

Chico State Enterprises Announcements Winter Break Closure and Timesheets Tuesday, December 17, 2019

Campus Closure

The Winter Break campus closure has been extended to include **Tuesday, December 24, 2019**. The campus will be closed from **December 23-27, 2019** and **January 1, 2020**.

Campus will be open on Monday and Tuesday December 30-31; however, benefited employees can arrange with their appropriate supervisor to use exception hours based on the department's needs.

Benefited Hourly Timesheet Holiday & PTO Hours

Holiday hours are available only to benefited employees. Holiday hours (Dec 23, 25, 26 and 27) should be entered in the Holiday column on the timesheet.

Hours for December 24 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 #	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.	OTHER: <input type="checkbox"/> Floating Holiday <input type="checkbox"/> Bereavement <input type="checkbox"/> Jury Duty <input checked="" type="checkbox"/> PTO <input type="checkbox"/> _____																													
Authorized Supervisor Signature:	Project #																															
The above signature(s) certifies that this time record is accurate.		<table border="1" style="width: 100%; border-collapse: collapse;"> <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> </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>	Project Number	Object Number	Amount (\$)	Overtime	Double Overtime	Total																			Totals					
Project Number	Object Number	Amount (\$)	Overtime	Double Overtime	Total																											
Totals																																
TIME CLOCKED																																
Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime	Double Overtime	Sick	Vacation	Holiday	OTHER*																		
Mon	16	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00																								
Tue	17	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00																								
Wed	18	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00																								
Thu	19	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00																								
Fri	20	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00																								
Sat	21																															
Sun	22																															
Mon	23												8.00																			
Tue	24													8.00																		
Wed	25												8.00																			
Thu	26												8.00																			
Fri	27												8.00																			
Sat	28																															
Sun	29																															
Mon	30																															
Tue	31																															
TOTALS								40.00					32.00	8.00																		
ALL HOURS												80.00																				
Flat Payment Total												-																				

Benefited Exempt Salary Timesheet Holiday & PTO Hours

Holiday hours (Dec 23, 25, 26 and 27) should be entered in the Holiday row on the timesheet.

Hours for December 24 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

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
Additional Payment Total	\$ -

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

Payroll Calendar December 2019

December 2019						
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 <small>12/16-12/31 timesheet due</small>	21
22	Holiday	Holiday (PTO)	Holiday 	Holiday	Holiday	28
29	30	31	Holiday 	1	2	3
						4