

January 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

New Years: Offices Closed

All offices - Sites and Site Employee Resource Center – shall be closed in observance of New Year’s Holiday.

All Day

Time Records Due

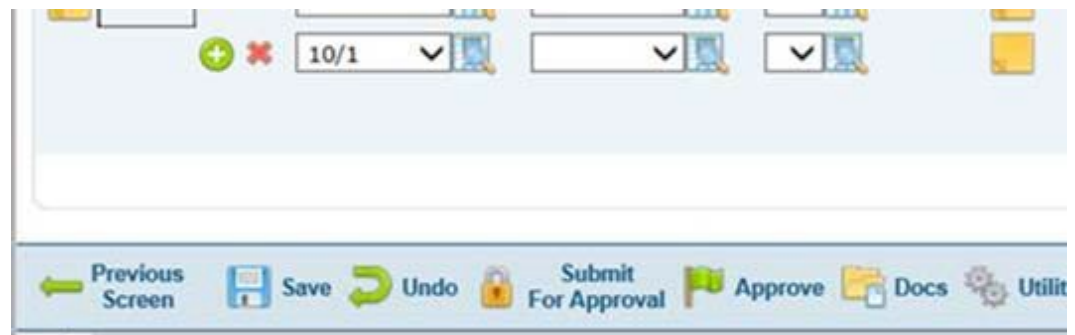
The pay period ends today,
All time should be entered in Kronos for the current pay period by the end of today.

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.



January 02, 2017

Monday

All Day

Laundry Deposits

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

January 05, 2017

Thursday

All Day

Process Payables

Mail in invoices for all payables you have entered into your current batch.

For any questions reach out to your property supervisor or email yardisupport@cresapts.com.

January 06, 2017

Friday

All Day

Process Late Fees (Non RD)

January 9, 2017

Monday

All Day

Lease Renewal Worksheets

Send in your approved lease renewal worksheets for rent increases effective the 1st of next month to payroll@cambridgeres.com

Lease Expiration Worksheet													Total Units: 0		Current Occupancy:								
													Total Vacant: 0		Total Available: 0								
Property Name: _____															Budgeted Occupancy: 0								
Date Submitted: _____																							
Notice Delivery Date: _____																							
Increase Effective: _____																							
													Please Future Housing Assistance Leases To Expire in 30 days										
													Future Housing adjustments need to be included										
													How many apartments currently on MTM Status? 0										
													Percentage of apartments on MTM Status? _____		Remember, our goal is less than 5%								
Unit	Size	Sq. Ft.	Market Rent (\$)	Current Rent (\$/Month)	Proposed Rent (\$/Month)	Proposed Increase (\$/Month)	Proposed Increase %	Budget Rent (\$/Month)	Current Rent (\$/Month)	Proposed Rent (\$/Month)	Storage Charge	Budget Rent (\$/Month)	Current Rent (\$/Month)	Proposed Rent (\$/Month)	Budget Rent (\$/Month)	Current Rent (\$/Month)	Proposed Rent (\$/Month)	Proposed Increase (\$/Month)	Proposed Increase %	Account Apartment Rent (\$/Month)	Original Rent (\$/Month)	Comments (New/Expiring/MTM Status)	
123	2bd	750	1000	875	875	0	0%	875	875	875	0	875	875	875	875	875	875	0	0%	6.5%	875	875	EXAMPLE

January 15, 2016 Continued
Saturday

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:

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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.

January 16, 2017
Monday

All Day

Laundry Deposits

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

January 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

A screenshot of a 'Lease Expiration Worksheet' table. The table has several columns. On the left, there are labels for 'Property Name', 'Date Submitted', 'Notice Delivery Date', and 'Increase Effective'. The first row contains the following values: 'ABC Apartments', 'January 20, 2013', 'January 26, 2013', and a blank space. To the right of the table, there are summary statistics: 'Total Units: 0', 'Total Vacant: 0', 'Current Occupancy: 0', 'Total Available: 0', and 'Budgeted Occupancy: 0%'. A red arrow points from the 'Date Submitted' field to the 'Total Units' field. At the bottom, there are two rows of text: 'Please Future Housing Assistance Leases To Expire in 90 days' and 'Future Housing adjustments need to be included'. Below that, there is a question: 'Do some apartments convert to MTM status?' with a '0' in a box next to it.

January 20, 2017

Friday

All Day

Weekly Manager Report

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

January 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

January 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.

January 27, 2017

Friday

All Day

Weekly Manager Report

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