

Wage Employees and Supervisors,

Thursday, May 1st will begin the new 12 month Standard Measurement Period (SMP) for wage employees to be in compliance with the 1500 hour State guidelines in accordance with the Affordable Care Act.

Many of you have been using the attached wage weekly time sheet to track your hours for both budget hours and SMP hours. When entering your Balance Forward on the next time sheet, pay period 5/5/14-5/18/14, you need to make sure you adjust your **SMP hours** by subtracting any hours you worked May 1st through May 4th of the current pay period. *Please see the attached sample wage weekly time sheet – you will see the 1500 hours has been reduced by 12 hours for what was worked May 1 and May 2 of the previous pay period.*

Your budget hours will not be affected at this point...you will continue to track your budget hours until the end of the fiscal year through pay period 6/2/14-6/15/14. The first pay period of the new budget year will begin with the pay period 6/16/14-6/29/14 and you will adjust your balance forward for budget hours at that time.

If you have any questions concerning how to complete your time sheet or any questions in general concerning the SMP 1500 hours, please feel free to contact me directly.

Thank you!

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