

## Call for Commencement Staffing

Dear University Colleagues,

As you all know, Spring Commencement is just around the corner. This is a time of great celebration for the entire campus community and a chance to acknowledge the students who have dedicated so much to graduate from UTSA! Please help us make the upcoming commencement ceremonies the best.

In order to make this joyous event run like clockwork, we ask that you sign up to provide staffing at one or more of the five ceremonies to be held on May 6, 7 and 8. The dates/times are listed below. Faculty members and college staff members have already been requested to participate in providing staffing.

We would appreciate it if you would choose one or more of the times below and **e-mail John Kaulfus by Monday, April 26, 2010** at [john.kaulfus@utsa.edu](mailto:john.kaulfus@utsa.edu) to schedule your time(s). Your final assignment(s) will be e-mailed to you on Friday, April 30, by 5 p.m. Please note, employees who are authorized to work during one of the Spring Commencement ceremonies and who work beyond their regular work schedules will be compensated as indicated below. Since working one of these ceremonies may result in accruing compensatory time, approval from your supervisor is required. Supervisors must ensure that any compensatory time earned by employees is recorded on the employee timesheet and DEFINE.

- Classified non-exempt employees are eligible for federal overtime and/or state comp time.
- Classified exempt employees are eligible for state comp time.
- Administrative & Professional are not eligible to earn compensatory time.

For questions to determine compensable time, please contact the Human Resources department at 458-5771 or 458-6647.

Thursday, May 6 – Ceremony #1 (COLFA)  
5:00-9:00 p.m.

Friday, May 7 – Ceremony #2 (COEHD)  
5:00-9:00 p.m.

Saturday, May 8 – Ceremony #3 (COB)  
7:30-11:30 a.m.

Saturday, May 8 – Ceremony #4 (COE & COS)  
11:30 a.m.-3:00 p.m.

Saturday, May 8 – Ceremony #5 (COA & COPP)  
3:00-7:00 p.m.

Thank you all so much for your time and dedication to UTSA.

Gage E. Paine  
Vice President for Student Affairs  
University of Texas at San Antonio