



Chico State Enterprises Announcements Monday, December 20, 2021

2021 Winter Break Closure and Timesheets

December 16-31 Timesheet Due Date

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

Campus Closure

The Winter Break campus closure has been extended to include **Thursday, December 30, 2021**. The campus will be closed from **December 24 – December 31, 2021**.

Benefited Hourly Timesheet Holiday and PTO Hours

Holiday hours are available only to benefited employees. Holiday hours (Dec 24, 27, 28, 29, 31) 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*
Thu	16	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00							
Fri	17	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00							
Sat	18														
Sun	19														
Mon	20	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00							
Tue	21	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00							
Wed	22	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00							
Thu	23	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00							
Fri	24												8.00		
Sat	25														
Sun	26														
Mon	27												8.00		
Tue	28												8.00		
Wed	29												8.00		
Thu	30														8.00
Fri	31												8.00		

TOTALS	48.00												40.00		8.00
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ALL HOURS		96.00
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Flat Payment Total		-
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Payroll Processed		
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Benefited Exempt Salary Timesheet Holiday and PTO Hours

Holiday hours (Dec 24, 27, 28, 29, and 31) 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.

	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		8.000	40.000
Personal Holiday																	
Misc.															8.000		8.000

Please report all full or partial absences.

Bereavement
 Jury Duty
 PTO

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




ADDITIONAL PAYMENT
(I.E Bonuses, speaker fees, other fixed amounts)

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

Salary Total	\$ 2,080.00
Additional Payment Total	\$ -
	\$ -
Payroll Processed	

December

2021

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 December 16-31 Timesheets Due	23	Holiday	25 
26	Holiday	Holiday	Holiday	Holiday (PTO)	Holiday	31