



Maryanne Vigneaux/Lib
04/16/2002 05:51 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, April 16, 2002, Number 1267

CLASSIFIED STAFF: (From Pam)

When completing your time sheets, please make sure you complete Section 1 in its entirety and when you enter your Vacation (annual leave) Date and P/L dates, include the years as well, not just the month and day. Also, please enter the Period Ending Date located in Section 6 (lower left) of the time sheet.

Regarding the **Vacation** (annual accruals) . . . although annual leave can not exceed 40 days (300 hours) on 4/1/02, any time earned after 4/1/02 that may exceed 40 days annual leave can appear on the time sheet and held onto until 4/1/03.

Comp Time differs from annual leave in that you have until 6/30/02 to use comp time earned.



SUMMER CLEARANCES:

Once Pam has information regarding training for the New Student Employment Database she will pass it along.

Although she is unable to submit the summer clearances as of yet, she thought she'd get a head start and have the information on hand when the New System is implemented.

You will be receiving in the mail Updated Student Job Applications. Please have **ALL** your **RETURNING** students and **NEW HIRES** for the **Summer Semester** complete an updated application so we can update our student records. Please discard the old applications; we will no longer be using them for our records. Pam will be using the information on the applications to clear your students for employment. **Make Sure The Student I.D. & Social Security Number is filled in on the application !!**

All the same criteria applies as in the past. Thank you so much !!!