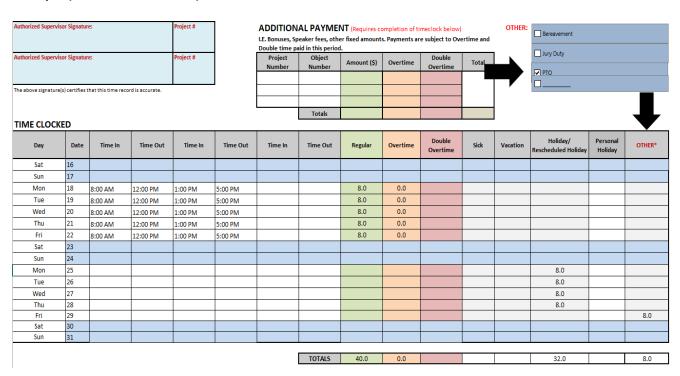
Chico State Enterprises will mirror the campus' holiday schedule for the upcoming Winter Break, which has been extended to include **Friday**, **December 29**, **2023**. Therefore, the campus and CSE will be closed from **December 25**, **2023** – **January 1**, **2024**.

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)



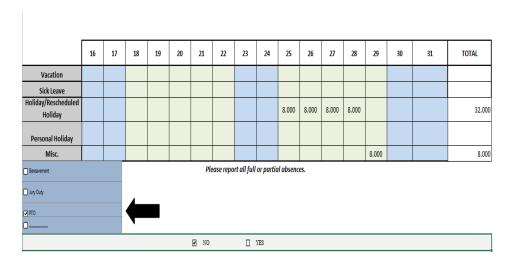


Benefited Exempt Salary Timesheet - Holiday and PTO Hours

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)



(I.E Bonuses, speaker fees, other fixed amoun			
Project Number	Object Number	Amount (\$)	
Total		ė	

Additional Payment

Salary Total	\$
Additional Payment	
Total	Ş

December Wednesday Friday Sunday Monday Thursday Saturday Tuesday В 15 11 12 13 15 18 17 22 19 20 23 DECEMBER 16TH-31ST TIMESHEETS DUE 30 HOLIDAY HOLIDAY HOLIDAY HOLIDAY PTO DAY 000000 31