

**August 01, 2017**

Tuesday

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**

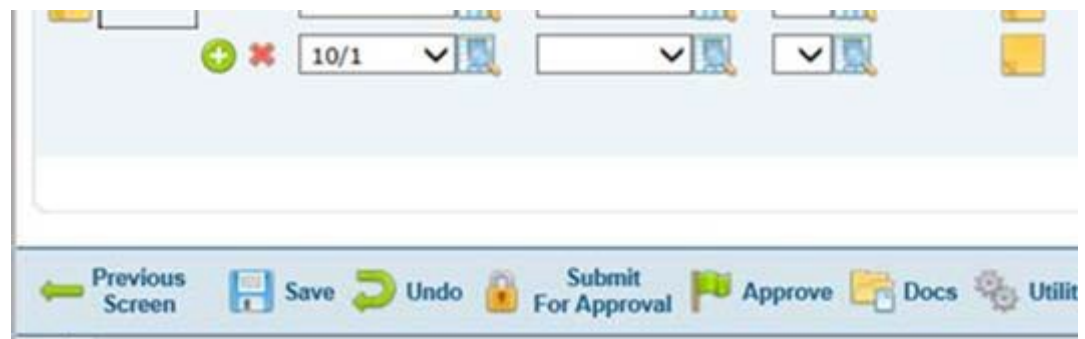
The pay period ends today,  
All time should be entered in Kronos for the current pay period by the  
end of today.

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.



**August 02, 2017**

Wednesday

All Day

**Submit Monthly Manager Report**

Please See Above

**August 03, 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.

**August 04, 2017**

Friday

All Day

**Submit Monthly Manager Report**

Please See Above

**August 05, 2017**

Saturday

12:00 AM - 12:00 AM

**Submit Monthly Manager Report**

Please See Above

All Day

**Process Late Fees (Non RD)****August 06, 2017**

Sunday

All Day

**Weekly Manager Report**Email to [managerreports@cambridgeres.com](mailto:managerreports@cambridgeres.com) and copy your supervisor.**August 07, 2017**

Monday

All Day

**Post 72 Hr Notices**

All Day

**Process Late Fees (RD Properties)****August 08, 2017**

Tuesday

All Day

**Issue Preventative Maintenance Notices**



## August 11, 2017 Continued

Friday

All Day

**Weekly Manager Report**

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

## August 12, 2017

Saturday

All Day

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

All Day

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

## August 15, 2017

Tuesday

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.





**August 19, 2017**

Saturday

All Day

**Weekly Manager Report**

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

**August 21, 2017**

Monday

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

**August 21, 2017 Continued**

Monday

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.

**August 23, 2017**

Wednesday

**All Day****Distribute Lease Renewal Letters****All Day****Issue 90/60/30 Day Recertification Notices**  
RD / TC / HUD properties only**August 25, 2017**

Friday

**All Day****Weekly Manager Report**Email to [managerreports@cambridgeres.com](mailto:managerreports@cambridgeres.com) and copy your supervisor.**August 28, 2017**

Monday

**All Day****Laundry Deposits**

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