

To: Regular UB Employees
From: Offices of Payroll and Human Resources
Subject: Winter Break 2016 Closing & Timesheet Submission

The University will close for the winter break on Wednesday, December 21, 2016 and will re-open Tuesday, January 3, 2017. Below are important dates and information to ensure timely and accurate processing of timesheets and payroll for regular employees during the break.

Timesheet Deadlines for Pay Period: December 7 - December 20, 2016

- Due Date Monday, December 19
- Employees complete by 9 am
- Timekeepers approve by 10 am
- Managers approve by 11 am

For convenience, the link to the MyUB login and timesheet FAQ's are provided below.

[MyUB Log-in](#)
[Timesheet FAQ's](#)

Time Reporting During Break

It is essential, especially during early timesheet submissions, that employees, timekeepers and managers work together to ensure the timesheet reflects actual hours worked. If there are deviations between the timesheet entries and actual time worked due to condensed timesheet deadlines, the hours must be adjusted on future timesheets.

Leave Balances

It is important that employees verify his/her leave balances **now** to ensure holiday leave has accrued as expected **before** the timesheet submission deadline on Friday, December 16. See the links below for the holiday leave breakdown.

Regular Staff (exempt, non-exempt, librarian and 12 month faculty):

- The leave codes and procedures for recording holiday leave is provided on the [HR 2016 Holiday Schedule](#) under the heading 2016 Winter Break Timesheet Information.

9.5 month faculty:

- Record all days as normal duty days. No other holiday leave codes are required.

Leave Balance Restrictions

Consideration must be given when planning time off to avoid the loss of leave balances on January 3, 2017. See the leave balance restrictions below to assist with the proper usage of leave before the end of the calendar year.

- Personal and holiday leave balances must be used no later than Pay Period Ending January 3, 2017 or they will be lost.
- A maximum of 400 hours of annual leave will be carried forward into January. Annual leave in excess of 400 hours must be used no later than Pay Period Ending January 3, 2017 or it will be lost.

Paychecks

Regular paychecks dated Wednesday, December 28, 2016 (pay period ending on December 20, 2016) will be mailed from the Central Payroll Bureau in Annapolis on Tuesday, December 27, 2016. If you currently receive a live check, signing up for direct deposit is the best way to ensure your pay will be in your bank account on pay day. Sign up for direct deposit using the [direct deposit form](#).

Reporting Problems

- Payroll: Up to December 20, questions, concerns, or requests for special arrangements for payroll should be emailed to the Accounting Manager, Eric Jones at ejones@ubalt.edu. After this date emails will be answered sporadically during the break.
- Timesheet Access Problems: If you have issues accessing your timesheet, contact the [OTS Call Center](#). Their hours will be posted on their site. If you forget your netID or password [you can visit this page for help](#).