

December 01, 2017

Friday

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

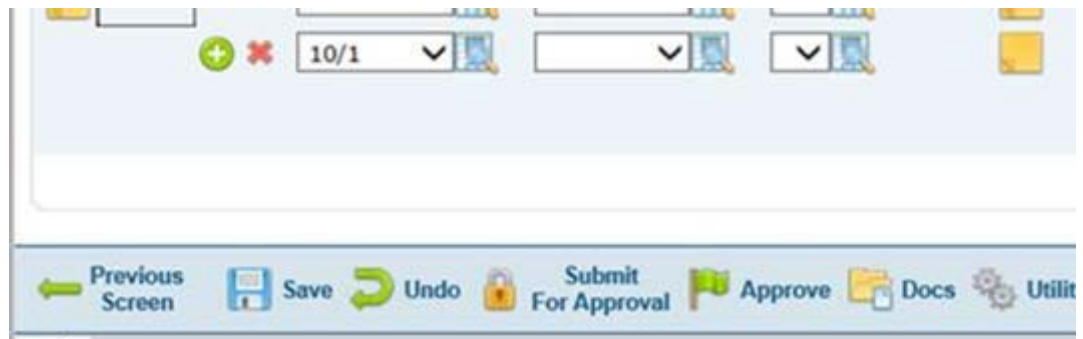
Time Records Due

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.



December 02, 2017

Saturday

All Day

Submit Monthly Manager Report

Please See Above

December 02, 2017 Continued

Saturday

All Day

Weekly Manager Report

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

December 03, 2017

Sunday

12:00 AM - 12:00 AM

Submit Monthly Manager Report

Please See Above

All Day

Process Late Fees (Non RD)

December 04, 2017

Monday

All Day

Issue Preventative Maintenance Notices

All Day

Post 72 Hr Notices

All Day

Print aged delinquency report

December 05, 2017

Tuesday

All Day

Inventory Bank Supplies

Email to Pam Bertrand in the central office at: pbertrand@cambridgeres.com

All Day

Vendor Update

December 12, 2017

Tuesday

All Day Follow-up on Preventative Maint Inspections

All Day Last Day to File Evictions for Non-Payment

All Day Run EIV Monthly Reports - HUD properties only

December 15, 2017

Friday

All Day Time Records Due

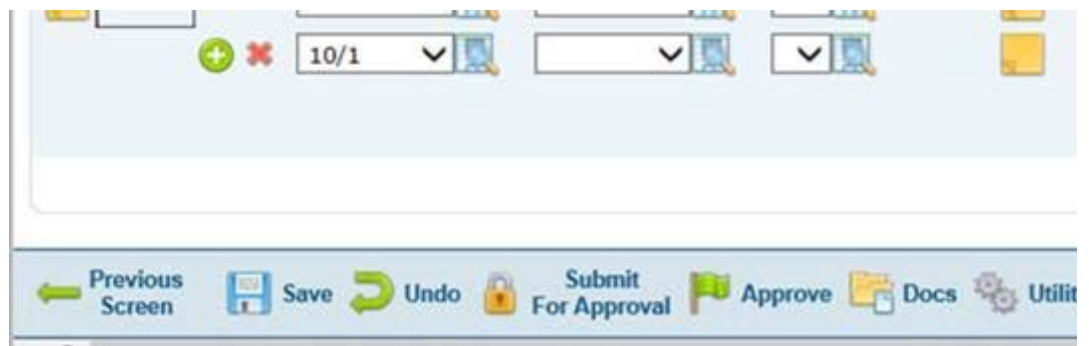
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December 22, 2017

Friday

All Day**Weekly Manager Report**Email to managerreports@cambridgeres.com and copy your supervisor.**December 23, 2017**

Saturday

All Day**Distribute Lease Renewal Letters****All Day****Issue 90/60/30 Day Recertification Notices**

RD / TC / HUD properties only

December 25, 2017

Monday

All offices – Sites and Site Employee Resource Center – shall be closed in observance of Christmas.

December 26, 2017

Tuesday

All Day**Laundry Deposits**

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

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:

December 26, 2017 Continued

Tuesday

- 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
- 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.

December 31, 2017

Sunday

All Day

New Year's Eve

On New Year's Eve, sites can choose to close early at 3pm. The Site Employee Resource Center will generally close at the same time.
