

October 01, 2017

Sunday

12:00 AM - 12:00 AM

Submit Monthly Manager Report

Email to managerreports@cambridgeres.com

Monthly Manager Reports are due on the 1st of each month and are late if not received by the 5th of each month.

All Day

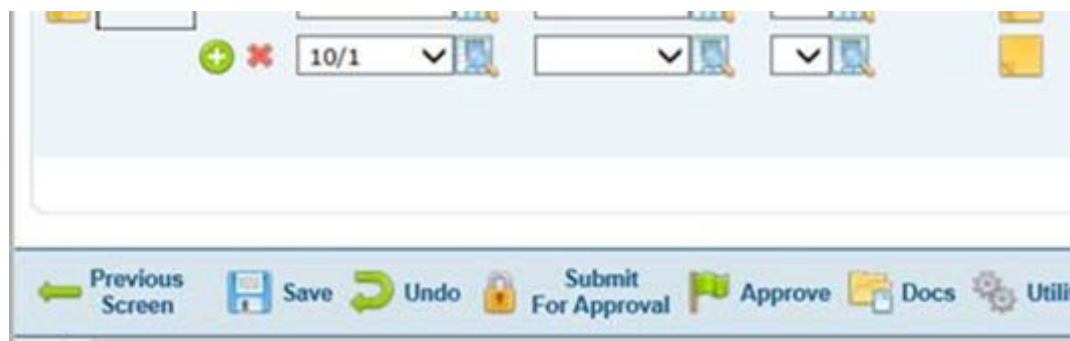
Time Records Due

The pay period ends today,
All time should be entered in Kronos for the current pay period by the
end of today.

All staff should submit their own time sheets for approval, and
then managers should approve their staff's time sheets. See
the instructions below and use the link to log in right now:
<https://secure.saashr.com/ta/6113343.login?rnd=BPH>

Once all hours are entered and saved for the pay period, your electronic time sheet should be "Submitted for Approval". To do this you will click the "Submit for Approval" icon at the bottom of your Kronos time sheet. This is the equivalent of signing your paper time record.

If the site manager enters hours for staff, once entry is complete each employee should log in, review their hours and Submit for Approval. The site manager will then be able to use their log in to "Approve" each employee's time sheet by clicking the "Approve" icon. See the time sheet example below.



October 02, 2017

Monday

All Day

Submit Monthly Manager Report

Please See Above

October 07, 2017 Continued

Saturday

All Day

Weekly Manager ReportEmail to managerresports@cambridgeres.com and copy your supervisor.**October 08, 2017**

Sunday

All Day

Process Late Fees (RD Properties)**October 09, 2017**

Monday

All Day

File Evictions for Non-Payment

All Day

Issue Preventative Maintenance Notices

All Day

Print aged delinquency report**October 10, 2017**

Tuesday

All Day

Inventory Bank SuppliesEmail to Pam Bertrand in the central office at: pbertrand@cambridgeres.com

All Day

Vendor Update**October 13, 2017**

Friday

All Day

Last Day to File Evictions for Non-Payment

All Day

Run EIV Monthly Reports - HUD properties only**October 15, 2017**

Sunday

All Day

Time Records Due

The pay period ends today,
All time should be entered in Kronos for the current pay period by the
end of today.

October 15, 2017 Continued
Sunday

All staff should submit their own time sheets for approval, and then managers should approve their staff's time sheets. See the instructions below and use the link to log in right now:

<https://secure.saashr.com/ta/6113343.login?rnd=BPH>

Once all hours are entered and saved for the pay period, your electronic time sheet should be "Submitted for Approval". To do this you will click the "Submit for Approval" icon at the bottom of your Kronos time sheet. This is the equivalent of signing your paper time record.

If the site manager enters hours for staff, once entry is complete each employee should log in, review their hours and Submit for Approval. The site manager will then be able to use their log in to "Approve" each employee's time sheet by clicking the "Approve" icon. See the time sheet example below.



All Day

Weekly Manager Report

Email to managerreports@cambridgeres.com and copy your supervisor.

October 16, 2017
Monday

All Day

Laundry Deposits

Collect all coin-operated laundry coins and take to the bank for deposit

October 17, 2017
Tuesday

All Day

Follow-up on Preventative Maint Inspections

All Day

Lease Renewal Approvals

Email your lease renewal worksheets to your property supervisor for approval

Example: The lease renewal worksheet you send in January is for renewals that will be effective March 1st

Lease Expiration Worksheet		Total Units:	Current Occupancy:	
Property Name:	ABC Apartments	0		
Date Submitted:	January 20, 2013	Total Vacant:	0	
Notice Delivery Date:	January 26, 2013		Total Available:	0
Increase Effective:			Budgeted Occupancy:	0%

Below the table, there are two lines of text: "Require Future Housing Assistance Leases To Expire in 90 days" and "Require Housing adjustments need to be included". A red arrow points from the text "Require Future Housing Assistance Leases To Expire in 90 days" to the "Increase Effective" date field in the table.

October 20, 2017

Friday

All Day

Weekly Manager Report

Email to managerresports@cambridgeres.com and copy your supervisor.

October 23, 2017

Monday

All Day

Distribute Lease Renewal Letters

All Day

Issue 90/60/30 Day Recertification Notices

RD / TC / HUD properties only

All Day

Sign up for Grace Hill

How does the program work?

- All site staff must complete a minimum of 8 classes per year and 2 classes per quarter.
- All site staff must complete Fair Housing I and II and Preventing Sexual Harassment each year.
- Each site employee now has the freedom to select 5 additional classes from the list of selected classes below based on their own individual interests.
- You are no longer required to send course certifications to the central office. Class completions are tracked electronically now.

What courses can I choose from?

The Required Courses each year for all site staff are:

- Fair Housing I
- Fair Housing II
- Preventing Sexual Harassment (*managers complete the manager version)

Required Additional Coursework – you get to select a minimum of 5 additional courses from the list below:

- Preventative Maintenance
- Maintenance For Office Staff
- The Impact of Maintenance on Retention

October 23, 2017 Continued

Monday

- Mold Awareness
- Advanced Leasing
- Conflict Resolution
- Curb Appeal
- Dealing with Difficult People
- Customer Service as a Competitive Advantage
- Internet Leasing
- Leasing for a Living 6: Closing and Follow-Up
- Property Management Financials
- Traffic Generation
- Essential Skills for the New Supervisor
- Employee Coaching
- Time Management

What is Grace Hill?

Grace Hill is the leading provider of multifamily apartment housing industry online education. You can find them at www.gracehill.com. Cambridge has partnered with Grace Hill to provide online training to our employees. Each student must have a unique member account at Grace Hill in order for us to track individual performance. See the instruction sheet attached to get started or contact the central office if you need additional support.

October 27, 2017

Friday

All Day

Weekly Manager Report

Email to managerresports@cambridgeres.com and copy your supervisor.