

May 01, 2017

Monday

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

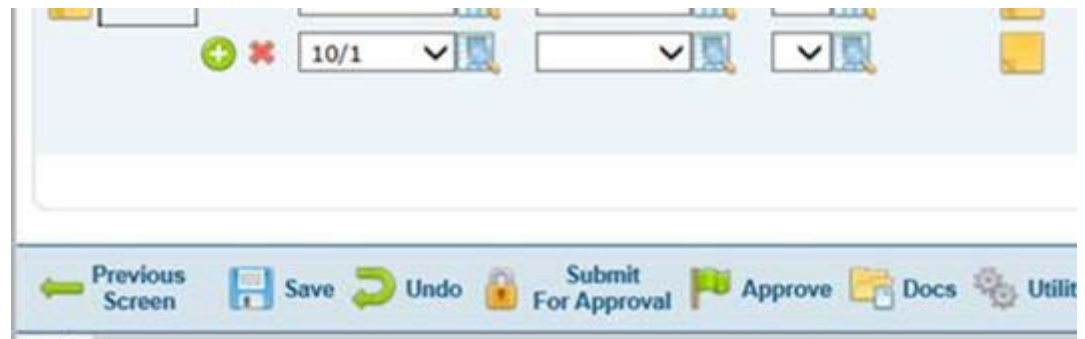
**The pay period ends today,
All time should be entered in Kronos for the current pay period by the
end of today.**

**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.



All Day

Weekly Manager Report

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

May 02, 2017

Tuesday

All Day

Submit Monthly Manager Report

Please See Above

May 06, 2017 Continued

Saturday

All Day **Post 72 Hr Notices****All Day** **Weekly Manager Report**
Email to managerreports@cambridgeres.com and copy your supervisor.**May 08, 2017**

Monday

All Day **Process Late Fees (RD Properties)****May 10, 2017**

Wednesday

All Day **Issue Preventative Maintenance Notices****All Day** **Print aged delinquency report****May 11, 2017**

Thursday

All Day **File Evictions for Non-Payment****All Day** **Inventory Bank Supplies**
Email to Pam Bertrand in the central office at: pbertrand@cambridgeres.com**All Day** **Vendor Update****May 12, 2017**

Friday

All Day **Last Day to File Evictions for Non-Payment****All Day** **Run EIV Monthly Reports - HUD properties only****All Day** **Weekly Manager Report**
Email to managerreports@cambridgeres.com and copy your supervisor.

May 15, 2017

Monday

All Day

Time Records Due

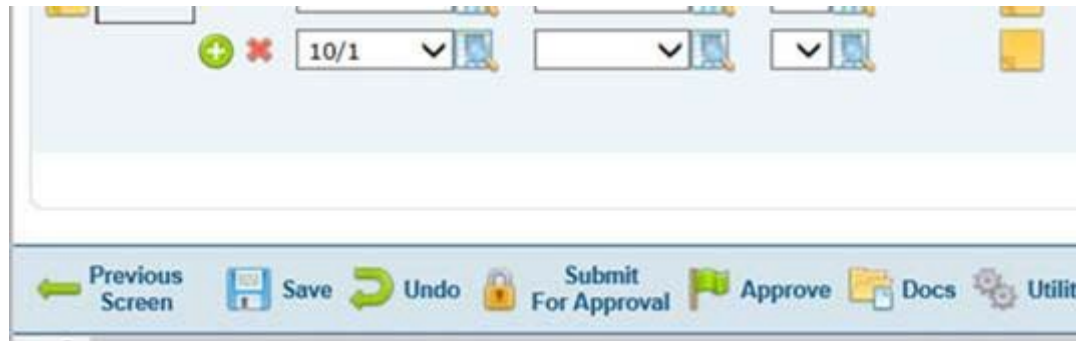
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All Day

Laundry Deposits

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

May 16, 2017

Tuesday

All Day

Follow-up on Preventative Maint Inspections

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. 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.

May 24, 2017

Wednesday

All Day

Distribute Lease Renewal Letters

All Day

Issue 90/60/30 Day Recertification Notices
RD / TC / HUD properties only

May 26, 2017

Friday

All Day

Weekly Manager Report

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

May 29, 2017

Monday

All offices- Sites and Site Employee Resource Center- Shall be closed in observation of Memorial Day.