Important Calendar Year End Reminder
for ITAMS Users, Supervisors and Departmental Approvers:

The following timesheets must be entered and approved in ITAMS by close of business

January 5, 2015:
- December 27, 2014 non-exempt weekly timesheets
- December 27, 2014 28 day Police timesheets
- December 31, 2014 exempt semi-monthly timesheets

Upon your return from the holidays, if you must make changes to your annual or sick leave usage for 2014, please be aware that ALL CHANGES for 2014 leave usage must be entered and approved in ITAMS no later than 5:00 PM Monday, January 5, 2015. This includes changes to timesheets for the week ending December 13, 2014, December 20, 2014, December 27, 2014 and the December 31, 2014 Exempt Semi-monthly timesheets. Failure to meet the deadline may result in incorrect leave balances for 2015.

Remember that only your supervisor or an ITAMS departmental approver can make changes to timesheets that are waiting for Approval, Approved, or Extracted. For timesheets with a status of “Approved”, your supervisor or ITAMS approver would need to change the hours and re-save the timesheet if a change is required. If the timesheet status is “Extracted”, your supervisor or ITAMS approver will need to click on the “unlock the timesheet” option located on the right side of the timesheet (above the time entry rows), change the timesheet hours and re-save. Note: The timesheet status will change to “Prior period adjustment” when a previously Extracted timesheet is ‘unlocked’.

Please be aware that when we return in January, your 2015 ITAMS leave information will NOT display until Wednesday, January 7, 2015. This is not an error condition, but is necessary for the Payroll Department to update the rollover details to the new calendar year. (Example below):

<table>
<thead>
<tr>
<th>Leave Name</th>
<th>Carried fwd</th>
<th>YTD Accrued (hrs)</th>
<th>YTD Taken (hrs)</th>
<th>YTD Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/L Annual Leave (hrs)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A/L Sick Leave (hrs)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Since 2015 leave balances will be unavailable until Wednesday, January 7, 2015, you will NOT be able to record 2015 annual leave or sick leave usage until Wednesday, January 7, 2015. Therefore, if you have annual or sick leave to report for the January 3, 2015 week, wait until the morning of January 7, 2015 to fill out the timesheet and have it approved by 12:00 PM on the same day.

HOW TO VIEW 2014 LEAVE INFORMATION AFTER THE HOLIDAYS
To view your prior year 2014 leave information from the Leave summary screen in ITAMS, click the A/L-Annual Leave line OR the S/L-Sick Leave line:

When the empty detail screen appears for 2015, (below) click on the “Plan Year Ending” drop down box at the top right of the screen, scroll & select to view the 2014 year detail.