



Less Than 12-Month Employees Schedules for FY2017

Monthly-paid Employee Work Schedules

| Regular Schedule | End of FY2016 | Start of FY2017 | End of FY2017 |
|-------------------------|----------------------|------------------------|----------------------|
| 9 months | May 31, 2016 | September 1, 2016 | May 31, 2017 |
| 10 months | June 30, 2016 | September 1, 2016 | June 30, 2017 |
| 11 months | July 31, 2016 | September 1, 2016 | July 31, 2017 |

For monthly-paid employees not following the above work schedules, please submit a Leave of Absence form available at www.princeton.edu/hr/hrforms/leaveofabsence.pdf to ensure appropriate stop and start dates of pay.

Biweekly-paid Employee Work Schedules

| Regular Schedule | End of FY2016 | Start of FY2017 | End of FY2017 |
|-------------------------|----------------------|------------------------|----------------------|
| 9 months | June 5, 2016 | September 12, 2016 | June 11, 2017 |
| 10 months | June 5, 2016 | August 15, 2016 | June 11, 2017 |
| 11 months | June 5, 2016 | July 18, 2016 | June 11, 2017 |

Time Collection System (TCS) Guidelines

Modifying the Standard Schedule

Managers should contact Brian McGurrin, time collection administrator, at 8-2093, to adjust the default profile dates for employees who do not follow the standard work schedule.

Following the Standard Schedule

Managers do not need to do anything. TCS does not generate a time card during the leave period for employees following the standard work schedule.

Working in the Home Department During the Leave

When employees work during the leave period within their home department, they must enter their time which must then be approved by the departmental pay rep.

Working in a Secondary Department During the Leave

When employees work in a secondary department during the leave period, the secondary department must create a casual task and approve hours worked.

**Resuming
Time Entry
After the
Leave**

Employees must enter time and the pay rep must approve it manually during the first pay period following the leave.

For the TCS to resume generating time, click the “Generate Time” flag in the employee’s default setup screen.

To enable employees to enter their own time, click the “Allow Time Entry” flag in their default setting.

If you have any questions about this memo, contact your senior Human Resources manager.

May 2016