

**March 01, 2017**

Wednesday

12:00 AM - 12:00 AM

**Submit Monthly Manager Report**

Email to [managerreports@cambridgeres.com](mailto:managerreports@cambridgeres.com)

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

All Day

**Time Records Due**

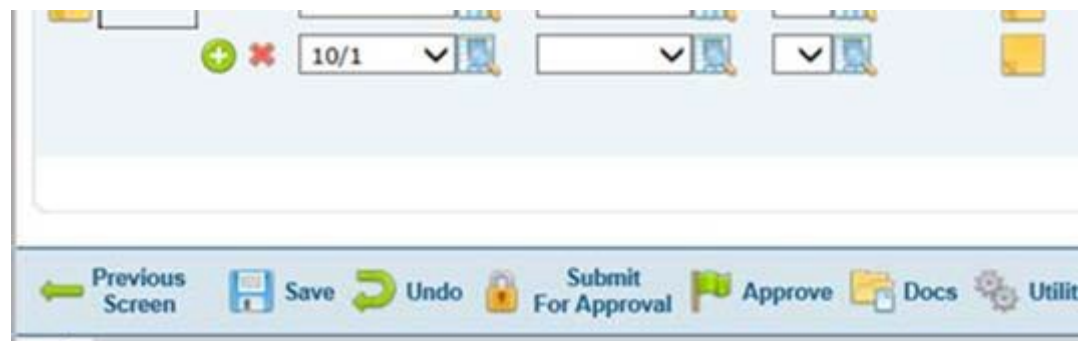
The pay period ends today,  
All time should be entered in Kronos for the current pay period by the end of today.

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.



**March 02, 2017**

Thursday

All Day

**Submit Monthly Manager Report**

Please See Above

All Day

**Laundry Deposits**

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

**March 03, 2017**

Friday

All Day

Submit Monthly Manager Report

Please See Above

**March 05, 2017**

Sunday

All Day

Submit Monthly Manager Report

Please See Above

**March 06, 2017**

Monday

12:00 AM - 12:00 AM

Submit Monthly Manager Report

Please See Above

All Day

Process Late Fees (Non RD)

**March 08, 2017**

Wednesday

All Day

Post 72 Hr Notices

**March 09, 2017**

Thursday

All Day

Issue Preventative Maintenance Notices

All Day

Print aged delinquency report

All Day

Process Late Fees (RD Properties)



All Day

Last Day to File Evictions for Non-Payment

All Day

Run EIV Monthly Reports - HUD properties only

**March 14, 2017**  
Tuesday

All Day

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

**March 15, 2017**  
Wednesday

All Day

**Time Records Due**

The pay period ends today,  
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end of today.

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the instructions below and use the link to log in right now:

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**March 16, 2017**

Thursday

All Day

Follow-up on Preventative Maint Inspections

**March 18, 2017**

Saturday

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 1<sup>st</sup>

Lease Expiration Worksheet

Property Name:	ABC Apartments	Total Units:	0	Current Occupancy:	0
Date Submitted:	January 20, 2013	Total Vacant:	0	Total Available:	0
Notice Delivery Date:	January 26, 2013	Review Future Housing Assistance Leases To Expire in 90 days (Future Housing adjustments needs to be included)			
Increase Effective:	March 1, 2013	How many apartments currently on MTM Status? <input type="text"/>			
Property Name: ABC Apartments		Percentage of apartments on MTM Status? <input type="text"/>		Remember, our goal is less	
Date Submitted: January 20, 2013		Current Amount Paid	Proposed Amount	Percentage of Proposed	Amount
Notice Delivery Date: January 26, 2013		Per Unit	Per Unit	Per Unit	Per Unit
Increase Effective: March 1, 2013		\$ 10	\$ 770	\$ 20	\$ 50
Unit #	Sub	Sub	Sub	Sub	Sub
123	241	750			EXAMPLE

All Day

Weekly Manager Report

Email to [managerresports@cambridgeres.com](mailto:managerresports@cambridgeres.com) and copy your supervisor.

**March 21, 2017**

Tuesday

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
- 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](http://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.

**March 23, 2017**

Thursday

**All Day**

**Distribute Lease Renewal Letters**

**All Day**

**Issue 90/60/30 Day Recertification Notices**

RD / TC / HUD properties only

**March 24, 2017**

Friday

**All Day**

**Weekly Manager Report**

Email to [managerreports@cambridgeres.com](mailto:managerreports@cambridgeres.com) and copy your supervisor.