

**June 01, 2017**

Thursday

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

**Laundry Deposits**

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

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.



**June 02, 2017**

Friday

All Day

**Submit Monthly Manager Report**

Please See Above

**June 03, 2017**

Saturday

All Day

**Submit Monthly Manager Report**

Please See Above

**June 04, 2017**

Sunday

All Day

**Submit Monthly Manager Report**

Please See Above

**June 05, 2017**

Monday

12:00 AM - 12:00 AM

**Submit Monthly Manager Report**

Please See Above

All Day

**Process Late Fees (Non RD)**

All Day

**Weekly Manager Report**Email to [managerresports@cambridgeres.com](mailto:managerresports@cambridgeres.com) and copy your supervisor.**June 06, 2017**

Tuesday

All Day

**Post 72 Hr Notices****June 07, 2017**

Wednesday

All Day

**Issue Preventative Maintenance Notices**

All Day

**Print aged delinquency report****June 08, 2017**

Thursday

All Day

**Inventory Bank Supplies**Email to Pam Bertrand in the central office at: [pbertrand@cambridgeres.com](mailto:pbertrand@cambridgeres.com)



**June 10, 2017**

Saturday

All Day

**File Evictions for Non-Payment**

**June 12, 2017**

Monday

All Day

**Last Day to File Evictions for Non-Payment**

All Day

**Laundry Deposits**

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

All Day

**Run EIV Monthly Reports - HUD properties only**

**June 13, 2017**

Tuesday

All Day

**Follow-up on Preventative Maint Inspections**

All Day

**Time Records Due**

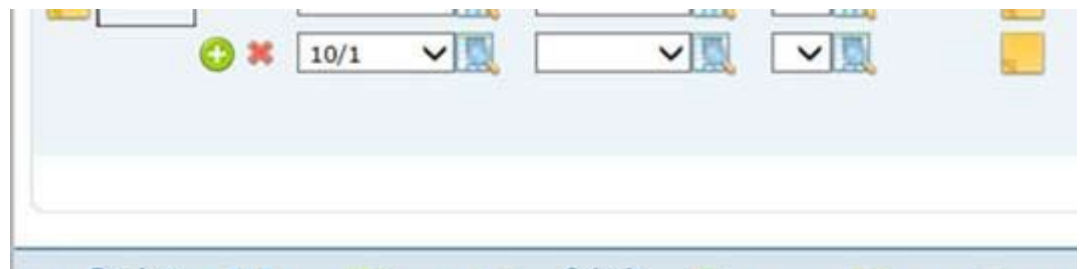
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- All site staff must complete Fair Housing I and II and Preventing Sexual Harassment each year.
- Each site employee now has the freedom to select 5 additional classes from the list of selected classes below based on their own individual interests.
- 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.

**June 23, 2017**

Friday

**All Day**

**Distribute Lease Renewal Letters**

**All Day**

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

**All Day**

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

**June 30, 2017**

Friday

**All Day**

**Process Payables**