Dear Timekeepers and Payroll Managers,

With December just around the corner, questions regarding adjusted payroll deadlines and curtailment timecard entries are surfacing. Please reference the information below for guidance.

**BIWEEKLY PAYROLL PROCESSING DEADLINES:**

In December, sign off deadlines for biweekly payroll uploads are one day earlier due to a combination of UCPath outages and holiday processing schedule adjustments.

- **Monday, December 2, 2019 at 11:00 am:** PPE 11/30/2019 sign off deadline
- **Monday, December 16, 2019 at 11:00 am:** PPE 12/14/2019 sign off deadline
- **Monday, December 30, 2019 at 11:00 am:** PPE 12/28/2019 sign off deadline

The sign off deadline on December 30 occurs during winter holiday curtailment. I am enabling the capability to sign off *Current Pay Period* in Kronos. Departments will be able to proactively complete sign off for PPE 12/28/2019 before leaving for the holidays. This capability will be available for use starting **December 18, 2019 9:00 am** until **December 27, 2019 5:00 pm**.

Departments on hard closures and not available on December 30 for sign off must do the following:

1. Ensure all biweekly employees complete and approve their timecards documenting all hours worked and leave taken, including curtailment leave for the entire pay period (12/15 – 12/28) before leaving for the holidays.
2. Department Payroll Manager signs off biweekly time cards for PPE 12/28 before leaving for the holidays.
   - In Pay Period Close, be sure to switch the default date reference from *Previous Pay Period* to *Current Pay Period*.
   - Review and sign off timecards from genie or timecard.
   - Refresh Pay Period Close for *Current Pay Period* and review sign off column to ensure check mark indicators are present.

Any biweekly time cards NOT signed off will result in missed pay.

**CURTAILMENT TIMECARD PROCEDURES:**

If your department has hard closure dates during the upcoming December holiday curtailment period, an employee can take leave no salary without affecting leave accruals or borrow vacation if they have insufficient leave balances. These options are limited to the number of days allowed per the employee’s contract. Please reference the 2019 memo from HR for more information: [https://www.ucpath.ucsb.edu/news/2019-11-20/holiday-pay-eligibility-and-general-curtailment-information](https://www.ucpath.ucsb.edu/news/2019-11-20/holiday-pay-eligibility-and-general-curtailment-information)
TAKING LEAVE WITHOUT SALARY:

Either you or the employee’s manager should code all leave without salary on the employee’s timecard during this curtailment period. For any employee wishing to take leave without salary during curtailment, specify pay code LNS Curtailment and the quantity of hours on the timecard. This pay code will be available for use starting December 18, 2019 9:00 am until January 3, 2020 12:00 pm. Pay code LNS Curtailment does not reduce accruals, and should be limited to the number of days allowed per the employee’s contract for hard closure dates. If employee needs additional leave without salary, do the following:

- Hourly employees: Enter nothing on the timecard. Employee is only be paid for hours recorded.
- Salaried employees: Enter pay code Leave No Sal and the quantity of hours to reduce pay and accruals.

BORROWING VACATION:

Electronic Timekeeping allows vacation overdrafts of an additional 3 days (24 hours) during holiday curtailment. Employees may enter vacation amounts greater than their balance during the following time frame: December 18, 2019 9:00 am through January 3, 2020 12:00 pm. Monthly employees must enter their vacation usage for December prior to January 3, 2020 12:00 pm.

QUESTIONS:

Please submit an Electronic Timekeeping ticket if there are any problems updating timecards for holiday curtailment activity or signing off Current Pay Period. Directions on how to request Electronic Timekeeping support are available at the following URL: https://timekeeping.ucsb.edu/content/support.

Thank you.

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