

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2)

Date: May 27, 2021

From: Time Study Buddy Coordinator

Subject: Time Study Buddy Due Dates for May 2021

Please read important time studies due dates for May 2021.

- Tuesday, June 1, 2021: Staff are to complete and sign their monthly time studies by the first working day of the following month.
- Wednesday, June 2, 2021: First and second line supervisors, as appropriate, are to review, approve, and electronically sign their subordinates' time studies in Time Study Buddy no later than the second working day of the following month.
- Friday, June 4, 2021: Final deadline for time study submissions. Staff and their respective supervisors will receive a reminder e-mail if their time study is incomplete by the Time Study due date.

Important Information

- All department staff are responsible for completing a time study in Time Study Buddy. It is the responsibility of managers and supervisors to ensure that staff complete the time study on a monthly basis. All part-time and temporary employees are required to complete a time study. The only staff not required to complete a time study are those working for the Department via a personnel agency.
- If a subordinate out on leave or away from the office and cannot complete a time study, it is the responsibility of the managers and supervisors to complete the time study on behalf of the employee. If the Division Manager cannot resolve the issues, please direct questions regarding time study entries to the Time Study Coordinator at timestudyinbox@ehsd.cccounty.us.
- Time Study instructions for June, July and August will be available when CDSS provides counties time study and claiming instructions for fourth quarter.