



Term Employees

Ending Appointments Managers should complete a Termination/Retirement Form available at www.princeton.edu/hr/hrforms/termination.pdf.

Extending Appointments (subject to funding approval) Managers should complete a Salary/Job Change Form available at www.princeton.edu/hr/hrforms/salaryjobchange.pdf and attach written documentation confirming that appropriate funding has been approved by the Office of the Provost and Office of the Budget for the duration of the extended term.

Less than 12-Month Employees

Monthly-paid Employee Work Schedules

| Regular Schedule | End of FY2011 | Start of FY2012 | End of FY2012 |
|------------------|---------------|-------------------|---------------|
| 9 months | May 31, 2011 | September 1, 2011 | May 31, 2012 |
| 10 months | June 30, 2011 | September 1, 2011 | June 30, 2012 |
| 11 months | July 31, 2011 | September 1, 2011 | July 31, 2012 |

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 Schedules¹

| Regular Schedule | End of FY2011 | Start of FY2012 | End of FY2012 |
|------------------|---------------|--------------------|---------------|
| 38 weeks | June 5, 2011 | September 12, 2011 | June 10, 2012 |
| 42 weeks | June 5, 2011 | August 15, 2011 | June 10, 2012 |
| 46 weeks | June 5, 2011 | July 18, 2011 | June 10, 2012 |

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, please contact the Employee Relations Team at 258-3304.

¹ In FY2012, the start week and end week of the standard work schedule will occur in the middle of a pay period. Employees’ first and last paychecks will each include one week of pay. This schedule does not alter the total number of weeks worked by and paid to employees during FY2012.