

Angela Lilly (alilly2)

From: Tania Ellis (tellis2)
Sent: Tuesday, June 17, 2014 2:22 PM
Cc: Cheryl Dunn (cdunn)
Subject: Budget Tracking on Wage Weekly Time Sheet

Importance: High

For wage employees who are using the Budget and SMP balance columns on the Wage Weekly Time Sheet to track their budgeted hours and their SMP hours.....

Please remember that starting with your 6/16/14-6/29/14 wage weekly time sheet, you need to reset your Balance Forward for the **Budget column** to reflect your Fiscal Year 15 budget amount (the budgeted hours approved by the University Budget Office to work between 6/16/14 through June 2015). The budget for FY14 ended with the last pay period.

Your SMP column (which is tracking your 1500 hours allowed to work by the State from the period of 6/1/14-4/30/15) will continue to calculate using your Balance Remaining from the previous pay period.

If you have any questions, please feel free to give me a call.

Thank you,

Tania Ellis
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