



Time Report Training

Presented by: Human Resource Services



a.	_	7		ï
	á		Ų	
	ĸ	7	ž	d

Today's Objectives

- Department Responsibility in Time/Leave Reporting
- Review Time/Leave Reporting Processes

\$

HRS will increase communication with areas that have repeated errors processing time/leave reporting including ensuring Appointing Authorities, Deans and Vice Presidents are notified of concerns.

HRS will notify WSU Internal Audit of serious and/or repeated concerns.



Policies and Regulations

- Fair Labor Standards Act (FLSA) sets and regulates minimum wage, hours worked, overtime and record keeping
- Washington Administrative Codes (WAC)
- Business Policies and Procedures Manual (BPPM)

Department Responsibility

- Establish administrative review process for monthly time/leave reports.
- Conduct periodic departmental audits.
- Audit reports prior to submitting to HRS.
- Require training for staff assigned the duty of time/leave administration.
- Review BPPM 60.56, 60.57, 60.60, 60.62 and 60.63.

M	С

Department Responsibility

- Employees are required to complete a monthly time or leave report.
 - Time Report records attendance, leave and overtime for overtime-eligible civil service, bargaining unit and AP employees
 - Leave Report records leave activity for Faculty and AP employees who are ineligible to earn overtime. Faculty on annual appointments earn AL and SL; Faculty on academic appointment (at least a semester) earn SL only

2



抓

Department Responsibility

- Department maintains original leave/time report for each employee.
 - If employee transfers to another department, the leave file is transferred to the new department
- Department must provide employee with a copy of the completed time/leave report each month

_	

Annual Leave and Sick Leave Accruals Civil Service Employees

- New employees hired 1-15th of month earn full accruals at FTE rate. If hired 16th to end of month, do NOT earn accruals
- Employee separating 1-15th, do NOT earn accruals; employee separating 16th-end of month, earn full accruals.
- If FTE changes during a single month, accruals are figured on the FTE on the last working day of the month.

\$

Leave Accruals Civil Service Employees

- Employees cannot use AL or SL until the first day of the month AFTER it is accrued.
- Employees may NOT use AL until they have been employed for 6 months
- Employees may use SL during probationary period
- Employees may use Personal Holiday during probationary period



Civil Service Annual Leave Accrual Rates for Full-Time Employees (BPPM 60.57)

Year	Accrual Per Year	Accrual Per Month
1 (of continuous state employment)	12 days	8.00 hrs.
2 (of continuous state employment)	13 days	8.67 hrs.
3-4 (of continuous state employment)	14 days	9.33 hrs.
5-7 (of total state employment)	15 days	10.00 hrs.
8-10 (of total state employment)	16 days	10.67 hrs.
11 (of total state employment)	17 days	11.33 hrs.
12 (of total state employment)	18 days	12.00 hrs.
13 (of total state employment)	19 days	12.67 hrs.
14 (of total state employment)	20 days	13.33 hrs.
15 (of total state employment)	21 days	14.00 hrs.
16 and longer (of total state employment)	22 days	14.67 hrs.

Accrual Chart

Continuous Employment Date: 10/14/06

DATE:	RATE:	MONTHS COMPLETED SERVICE:
10/06	8.00	0
10/07	8.67	12
10/08	9.33	24
10/09	9.33	36
10/10	10.00	48
10/11	10.00	60
10/12	10.00	72
10/13	10.67	84
10/14	10.67	96
10/15	10.67	108
10/16	11.33	120
10/17	12.00	132
10/18	12.67	144
10/19	13.33	156
10/20	14.00	168
10/21	14.67	180

Leave Accruals Civil Service Employees - LWOP

- If an employee has 11 or more FULL days of LWOP in a month:

 - they do not earn AL or SL for that month, and
 their AL accrual rate increase will be deferred by one month.



ACCTI Continuous Employment Initial Hire Date: 10/14/06	ual Chart w Date: 10/14/06	rith LWOP
Employee had LWOP 1/5/0		11/7/09
DATE:	RATE:	MONTHS COMPLETED SERVICE:
10/06	8.00	0
10/07	8.67	12
*LWOP 1/5/08-3/7/08 - defe		
12/08	9.33	24
*LWOP 10/2/09-11/7/09 - de		
1/10	9.33	36
1/11	10.00	48
1/12	10.00	60
1/13	10.00	72
1/14	10.67 10.67	84
1/15	10.67	96 108
1/17	11.33	120
1/17	12.00	132
1/19	12.67	132
1/19	13.33	156
	14.00	168
1/21	14.67	180

OVERTIME-ELIGIBLE EMPLOYEES

- The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave secreal limits.

WSU ID	NO.	NAME	LAST.	FIRS	T. /	AND	MID	DLE					M	AJL C	00E	- 1	EMPL	OYIN	NG D	EPAR	RTME	NT				EN	(PLO)	YEE T	YPE						
	23456789	22222	te, Susan											14	10	- 1				cien						A	P:			CIVE Se	INIOK	Ce	dective		ining:
MONTH		YEAR		TILE									TI		ODE	_	% FT			ERM (of Ser	rvice)			\dashv		nnual cademi		Х		ŀ	_	ennabe rectuled	
	March	20	010 0	Office	A.	ssist	ant 2	2						10	DOJ		1	00				12	M	onths			-	ammer				t	_	nached	
HOURS	WORKED																									FMP 0	6-25-1	0			ws	SU 1010-	GENEX	001-000	
State State	Account Code Program-Budget-Pro	oject	Total Hours		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			80	\top	8	8	8	8	8	\vdash		8	8	8	8	8	\top	\vdash	\vdash	\top			\vdash	\vdash	\vdash			\vdash	\vdash	\vdash		\vdash	\vdash	\vdash	Г
				\top			-	_		T	\vdash	۲	-		Ť	-	T	\vdash		T	\vdash			\vdash						\vdash	\vdash	Т	\vdash		Т
				\top						T	T	T				T	T			T															
LEAVE	HOURS TAKEN	(Enter	other lea	ve typ	pes	In b	lank	lines	as n	10000	sary	. See	BPP	M CI	napte	KT 60.)																		
Annual	Leave		8						Π										8																
Sick Le	ave		8																	8															
Comp 1	Time Off																																		
Leave \	Without Pay		88																		8	8	8			8	8	8	8	8			8	8	8
Person	al Hollday																															\perp			
Hollday																																			
	ement (CMI Svc./Col. Builty relationship in Comm	ar. Unit) ents.									L																								
Note fami	ncy Leave (AP) ily relationship in Comm	ents.																														$oxed{oxed}$			
Shared	Leave															L																L			
																																\perp			
TOTAL	HOURS		184		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8		L	8	8	8
					1	2	3	4	5	- 6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED																												<u></u>			\bot			
BALAN	ICE8		Annual L	eave	Sk	ck Le	eave	:	Share	ed Le	ave	Com	p Tin	ne	e Comments																				
Previo	ous Balances		8	.00			8.0	0																											
Subtra	act Hours Used		8	.00			8.0	0						11 or more FULL days of leave without pay - no accruals earned.																					
	act Donated Hours	;													1																				
Add Ho or Rec	ours Earned elved						0.0	0							l cer	my m	at this	ls an	accur	rate re	port a	f.my w	vank		loyee	'6 SI	gnatu	ire							Date
Curre	nt Balance		0	00.0			0.0	0									ors s	Signa	ture					Х	Date	Adn	ninist	rative	App	roval		_			Date
Admir	nistrative Correctio	n													X											х									

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	NO.	NAME	LAST, FIRST, AND MIDDLE										AIL C	L CODE EMPLOYING DEPARTMENT									EMPLOYEE TYPE AP: Civil Service: Collective Bargaining:											
1	23456789	Whit	te, Susan										14	110 Vet Clinical Sciences																ining:				
MONTH	1	YEAR		LE								П	TLE C	ODE	7	% FT	E	TI	ERM (Basis	of Ser	rvice)			┑	ш.	cademi	c	Х		ŀ	_	rnate jeduled	
	April	20	010 Of	fice	Assi	stant	2						10	OOJ		1	00			1	12	Me	onths	5	Summer Nonsci									
HOURS	WORKED		10 01	11001	. 2002	Jectare									_		-								FMP (06-25-1	10			ws	LHINHIN-	GENEX	nn-nene	
Time Code	Account Code Program-Budget-Proj	ect	Total Hours	1	T ₂	3	4	5	6	7	8	9	10	11	12 13 14 15 16 17 18 19 20 21								21	22	23	24	25	26	27	28	29	30	31	
\vdash				+	╀	+	+	╫	۲	l	۲	۲	1.5	 	1.2	1.5	 	_	-	 	1.5	_	-	-	-	\vdash	-	120	-	-	-	-	_	<u> </u>
RP		\dashv	85	+	+	+	+	+	\vdash	\vdash	\vdash	\vdash	⊢	\vdash	⊢	\vdash	\vdash	8	8	⊢	\vdash	8	6	8	8	4	\vdash	⊢	3	8	8	8	8	\vdash
\vdash		\dashv		+	+	+	+	+	\vdash	\vdash	\vdash	-	⊢	\vdash	╀	╀	╀	\vdash	\vdash	╀	_	-	_	⊢	╀	-	\vdash	├	├	-	\vdash	\vdash		\vdash
\vdash		\dashv		+	+	+	+	+	╀	⊢	├		├	├	╀	╀	╀	├	╀	├	-	-	-	⊢	╀	╀	╀	├	├	├	├	├	\vdash	\vdash
LEAVE	HOUDE TAKEN //	Entor	other leave	4		blook	lina				•	PDD	M.C.		- 60	Ļ																		
LEAVE	HOURS TAKEN (Enter	other leave	type	S III	Diank	Times	sası	Teces	Sary	. 500	DPP	MICI	Tapte	1 60.	'	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_		
Annual	Leave			\perp	┸	_	╙	╙	╙	L	L		L	L	╙	╙	_	L	┖	_				╙	L		┖	_	_		╙	_		
Sick Le	ave			\perp	\perp	\perp																		L										
Comp T	Time Off			\perp	\perp	\perp	\perp	\perp					L			L								L	L									L
Leave V	Nithout Pay		91	8	8	3		8	8	8	8	8			8	8	8						2			4			5					L
Persona	al Holiday																																	
Holiday	,																																	
	ment (Civil Svc./Col. Ba ily relationship in Comme																																	
Emerger Note fami	ncy Leave (AP) ily relationship in Comme	nts.		\perp		\perp																												L
Shared	Leave			\perp	\perp	\perp	\perp	\perp					L												L	L								
				\perp		\perp		\perp																										
TOTAL	HOURS		176	8	8	<u> </u>		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	
				1	_ 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED			\perp																														
BALAN	ICES		Annual Lea	ave S	Sick	Leave		Share	ed Le	ave	Com	p Tin	ne	Con	nmen	nts																		
Previo	ous Balances		0.0	00		0.0	00																											
Subtra	act Hours Used												Less than 11 FULL days of leave without pay for April - accruals earned																					
	act Donated Hours																																	
Add Ho	ours Earned eived		8.0	00		8.0	00							l cer	tify th	at this	is an	accur	ate re	port of	f my w	ronk	Emp	loye	e's Si	gnatı	ıre							Date
Curre	nt Balance		8.0	00		8.0	00							<u> </u>		or's S							Х	Date	Adn	ninist	rative	App	roval					Date
Admin	nistrative Correction	ı										x x																						



Ø.

Leave Accruals AP and Faculty Employees

- Employees cannot use AL or SL until the first day of the month AFTER it is accrued.
- Faculty on annual 12 month appointments earn AL & SL; Faculty on academic appointments (at least a semester) earn SL only.
- Faculty & AP on full-time appointments earn 8 hours SL and 14.67 AL per month
- Faculty & AP less than full-time accrue leave at their FTE rate (50% FTE = 4 hrs SL, 7.34 AL)

Ø.

Leave Accruals AP and Faculty Employees

- Faculty & AP hired or separated within the month receive leave on a prorated basis; based on number of days in paid status
- Faculty & AP on LWOP receive leave on a prorated basis; based on number of days in paid status

S.

Prorating Leave Accruals AP and Faculty Employees

 Number of days in paid status ÷ number of paid working days in the month = Fraction; Fraction x 14.67 x FTE = AL accrual

Example: 100% FTE employee works 10 days out of 22 possible in the month 10/22=.454x14.67x100%=6.67 AL

 Number of days in paid status ÷ number of paid working days in the month = Fraction; Fraction x 8.00 x FTE = SL accrual



Leave Policies • AP & Faculty - Maximum AL balance is 352 hours; leave earned in excess of 352 is lost • Civil Service – Maximum AL balance is 240 hours on anniversary date • AP & Faculty - Emergency Leave is granted up to 5 days for qualifying event • Civil Service – Bereavement Leave is granted up to 3 days for qualifying event

Personal Holiday • Civil Service - Earn a Personal Holiday each calendar year (Jan 1 - Dec 30) based on FTE rate • AP & Faculty - Earn a Personal Holiday each fiscal year (July 1-June 30) based on FTE rate • Faculty on appointment less than 12 months do not earn a personal holiday • Personal Holiday does not carry forward to the next year.

What Constitutes Overtime for Overtime Eligible Employees? Civil Service Employees (WAC 357-28-255) • Work in excess of forty hours in one work week • Work on a holiday • For full-time employees, work on a scheduled day off when assigned by the employer



S.

Recording Hours Worked

- The official WSU work week is from Sunday, 12:01 a.m. to Saturday, 11:59 p.m.
- Overtime eligible employees must account for hours worked each day
- Overtime is calculated at hours worked in excess of 40 hours in the work week, not hours worked each workday

_	

Overtime Compensation

Hours worked over 40 must be compensated at one and one-half times the employee's regular rate of pay. WAC 357-28-260

Part-time employees do not earn overtime at time and one-half until they have worked more than 40 hours in the work week. Hours worked between their required hours and 40 hours must be PAID at straight time. No Straight Time Comp Time

Overtime Compensation

- Premium Pay (PP): employee receives payment at time and one-half.
- Compensatory time (PC): employee receives time off with pay at time and one-half.
 - Comp time may substitute for paid overtime if employee and employer agree. WAC 357-28-275
 - The accumulation of unused comp time may not exceed 240 hours. Departments may establish maximums of less than 240 hours.
 - Unused compensatory time must be paid in cash at the end of each biennium
- Straight Time (OP): employee receives payment at regular rate of pay.



_

Calculating Overtime

- Paid Holidays: considered hours worked for calculating overtime.
- Personal Holiday: considered hours worked for calculating overtime.
 - CS employees earn 1 personal holiday per calendar year
- Work on Scheduled Day Off: full-time employees assigned to work on a scheduled day off earn overtime (PP or PC);
- Work on a Holiday: earn overtime (PP or PC)
 - If holiday falls on Friday and there is overtime for the week, OT hours should be reflected on Thursday

Ī	đ	ř	
ľ	8	ľ	J
	٩	9	

Calculating Overtime

- Sick Leave
 - is NOT considered hours worked for calculating overtime
- Annual Leave
 - is NOT considered hours worked for calculating overtime
- Compensatory time off
 - is NOT considered hours worked for calculating overtime
- · Leave without Pay
 - is NOT considered hours worked for calculating overtime

4	ш

Temporary Hourly Appointments

- WSU employees who hold a temp/hourly position in addition to their primary appointment must be compensated accordingly.
 - OT-eligible employees must receive OT payment for all hours worked in temp/hourly position. The secondary department is required to ensure they receive appropriate rate of pay.
 - OT-ineligible employees must coordinate with their primary department to account for hours worked in temp/hourly secondary position.



Temporary Schedule Changes

- By mutual agreement, employee and supervisor may agree to a temporarily modified schedule during the work week. Such scheduling does not require advance notice. WAC 357-28-252(3)
- •To request a temporary schedule change, employee submits the request to the department for approval (BPPM 60.33).
- The employing official may approve the request but is not required to do so.

_	

Temporary Schedule Changes

- Employer must provide two calendar days notice for temporary changes lasting 30 calendar days or less. Employer may provide less than two calendar days notice in some circumstances.
- Permanent changes in schedule that exceed thirty calendar days, employer must provide seven calendar days notice. WAC 357-28-252(2)

	ш				
1					

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	NO.	NAME	LAST, FIR	ST.	AND	MIDE	DLE					MA	AIL CO	DDE	E	MPL	OYIN	G DE	PAR	TME	NT					IPLOY	EE T							\neg
1	23456788	Black	k, Jane											10	k	/et C	linic	al So	ienc	es					١^	AP: Civil Service: Collective B:							_	ing:
MONTH	1	YEAR	TITLE									TI	TLE C	CODE % FTE TERM (Basis of Service)									Academic						Ŀ	_	eduled			
1	February	20	10 Anin	nal T	Tech	2						\perp	52	525F 100 12 Months							Summer Nonscheduled													
	WORKED			_	_	_	_	_	_	_	_	_								_	FMP 06-25-10						_	WS	U1010-0	ENEXO	01-0808	$\overline{}$		
5886.	Account Code Program-Budget-Proj	ject	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			40		╙							L				╙	L	9	9	8	9	5	L	$oxed{oxed}$	8	╙	9	9	9					
					L	$oxed{oxed}$						L		L		L	L			L		L				L	L	┖						
LEAVE	HOURS TAKEN (Enter	other leave t	ypes	in b	lank	ines	as n	eces	sary.	See	BPP	M Ch	apte	r 60.)	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_			\equiv
Annual	Leave																																	
Sick Le	ave		5																							5								
Comp 1	Time Off																																	
Leave \	Nithout Pay																																	
Persona	al Holiday																																	
Holiday																																		
Note fami	ment (Civil Svc./Col. Ba ly relationship in Comme	nts.																																
Emerger Note f S mi	ncy Leave (AP) ly felationship in Comme	ents.																																
Shared	Leave																																	
TOTAL	HOURS		40															9	9	8	9	5												
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED																										L							
BALAN	CES		Annual Leave	e Si	ck Le	ave	S	hare	d Lea	ave	Comp	p Tim	e	Con	nmen	ts																		\neg
Previo	ous Balances		45.00			32.00								Work Schedule - Mon-Fri, 8 hrs/day																				
Subtra	act Hours Used				5	5.00								Temporary schedule change week of 2/14-2/20 & 2/22-2/26																				
	act Donated Hours																																	
Add Ho or Rec	ours Earned elved		8.67			8.00)							I cen	tify tha	at this	is an a	occura	ite rep	ort of	my w	ork		loyee	's Sig	gnatu	re						[)ate
Curre	nt Balance		53.67			35.00)									or's S							X	Date	Adm	ninistr	rative	Appr	roval)ate
Admin	istrative Correction	n											x x																					



Alternate Work Schedules

- When a holiday falls on an employee's scheduled work day, record holiday hours and necessary amount of AL, CT or LWOP to account for work day schedule. BPPM 60.60
- When a holiday falls on an employee's scheduled day off, the department may:
 Designate the prior or following work day as the holiday
 Provide the employee with equivalent paid time off (OP)
 Allow the employee to observe an in lieu of holiday at a later date.

_			
_			
_			
_			
_			
-			

		Dec	ember 2	2009										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday								
	30	1	2	3	4	5								
	9 Hours worked	8 Hours worked	10 Hours worked	8 Hours worked	8 Hours worked									
6 7 8 9 10 11 12 5 Hours worked 8 Hours worked 6 Hours worked 8 Hours worked 9 Hours worked 8 Hours worked														
13	14 10 Hours worked	15 8 Hours worked	16 8 Hours worked	17 8 Hours worked	18 8 Hours Annual Leave	19								
20	21 10 Hours worked	7 Hours worked 1 Hour Annual Leave	23 8 Hours worked	24 Holiday 6 Hours worked	25 Holiday	26								
27	28 8 Hours worked	29 8 Hours worked	30 8 Hours worked	31 8 Hours worked										

Overtime at time and one-half to be earned as comp time

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

TWO LLID	ID NO. NAME LAST, FIRST, AND MIDDLE											- In a	AII 0	005	Te	- NADI	01/11	10.0	-DA	3T14F	NIT				Ter	IDI O	VCC T	VDE						
WSU ID		NAME	LASI, FI	31,	AND	MIDI	DLE					I _M	AIL C							RTME	:NI					/IPLO	YEE T		Civil Se	rvice:	Co	llective	Barga	ining:
	1122445		k, John									\perp		14	_		ge o								\Box	ПА	nnual				Г	_	ernate	-
MONTH	1	YEAR	- 1	E								П	TLE C		19	% FTI		TE	ERM (Basis		vice)				٦٨	cademi	c	_		t	Sch	neduled	1
	December	20	09 Prog	ŗan	ı Ass	istar	ıt						10	7M		1	00				12	Me	onths	i		S	ummer					Nor	nsched	uled
HOURS	WORKED																								FMP (06-25-1	10			ws	3U1010+	GENEX	001-080	В
Base Code	Account Code Program-Budget-Pro	ject	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			31	8	10	8	5																											
PC			3		T		3		Г	Г															Г									
									Г	Г					Г	Г			Г	Г		Г			Г				Г				Г	
LEAVE	HOURS TAKEN (Enter	other leave t	types	s in b	lank	lines	as n	eces	sary	. See	BPP	M Ch	apte	r 60.)																		
Annual	Longo			Ϊ	Т	Т	Г		Г	ΤŤ	Г			Ť		П			Г	Π					Г	П	Г							
		\dashv		⊢	\vdash	\vdash	├	├	⊢	\vdash	\vdash	\vdash	\vdash	_	\vdash	⊢	├	-	⊢	\vdash	_	\vdash	⊢	_	\vdash	\vdash	╀	├	\vdash	\vdash	_		\vdash	\vdash
Sick Le	ave	\dashv		-	╀	\vdash	⊢	┝	⊢	-	\vdash	-	_	_	⊢	⊢	⊢	-	⊢	\vdash	_	_	-	_	\vdash	⊢	⊢	⊢	-	⊢	_		_	
Comp 7	Time Off	-		_	┞	_	┞	_	_	_	_	_	_		_	╙	_		┞	┞	_	_	_		\vdash	_	┞	_	_	_			_	
Leave V	Without Pay	\Box			╙		╙	$oxed{oxed}$	╙	╙	╙				╙	╙	$oxed{oxed}$		╙	╙					╙	╙	╙	$oxed{oxed}$	L					$oxed{oxed}$
Persona	al Holiday			L					L																L									
Holiday	,																																	
	ment (Civil Svc./Col. Ba ly relationship in Comme																																	
Emerger Note fami	ncy Leave (AP) ly relationship in Comme	ents.																																
Shared	Leave								Г																Г									
TOTAL	HOURS		34	8	10	8	8																											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED		4.5				4.5																											
BALAN	CES		Annual Leav	e S	ick L	eave	- 1	Share	ed Le	ave	Com	p Tin	ne		nmen																			
Previo	ous Balances		156.00		2	200.0	0						WEEK 1 - November 29-December 5 total hours for the week = 43 *employee worked 9 hrs. on 11/30																					
Subtra	act Hours Used														-																			
Subtra	act Donated Hours			I																d on-							cord	led o	n co	mn ti	ime 4	anne	d lie	ıe.
Add Ho or Reo	ours Earned eived		10.00			8.0	0					4	4.50 additional 3 hrs. recorded on PC line, 3 x 1.5 = 4.5 hrs. recorded on comp time earned line Employee's Signature Date									Date												
Curre	nt Balance		166.00)	2	0.80	0					4	.50										Х	Date	Adr	ninist	rative	Ann	nval					Date
Admin	istrative Correction	n		Т			Т						Supervisor's Signature Date Administrative Approval Date X Administrative Approval X																					

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	SU ID NO. NAME LAST, FIRST, AND MIDDLE												AIL CO	DDE	E	MPL	OYIN	IG DI	EPAF	RTME	NT					(PLO	/EE T							\neg
1 1	11122445	Black	c, John										21	14		Colle	ge o	f Edi	ucati	on					^	P: □ Δr	nnual	(CIVII Se	rvice:	Co	llective	_	ining:
MONTH	1	YEAR		Æ								TI	TLE C		9	6 FTE		TE	RM (Basis	of Ser	vice)			1	_	ademi	ic	х		ŀ	Alte Sch	mate eduled	,
l I	December	200	09 Pro	gran	n Ass	istan	t						10	/M		10	00			1	12	Mo	onths			Su	ımmer					_	sched	
	WORKED																								FMP 0	6-25-1	0			ws	U1010-	3ENEX0	01-0808	1
Code	Account Code Program-Budget-Proj	ect	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			38							8	6	8	9	7																				
PC			5						5																									
OP			1	\perp	\perp									1																				
LEAVE	HOURS TAKEN (I	Enter o	other leave	type	s in b	lank	lines	as n	eces	sary	See	BPP	M Ch	apte	r 60.)						•							•	•					
Annual	Leave																																	
Sick Le	ave		2								2																							
Comp 7	Time Off																																	
Leave \	Without Pay																																	
Person	al Holiday			\perp	\perp																													
Holiday																																		
	ement (Civil Svc./Col. Bar ily relationship in Commer																																	
Emerge Note fami	ncy Leave (AP) ily relationship in Commer	nts.		\perp	\perp																							$oxed{oxed}$						
Shared	Leave	_		\perp	╙																L							L						
		_		\perp	\perp																							\perp						
TOTAL	HOURS		46						5	8	8	8	9	8																				
				_1	72	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED		7.5						7.5																									
BALAN	ICES	- 1	Annual Lea	ve S	Sick Le	eave	S	hare	d Lea	ave	Com	p Tim	ne		nmen		_	_								_								
Previo	ous Balances	_	156.0	0	2	0.00	0			\perp			WEEK 2 - December 6-12 total hours for the week = 46 5 hrs. worked on Sunday 12/6 - earned at time and one-half - reg. scheduled day off (PC)																					
Subtra	act Hours Used	_		\perp		2.0	0						record 5 hrs. on PC line and 7.5 on comp. time earned line																					
	act Donated Hours			\perp			4						1 hr. overtime at straight time earned 12/11 due to sick leave usage - record 1 hr. as OP - turn in to payroll for payment																					
Add Ho or Rec	ours Earned eived	\perp	10.0	0		8.0	0			\perp		7	.50	_		at this					f my w	rork		loyee	's Si	gnatu	ire							Date
Сигге	nt Balance	\perp	166.0	0	2	06.0	0			_		7	.50			or's S							Х	Date	Adn	ninisti	rative	Аррі	roval					Date
Admir	nistrative Correction	1										x x																						

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

												_													_									
WSU ID			LAST, FIR	ST,	AND	MID	DLE					M/	AIL C		Г		.OYIN				NT				EM		EE T		CIVII Se	rvice:	Co	lective	Barga	ining:
	1122445		k, John									_		14	$\overline{}$		ge o								4	□^r	nual				- [Alte	mate	
MONTH		YEAR										- 1		ODE	ľ	% FTI		TE	RM (I		of Ser					\mathbf{H}	ademi	c	_		[Sch	eduled	1
	December	20)09 Prog	ram	Ass	istan	t						10	7M		1	00	\perp			12	Mo	onths			su	ımmer				l	Nor	sched	uled
	WORKED			_																					FMP 0	6-25-1	<u> </u>			WS	U1010-	GENEX	01-0808	3
Code	Account Code Program-Budget-Pro	ject	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			32														10	8	8	6				10	8	8	8							
OP			2																	2														
LEAVE	HOURS TAKEN	(Enter	other leave t	ypes	in b	lank	lines	as n	eces	sary.	See	BPP	M Ch	apte	r 60.)																		
Annual	Leave																				8							6						
Sick Le	ave							Г							П	Г												Г						
Comp T	Time Off																																	
Leave V	Without Pay				Г	П		Г		Г				П	Г	Т	Г	Г			Г			Г				Г				Г		
Persona	al Holiday				Г	Г	Г	Г	Г	Г	Г		Г	Г	Т	Т	Г	Г	Г	Г	Г	Г		Г							Г			
Holiday					Г	Т		Г	Г	Г			Г	Т	Т	Т	Т	Г		Г	Г	Г							П					
Bereave Note famil	ment (Civil Svc./Col. B ly relationship in Comm	ar. Unit) ents.			Г	Т	Г	Г	Г	Г	Г		Г	Г	Т	Т	Г	Г	Г	Г	Г			Г		Г	Г	Г	Г		Г	Г		Г
Emerger Note famil	ncy Leave (AP) ly relationship in Comm	ents.			Г	Т	Г	Г	Г	Г	Г		Г	Т	Т	Т	Т	Г		Г	Г			Г		Г		Г	Г		Г	Г		П
Shared	Leave					Т		Γ	Γ	Г	Γ	Г	Г	Т	Т	Τ				Т	Π		Г	Г		Г	Г	Г	Π	Г	Г	Г		П
					П	Т	Г	Г	Г	Г	Г	Г	Г	Т	Г	Т	Т	Г		Г	Г		Г	Г	Г	Г	Г	Г	Г	Г	Г	Г	Г	П
TOTAL	HOURS				Г				Г	Г			Г		Г	Т	10	8	8	8	8			10	8	8	8	6	Г					П
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED																																	
BALAN	CES		Annual ieave	pi	ck ie	ave	5	Share	d Le	ave	Com	p Tim	ne		nmen																			
Previo	us Balances		156.00		2	0.00	0							1			Dece																	
Subtra	act Hours Used																s ear rs of										i- tw	m in	to pa	vrol	l for	pavr	nent.	
Subtra	act Donated Hours																Sche												- 1.	,		. ,-		
Add Ho or Rece	ours Earned elved		10.00			8.0	0							I cen	tify the	at this	Is an	accura	ate rep	port of	'my w	ork	Emp	loyee	's Sig	gnatu	re							Date
Curre	nt Balance																Signat		_				X	Date	Adm	ninistr	rative	App	noval					Date
Admin	istrative Correctio	n		Т			Т							X	-1413		-gridi								X		2016	- qopi						

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

Wild Disc. MAIL Cools Black, John December Plant December Decemb																																			
Althorate Title	WSU ID	NO.	NAME	E LAST, FI	RST,	AND	MID	DLE					M	AIL O	ODE	- 1						:NT						YEE T		Chill Se	undoo:		Moethio	Barra	doloar
December 2009 Program Assistant 107M 10 10 10 10 10 10 10 1	1 1	11122445	Blac	k, John										21	14	- (Colle	ege o	f Ed	ucat	ion					^		nnual			ivice.	1	_	-	ming.
Describer 2009 Program Assistant 107M 100 12 Months	MONTH	1			E								П	TLE (CODE	9	% FT	Ē	T	ERM (Basis	of Se	rvice)			┑	ш.		c	x		ł	_		4
HOURS WORKED Floor House	1 г	December	20	000 Pro	oran	1 Δ cc	ietar	nf						10	7М		1	nn				12	Me	onths			Н.					ı	_		
Registroscopies Registrosc			20	709 110	, ram	ITISS	пэтат	11.					_	10	1141			00	_							EMD	_								
RP					_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	T IMP U	T	Ť	_	_	T W	301010·	GENEX	J01-080	_
PC 7	Code	Program-Budget-Pro	oject	Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
PC 7				22	\vdash	\top	-	\vdash	-	\vdash	\vdash	-	\vdash	-	\vdash	-	\vdash	\vdash	-	-	\vdash	\vdash	-	$\overline{}$	1.0	<u> </u>		-	-	\vdash	-	\vdash	\vdash	-	$\overline{}$
LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)	RP			23	╙	╙	_	_	_	_	_	_	_	╙	_	_	╙	╙	_	_	\perp	_	_	_	10		0	_	_	_	_	╙	╙	_	_
LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)	PC			7	l	1	1	1	1	l	l	1	l	l		1	1	1	l		1	l	l		l	l	lι	6	1	l	1	l	l		1
LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)	-			-	\vdash	+	\vdash	+	+	-	\vdash	+	\vdash	\vdash	+	+	+	+	-	+	+	-	-	-	\vdash	-	 -	 	\vdash	-	\vdash	+	+	+	\vdash
Annual Leave 1 1 1 1 1 1 1 1 1 1	OP			1	l	1				l	l			l								l			l		1	l		l			l		1
Annual Leave 1 1 1 1 1 1 1 1 1 1						Т					П	П			П		П	П		Т	Т									П		П	П	П	
Annual Leave 1 1 1 1 1 1 1 1 1 1																																			
Sick Leave Comp Time Off	LEAVE	HOURS TAKEN	(Enter	other leave	type	s in b	lank	lines	asn	eces	sary	. See	BPP	M CI	hapte	r 60.	<u>) </u>		_	,	,		_					_	_	_	_				_
Sick Leave Comp Time Off	Annual	Leave		1	l	1	1	1	1	l	l	1	l	l	1	1	1	1	l		1	l	l		l	lι	l	l	1	l		1	l	l	1
Comp Time Off					\vdash	+	+	+	\vdash	-	\vdash	+	\vdash	-	\vdash	-	+	+-	-	+	+-	-	\vdash	-	\vdash	÷	-	\vdash	\vdash	\vdash	-	\vdash	\vdash	-	\vdash
Leave Without Pay	Sick Le	ave																																	
Leave Without Pay	Comp T	lime Off				Т					П						П	П		Т	П	П													
Personal Holiday	Comp	illic Oil			├	+	-	\vdash	-	├	-	\vdash	-	⊢	-	\vdash	\vdash	\vdash	-	+	\vdash	⊢	-	_	├	-	\vdash	-	\vdash	⊢	-	\vdash	₩	-	⊢
Holiday	Leave V	Without Pay			l	1	l	1	1	l	l	1	l	l		1	1	1	l		1	l	l		l	l	l	l	1	l	1	1	l	l	1
Holiday					-	T	-	-	T	-	-	-	-	-	T	-	-	\vdash		T	†	-			-	-		-	-	-		-	-	-	-
Seregovement (Circle Size Cot. Ear. Unit) Series (Circle Size Cot. Ear. Unit) Series (Circle Size Cot. Ear. Unit) Series (Circle Size Comments) Seri	Persona	al Holiday			_	╙	_	_	_	_	_	_	_	_	_	\vdash	_	╙	╙	_	╙	_	_	_	_	_	_	_	_	_	_	╙	_	_	╙
Seregovement (Circle Size Cot. Ear. Unit) Series (Circle Size Cot. Ear. Unit) Series (Circle Size Cot. Ear. Unit) Series (Circle Size Comments) Seri	Holiday	,		16	l	1	1	1	1	l	l	1	l	l		1	1	1	l		1	l	l		l	l	l	۱ ۾	۱ ۾	l	1	1	l	l	1
Emergency Leave (AP) Note fainly featonship in Comments. Shared Leave Share			ar Linifi	10	\vdash	+	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	+	\vdash	\vdash	+	+-	⊢	\vdash	\vdash	\vdash	\vdash	\vdash	۳	۳	\vdash	\vdash	\vdash	\vdash	-	\vdash
Shared Leave	Note fami	ly relationship in Commi	ents.		l	1				l	l			l								l				l		l		l			l	l	
Shared Leave	Emerger Note famil	ncy Leave (AP)	ante			Т					П			\Box							Т														
TOTAL HOURS 48	Note faili	ny relationamp in Commis	ents.		₩	₩	₩	₩	₩	├	₩	₩	₩	₩	₩	₩		₩	-	+	₩	├	₩	_	├	├	├	₩	₩	₩	₩	⊢	₩	├	₩
The composition of the week	Shared	Leave			l	1	l	1	1	l	l	1	l	l	l	1	1	1	l		1	l	l		l	l	l	l	1	l		1	l	l	1
The composition of the week					-	+	-	-	-	-	-	-	-	-	-	-	+	+	-	+	+	-	-	-	-	-	-	-	-	-	-	-	-	-	-
The composition of the week																																			
The composition of the week	TOTAL	HOURS		48																					10	l g	8	14	R						
BALANCES	101712	- III		10	_	_	_	_	_	_	_	_	_													_									_
BALANCES Annual Leave Sick Leave Shared Leave Comp Time Previous Balances 156.00 200.00					_1	, 2	- 3	- 4	- 5	- 6	-7	- 8	- 9	10	, 11	12	T 13	14	15	_ 16	17	18	19	20	21	22	23	24	25	- <u>26</u>	- 27	- <u>28</u>	- 29	30	31
BALANCES	COMP	TIME EARNED		10.5	l	1	1		1	l	l	1	l	l	1	1	1	1	l		1	l	l		l	l	1.5	9	1	l	1	l	l	l	1
Subtract Hours Used 1.00 1 hour of overtime on 12/23 earned at straight time (OP) due to 1 hr. of annual leave usage other 1 hour 12/23 earned at time and one-half (PC) 6 hours worked on holiday earned at time and one-half (PC) 6 hours worked on holiday earned at time and one-half (PC) 1 certify that this is an accurate report of my work Employee's Signature Date Administrative Approval Date Administrative Approval Date Date Administrative Approval Date Da																																			
Subtract Hours Used Subtract Donated Hours Add Hours Earned or Received 10.00 10.00 10.50 1 hour of overtime on 12/23 earned at straight time (OP) due to 1 hr. of annual leave usage other 1 hour 12/23 earned at time and one-half (PC) 6 hours worked on holiday earned at time and one-half (PC) 1 certify that this is an accurate report of my work and leave. Current Balance 165.00 208.00 10.50 Supervisor's Signature Date Administrative Approval Date	BALAN																																		
Subtract Hours Used 1.00 Subtract Donated Hours Add Hours Earned or Received 10.00 8.00 10.50 1 hour of overtime on 12/23 earned at straight time (OP) due to 1 hr. of annual leave usage other 1 hour 12/23 earned at time and one-half (PC) 6 hours worked on holiday earned at time and one-half (PC) 7 certify that this is an accurate report of my work and leave. X Supervisor's Signature Date Administrative Approval Date	Previo	ous Balances		156.00	١	2	on n	n I							W	EEK	.4	Dece	mb	er 20	-26			tota	ıl ho	urs fo	or th	e we	ek =	48					
Subtract Donated Hours Add Hours Earned or Received 10.00 8.00 10.50 Current Balance 165.00 208.00 Other 1 hour 12/23 earned at time and one-half (PC) 6 hours worked on holiday earned at time and one-half (PC) Current Balance 10.50 10.50 Supervisor's Signature Other 1 hour 12/23 earned at time and one-half (PC) Current Balance Total Parameter Report of my work and leave. Supervisor's Signature Date Administrative Approval Date				150.00	+		.00.0	~ 			\neg				┨																				
Add Hours Earned or Received 10.00 8.00 10.50 Current Balance 165.00 208.00 10.50 Current Balance 165.00 208.00 10.50 Current Balance 10.50 Cu	Subtra	act Hours Used		1.00)										1 h	our (of ov	rertin	ne o	n 12/	'23 e	arne	d at s	traig	ht ti	me (OP)	due 1	to 1	hr. o	f ann	iual 1	leave	usa	ge
Add Hours Earned or Received 10.00 8.00 10.50 10.50	Subtrs	act Donated Hours			\top										oth	er 1	hou	12/2	23 ea	amed	l at ti	me a	and o	ne-h	alf (PC)									
or Received 10.00 8.00 10.50 I certify that this is an accurate report of my work and leave. I certify that this is an accurate report of my work and leave. I certify that this is an accurate report of my work and leave. X Supervisor's Signature Date Administrative Approval Date Date Administrative Approval Date					+			-							6 h	ours	wor	ked (on h	olida	y ear	ned	at tir	ne ai	nd or	ne-ha	alf (I	PC)							
Current Balance 165.00 208.00 10.50 Supervisor's Signature Date Administrative Approval Date				10.00	١		8.0	ωL					10	50	$\overline{}$																				Date
Current Balance 165.00 208.00 10.50 Supervisor's Signature Date Administrative Approval Date					\neg			\neg							and	leave		no all	Sucul	are re	pur. u	y w	-UFA		-										
	Curre	nt Balance		165.00		2	08.0	0					10).50	Sun	ervis	or's S	Signa	ture						Date	Adn	ninist	rative	: App	roval					Date
	Admin	istrative Correctio	n					T							X		-									X									

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID NO. NAME LAST, FIRST, AND MIDDLE										M	AIL C												EMPLOYEE TYPE AP: Civil Service: Collective Bargaining:											
] :	11122445	Black	c, John										21	114 College of Education											AP: Civil Service: Collective Barga							_	ming.	
MONTH	1	YEAR	TITL	E								TI	TLE C	ODE	9	% FTI		TE	RM (vice)			7	Academic					Scheduled			
I	December	20	2009 Program Assistant 107M 100 12 Months													1	St	ımmer		Nonso					uled									
HOURS	WORKED																		FMP (6-25-1	0	3U1010-	U1010-GENEX001-0808											
Code	DE Account Code Total 1 2 3 4 5 6 7							7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
RP		\neg	156	8	10	8	5		\vdash	8	6	8	9	7		\vdash	10	8	8	6				10	7	6	Т	Т	\vdash	\vdash	8	8	8	8
PC		\neg	15	Ť	1	Ť	3	\vdash	5	Ť	Ť	Ť	<u> </u>	<u> </u>	\vdash	\vdash		Ť	Ť	Ť					Ė	1	6	\vdash	\vdash	\vdash	Ť	<u> </u>	<u> </u>	
OP		\dashv	4		\vdash	\vdash		\vdash	Ť	T	\vdash		\vdash	1	\vdash	\vdash	\vdash		\vdash	2	\vdash		\vdash	\vdash		1		Т	\vdash	\vdash		\vdash	\vdash	Г
		\neg			\vdash	\vdash		\vdash	\vdash		\vdash		\vdash	\vdash		\vdash			\vdash		\vdash		\vdash				\vdash		\vdash	\vdash		\vdash	\vdash	
I FAVE	HOURS TAKEN (E	Enter o	other leave t	vnes	s in b	lank	lines	as n	eces	sarv	. See	BPP	M Ch	ante	r 60.	 			_	_	_	_							_	_		_	_	
		T		,,,,,,,	T	T	T	T	T	T	T	Γ.	T	I	T	Ť			Г	Т	П	Г				Т	Г	Г	Т	Т	Т	Т	Т	
Annual	Leave	\dashv	9	<u> </u>	₩	⊢		<u> </u>	├	⊢	₩	_	_	_	_	⊢	_	_	_	_	8	_	_	_	1	_	_	_	├	⊢	├	┡	_	
Sick Le	ave	_	2	_	╙	╙			L	╙	2		_			╙					_		_		_				╙	╙	L	╙		_
Comp	Time Off	_			┖				L	L						$oxed{oxed}$													╙	\perp		$oxed{oxed}$		
Leave \	Without Pay	\perp			L				L	L			L								L				L				$oxed{oxed}$			$oxed{oxed}$		L
Person	al Holiday																																	
Holiday	1		16																								8	8						
	ement (Civil Svc./Col. Bar ily relationship in Commer																																	
Emerge Note fami	ncy Leave (AP) lly relationship in Commer	nts.																																
Shared	Leave																																	
TOTAL	HOURS		202	8	10	8	8		5	8	8	8	9	8			10	8	8	8	8			10	8	8	14	8			8	8	8	8
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED		22.5				4.5		7.5																	1.5	9							
BALAN	ICES		Annual Leav	e S	ick Le	eave	5	Share	d Le	ave	Com	p Tin	ne		nmen				_															
Previous Balances			156.00		2	0.00	0									2/1 - 2/6 -											y off,	12/11	l at st	raight	time	due to	leave	1
Subtract Hours Used			9.00			2.0	0							usag		2/14	over	time a	ut strai	ight ti	me dı	ie to l	eave 1	ısage										
Subtract Donated Hours														wee	k of l		over	time o		_				_	hr. tii	ne an	d one-	half,	12/24	overt	ime a	t time	and o	ne
Add Ho or Rec	ours Earned eived		10.00)		8.0	0					22	.50	-		at this			ate rej	port of	f my w	ronk	Emp	loyee	's Si	gnatu	re							Date
Curre	nt Balance		157.00)	2	06.0	0					22	.50										X	Date	Adn	ninist	rative	App	roval					Date
Admir	nistrative Correction			T										1											X								,	

Betty Jones Office Assistant 2 – 100I Registrar Office, Zip 1035 100%FTE, 12 month Working 4-10 hour days Monday — Thursday Annual leave balance – 100 hrs – earning 9.33 Sick leave balance – 252 hrs

January 2010													
Sunday Monday Tuesday Wednesday Thursday Friday													
					1 Holiday	2							
3	4 10 Hours Worked	5 12 Hours Worked	6 10 Hours Worked	7 10 Hours Worked	8	9							
10	11 4 Hours Worked 6 Hours Sick Leave	12 10 Hours Worked	13 12 Hours Worked	14 10 Hours Worked	15	16							
17	18 Holiday	19 12 Hours Worked	20 12 Hours Worked	21 10 Hours Worked	22	23							
24	25 Using Holiday from 1/1	26 8 Hours Worked 2 Hours Sick Leave	27 10 Hours Worked	28 10 Hours Worked	29 6 Hours Worked	30							
31													

Using annual leave to account for schedule on holidays

Overtime at time and one-half to be paid

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID NO. NAME LAST, FIRST, AND MIDDLE								M													EMPLOYEE TYPE AP: Civil Service: Collective Bargaining:															
9	99955444	Jone	s, Betty	V										10)35 Registrar's Office											'	AP: Civil Service: Collective Ba						_	ining:		
MONTH	1	YEAR		TITLE									П	TLE C	ODE		% FT	E	Т	TERM (Basis of Service)							_	cademi	ic	x		erriale heduled	1			
	January	20	010	Offic	ce A	ssist	tant 2	2						10	100		1	00				12	M	onths	\$		□s	ummer		Nonsch						
HOURS	WORKED																									FMP (06-25-1	10			ws	301010	-GENEX	001-080	8	
Time Base Code	Account Code Program-Budget-Pro	oject	Tota Hour	ą I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
-		-	11001	•	·	<u> </u>	۳	 	ا	ا	l ·	۳	Ľ	۳	 ``	 ''-	+	+	1.0	+	+"	٠.٠	1.0	120	1-	+	120	-	120	+==	-	1=0	+==	100	 	
RP .									╙	┡	\perp	╙	╙		╙	╄	╙		╙	╙	╙		\perp	╙	╙	╙	╙	╄	_	╙						
OP																																				
PC												Г				Г	Г	Г		Т	T					Г			Г					Г		
						\vdash	\vdash	\vdash	\vdash	\vdash		\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	+	+	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	
LEAVE	HOURS TAKEN	/Enter	other le	eave fu	vnes	in h	lank	lines	98 1	eres	earv	See	RDD	M C	ante	er 60	, 	_	_								_					\perp			_	
		(Lincol	Other R	1	poo	T	T	T	T	T	I	T	Ϊ	T	I	1 00.	ή	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	$\overline{}$	T	Т	$\overline{}$	
Annual	Leave					_	╙	<u> </u>	_	╙	┞	_	_	<u> </u>	╙	┞	╄	┞	_	╄	╀	┞	╙	┞	_	╄	_	_	┞	┞	╙	╙	╄	_	╙	
Sick Le	eave																																L			
Comp 7	Time Off																																			
Leave \	Without Pay																			T						T						Г	\top			
Persona	al Holiday			\neg		Т	\vdash	\vdash	\vdash	\vdash	\vdash	Т	\vdash	\vdash	\vdash	Т	\top	\vdash	Т	\top	T	\vdash	\vdash	\vdash	Т	\top	\vdash	Т	\top	\vdash	\vdash	Т	\vdash	\vdash	Г	
Holiday	<u> </u>																T	\vdash		T	T	\vdash				\vdash			T	T		Т	\vdash		\vdash	
	ement (CIVII Svc./Col. Bally relationship in Comm	ar. Unit) ents.		\neg		\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\top	\top	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	
	ncy Leave (AP) ily relationship in Comm					\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	+	\vdash	\vdash	\vdash	+	+	\vdash	\vdash	\vdash	\vdash	+	+	+	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	
		ents.		-		-	\vdash	⊢	⊢	\vdash	⊢	\vdash	┢	⊢	⊢	\vdash	\vdash	₩	┢	+	+	\vdash	\vdash	┢	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	
Shared	Leave					_	┞	<u> </u>	_	┞	┞	╄	_	┞	┞	╄	╀	╄	┞	╀	_	┞	┞	┞	_	╄	_	╄	╀	┞	┞	⊢	₩	┞	₩	
														L			\perp	┖		\perp	\perp	L				╙			\perp	\perp		$oxed{oxed}$	$oxed{oxed}$		L	
TOTAL	HOURS																																\perp		\perp	
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
COMP	TIME EARNED																																			
BALAN	ICES		Annual	Leave	S	ick Le	eave	- 1	Share	ed Le	ave	Com	p Tin	ne		nmer																				
Previo	ous Balances	10	00.00		2	52.0	0							W	EEK	(1-1	Dece	mbe	er 27	-Jan	uary	2nd	l		em	ploy	ee so	hedi	ule -	Mon	-Thu	urs 4	- 10	S		
Subtra	act Hours Used				Т			П		1/1 holiday fell on reg. scheduled day off - 8 hrs. to be used									used on another day																	
Subtra	act Donated Hours	3			T																															
Add Hours Earned or Received 9.33 8.00									l cer	rtify th	at this	is an	accui	rate re	eport o	f my v	vork	Emp	oloye	e's Si	gnatı	ıre							Date							
Сигге	ent Balance		10	09.33	T	2	60.0	\neg							and	leave								X	Det-		ministrative Approval Date									
Admin	nistrative Correctio	n			\top			\dashv							X	CIVIS	ors:	Signa	ure						Date	X	ninist	rauve	- App	ioval					Date	
								- 1			- 1															-										

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	NO.	NAME	LAST, FIR	RST,	AND	MIDI	DLE					M	AIL C	ODE	- 1		.OYII			RTME	NT					IPLO\ P:	YEE T		Civil Se	ervice:	Cr	ollective	Barga	alnina:
	99955444		s, Betty									\perp)35	_		strar								_ ՝		nnual		x		1	_	ernate	
MONTH	¹	YEAR	TITLE	Ξ								Įπ	TLE C	ODE	l°	% FT	E	TE	ERM (Basis						□×	cademi	ic			İ	Sch	neduled	1
	January	20	10 Offi	ce A	ssist	tant 2	2						10	10C		1	00				12	M	onths			St	ummer				[No	nsched	uled
	WORKED																								FMP 0	06-25-1	10			WS	3U1010-	GENEX	001-080	8
Time Code	Account Code Program-Budget-Proj	ect	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			40				10	12	10	8						L																		
PP			2		$oxed{oxed}$					2			L	L		$oxed{oxed}$				$oxed{oxed}$					L			$oxed{oxed}$			L	$oxed{oxed}$	╙	L
		_			╙	_	╙		L	L	╙		L	L	L	L	╙			╙					L	╙	╙	╙	L	╙	L	╙	╙	╙
LEAVE	HOURS TAKEN (Enter	other leave t	ypes	in b	lank	lines	as n	eces	sary	. See	BPP	M CI	napte	r 60.)	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_
Annual	Leave	_			╙	_	╙			L	\perp		L	╙	╙	$oxed{oxed}$	_			$oxed{oxed}$						_	╙	$oxed{oxed}$	_	╙	L	$oxed{oxed}$		$oxed{oxed}$
Sick Le	ave				╙	_	╙		L	╙	╙	$oxed{oxed}$	╙	╙	╙	╙	╙			╙				$oxed{oxed}$	╙	L	╙	╙	$oxed{oxed}$	┖	╙	╙		L
Comp 7	Time Off				╙	\perp	┖			╙	╙	$oxed{oxed}$	╙	┖	┖	╙	╙			╙		$oxed{oxed}$		$oxed{oxed}$	L	╙	┖	╙	╙	┖		╙		$oxed{oxed}$
Leave \	Without Pay				╙					L			L	╙	╙	┖	╙			╙					L	╙	┖	╙	╙	╙	L	╙		$oxed{oxed}$
Person	al Holiday				L					L			L							$oxed{oxed}$					L		L	$oxed{oxed}$			L	$oxed{oxed}$		
Holiday																				L					L			L						
	ment (Civil Svc./Col. Ba ly relationship in Comme																																	
Emerger Note fami	ncy Leave (AP) ly relationship in Comme	nts.			L					L			L	L	L	L	$oxed{oxed}$			$oxed{oxed}$					L		L	$oxed{oxed}$	L			L		
Shared	Leave																																	
TOTAL	HOURS		42				10	12	10	10																								
				1	2	3	4	5	6	. 7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED																																	
BALAN	CES		Annual Leave	e S	ick Le	eave		Share	d Le	ave	Com	p Tin	Time Comments WEEK 2 - January 3-9 schedule - Mon-Thurs 4 - 10's																					
Previo	ous Balances		100.00	┵	2	252.0	0							w	EEK	2	Janu	ary	3-9		tota1	hou	s for	r the				- Mo	n-Ti	nurs ·	4 - 1	0°s		
Subtra	act Hours Used			\perp																d one	-hal	f (PF) - 9	send	to pa	ayrol	ll for		essi	ng - :	actua	al ho	urs	
	act Donated Hours													wo	rked	reco	orded	and	pay	roll v	vill p	oay F	P at	time	and	one	-half							
Add Ho or Reo	ours Earned eived		9.33			8.0	0							l cer	tify th	at this	is an	accur	ate re	port o	f my w	vork		loyee	's Si	gnatu	ıre							Date
Сигге	nt Balance		109.33		2	260.0	0										Signa						X	Date	Adn	ninist	rative	: App	roval					Date
Admin	istrative Correction	ı												x.			-								x									

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP. See WAC 357-31-215 for exceptions.
Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

I A I S I I I I S			LAST FIR		****								A III - O				C1 (1)	10.0							Tev	101.01	, T							
WSU ID			LAST, FIR	ST,	AND	MID	DLE					I _M	AIL C		- 1					RTME	:NI					IPLOY P:	ree T		CIVII Se	rvice:	a	ollective	Barga	ining:
			, Betty									4		35	_		strar'								_	□ ^r	nnual		x		1	_	emate	
MONTH	· [YEAR	TITLE									Įπ	TLE C		l l	% FT		TE	ERM (Basis						□ Ac	cademi	c			- 1	Sct	neduled	í
	January	20:	10 Offic	ce A	ssist	tant 2	2						10)0I		1	00				12	M	onths			Su	ummer					No	nsched	uled
HOURS	WORKED																								FMP 0	6-25-1	0			W	SU1010	GENEX	001-0808	š
Base Code	Account Code Program-Budget-Proj	ect	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP		_	34		L	┖	L	╙	L	L	┖			4	10	12	8		L	╙	4	10	12	10				L	╙	L	L	┖		L
PP					┖	╙	┖	╙	L	L	┖	$oxed{oxed}$		L	╙	┖		L	╙	╙	L				┖		┖	┖	╙	┖	╙	┖		
OP			2		┖		L		L	L				L	L	L	2		┖		L				L		L	┖		┖	L			L
					L		L				L								L										L					L
LEAVE	HOURS TAKEN (I	Enter o	other leave t	ypes	s in b	lank	lines	asn	eces	sary	. See	BPP	M CI	napte	r 60.	<u>) </u>						_		_			_							
Annual	Leave	\perp			$oxed{oxed}$	╙	┖	╙	L	L	┖	L		L	L	┖		L	┖	╙	L				L			$oxed{oxed}$	┖	╙	┖	┖		L
Sick Le	ave				\perp	╙	┖	╙	L	L	┖	L		6	L	┖			\perp	╙	4				L			┖	╙	╙	╙	┖		
Comp 1	Time Off				$oxed{oxed}$	┖	L		L	L				L	L	L			┖	\perp	L				L		L	┖		┖	L			L
Leave \	Nithout Pay								L	L				L	L	┖			$oxed{oxed}$		L										┖			
Person	al Holiday				$oxed{oxed}$	\perp	L	\perp		L					L	L			$oxed{oxed}$	\perp	L				L		L	\perp		L	L			
Holiday					$oxed{oxed}$	┖	┖	┖	L	┖		L		L	┖	┖		L	┖	┖	L							$oxed{oxed}$	┖	$oxed{oxed}$	┖			
	ment (CIVII Svc./Col. Bar ly relationship in Commer				L		L		L					L		L					L							L						
Note fami	ncy Leave (AP) ly relationship in Commer	nts.			$oxed{oxed}$	╙	╙	$oxed{oxed}$	L	L	┖	L		L	L	L			$oxed{oxed}$	╙	L				L		L	$oxed{oxed}$	╙	$oxed{oxed}$	L	╙		L
Shared	Leave				┖	╙		╙		L	┖				L	┖			╙	╙	╙				L		┖		╙	┖	L	┖		
					$oxed{oxed}$	╙	L	\perp	L	L					L	L			$oxed{oxed}$	\perp	L				L		L	$oxed{oxed}$		$oxed{oxed}$	L			L
TOTAL	HOURS													10	10	12	10				8	10	12	10										
				1	2	3	4	5	6	. 7	. 8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED									L						L			L															
BALAN	ICES	- 1	Annual Leave	e S	ick Le	eave	1	Share	ed Le	ave	Com	Time Comments WEEK 3 -January 10-16 employee schedule - Mon-Thurs 4 - 10'																						
Previo	ous Balances		100.00	╧	2	52.0	0							W	ŁŁK	. 3 -	anu	ary .	10-1	6				emp	loye	e sc	hed	ule -	Mo	n-T	hurs	4 -	10°s	
Subtra	act Hours Used	_		╧			_																								ord a	s OP	and	send
	act Donated Hours			\perp			_							to	payro	oll fo	r pay	ymei	nt O.	R tei	np s	ched	ule (chan	ige a	nd a	djus	t SL	usa	ge.				
or Reco	ours Earned elved		9.33	\perp		8.0	0							I cer	tify th	at this	Is an	accur	ate re	port o	f my w	ork		loyee	's Si	gnatu	ire							Date
Curre	nt Balance			\perp			\perp										Signat						X	Date	Adn	ninist	rative	App	roval					Date
Admin	istrative Correction	١									x x																							

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	NO.	NAME	LAST, F	IRST,	RST, AND MIDDLE MAIL CODE EMPLOYING DEPARTMENT 1035 Registrar's Office EMPLOYEE TYPE AP: Civil Service: Collective Bargaining:																													
			s, Betty	_								-	10	35	_					n - :-					վ ՞		nnual		x]	_	ernate	
MONTH	_	YEAR	- 1									- ''			ľ	% FTI		'	ERM (orser 12		onths			Н.	cademi				-	_	nedule	
LOUDE	January WORKED	20	10 01	nce A	ASS1S	tant 2	2						10)0I		1	00				12	IVI	onuns		FMP 0		ummer				L		nsched	
Time Come	Account Code Program-Budget-Proj		Total	_	_	_	_	_	т-	т —	_	Т	_	_	_	T	_		_	_	_	_						Т	_			GENEX	Т	
Code	Program-Budget-Proj	ect	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP		_	30	\perp	┺	╙	╙	$oxed{oxed}$	╙	╙	╙	$oxed{oxed}$	_		╙	╙	╙					12	12	6	\perp		╙	$oxed{oxed}$	╙	╙	╙		╙	$oxed{oxed}$
PP		\perp	2	\perp	╙	╙																		2	L								\perp	
OP			2																					2										
LEAVE	HOURS TAKEN (I	Enter	other leave	type	s in I	olank	lines	as n	neces	sary	. See	BPP	M C	apte	r 60.)	_	_		_	_	_	_	_	_	_	_	_	_	_	_		_	_
Annual	Leave		2																		2													
Sick Le	ave																																	
Comp	Time Off																																	
Leave \	Nithout Pay			Т	Т																													
Person	al Holiday			Т	Т																													
Holiday	,		8	Т	Т																8													
Bereave Note fami	ment (Civil Svc./Col. Bar lly relationship in Comme	r. Unit) nts.																																
Emerge Note fami	ncy Leave (AP) ly relationship in Comme	nts.																																
Shared	Leave																																	
					Г																													
TOTAL	HOURS		44																		10	12	12	10										
				_ 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED			\perp																														
BALAN	CES		Annual Lea	ve S	Sick L	eave		Share	ed Le	ave	Com	np Time Comments																						
Previo	ous Balances		100.0	0	1	252.0	0				WEEK 4 - January 17-23 schedule - Mon-Thurs 4 - 10's total hours for the week = 44																							
Subtra	act Hours Used		2.0	0													verti	me e	ame	d at	straig	ght ti	me (
	act Donated Hours																		arne roll f				d on	e-hai	lf (P	P) - (over	40 h	rs. w	orke	d (in	clud	ing	
Add Ho or Rec	ours Earned eived		9.3	3		8.0	0							l cer	tify th	at this			ate rep	_			Emp	loyee	's Si	gnatu	ire							Date
Curre	nt Balance		107.3	3	2	260.0	0								leave ervis	or's S	Signa	ture					Х	Date	Adn	ninist	rative	App	roval					Date
Admir	nistrative Correction	· [x x																						

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	NO.	NAME	LAST, FI	RST,	AND	MIDI	DLE				MAIL CODE EMPLOYING DEPARTMENT EMPLOYEE TYPE AP: Civil Service: Collective Bargainin											doloa:												
9	99955444	Jones	s, Betty										10	35	1	Regi	strar'	s Of	ffice						1 ^		nnual	,	x	ivice.	1	_	: Daiya emate	ining.
MONTH	1	YEAR	TITL	E								TI	TLE C	ODE	9	% FT	E	TI	ERM (Basis	of Ser	rvice)			┑	_	cademi	c	X		ŀ	—	errate nedulet	4
	January	20	10 Off	ice A	A ccie	tant 2)						10	100	- 1	1	00				12	М	onths	;		Н.	ummer				ı	_	nsched	
	WORKED	20	10 011	100 1	10010	territ 2						_		,,,,	_		-	_							FMD	06-25-1	10.			18.00	huanan	GENEX		
			Total	_	_	_	_	_	_	_	_		_	_	_	_	_	_	_	_	_	_	_	_	TIME	10-23-	Ť	_	_	T We	T	GENEX	JU1-080	_
Time Base Code	Account Code Program-Budget-Pro	oject	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		\neg	20	T	\top	\top										T			T				\Box	\Box	\top	T	\top			10	10	\Box		\Box
RP		\rightarrow	28	╙	₩	\vdash	_	₩	╙	┡	₩	_	Ь	<u> </u>	╙	₩	₩	₩	₩	₩	_	┡	₩	╙	₩	╙	₩	₩	8	10	10	₩	╙	╙
PP		- 1	6	1	1	1		1	l	l	l		l		l	1	l	l	1	1	l	l	l	ı	l	l	1	1	l		l	6	1	
-		$\overline{}$		+	+-	+	-	-	-	-	-	-	-	-	-	\vdash	-	-	+	-	-	-	-	-	-	+	+	-	-	\vdash	-	_	-	\vdash
OP																																		
				П	Т	П													П				П	П	П	П	Т							
				_		_					_			_					_							_								\perp
LEAVE	HOURS TAKEN	(Enter	other leave	type	s in b	lank	lines	as n	eces	sary	. See	BPP	M Ch	apte	r 60.	<u>) </u>	_	_	_	_		_		_			_	_		_				
Annual	Leave	- 1	2	1	1	1		1	l	l	l		l		l	1	l	l	1	1	l	l	l	ı	l	l	1	2	l		l	l	l	1
		$\overline{}$		+	+	+	-	-	-	-	_	_	-	-	_	-	-	-	+-	-	-	-	-	-	-	-	+-	۱ĩ	 	-	_	 	-	\vdash
Sick Le	ave		2																										2					
Comp 7	Time Off																																	
Comp	illic oii	$\overline{}$		-	+	+	\vdash	\vdash	-	\vdash	-	-	-	\vdash	\vdash	\vdash	\vdash	\vdash	-	\vdash	-	\vdash	\vdash	\vdash	-	\vdash	+	\vdash	-	\vdash	\vdash	\vdash	-	\vdash
Leave \	Nithout Pay	- 1		1	1	1		1	l	l	l		l		l	1	l	l	1	1	l	l	l	ı	l	l	1	1	l		l	l	l	1
Daman	al Maliday			T	\top																				T		T							П
Persona	al Holiday	\rightarrow		╙	₩	\vdash	₩	╙	Ь	₩	₩	<u> </u>	Ь	┞	╙	₩	╙	₩	╙	₩	Ь	₩	╙	╙	₩	╙	₩	╙	Ь	┡	╙	╙	Ь	╙
Holiday	,	- 1	8	1	1	1		1	l	l	l		l		l	1	l	l	1	1	l	l	l	ı	l	l	1	8	l		l	l	l	
Bereave	ment (Civil Svc./Col. Bally relationship in Comme	ar. Uniti		+	+	+	\vdash	-	-	\vdash	-	\vdash	-	\vdash	-	\vdash	-	-	-	-	-	-	-	-	-	-	+	Ť	-	\vdash	-	\vdash	-	\vdash
Emerger Note fami	ncy Leave (AP) ily relationship in Comme	ents.																																
	, , , , , , , , , , , , , , , , , , , ,	-		-	+	+	\vdash	\vdash	⊢	\vdash	\vdash	-	⊢	\vdash	-	\vdash	-	\vdash	-	\vdash	-	\vdash	-	\vdash	-	\vdash	+	\vdash	-	\vdash	-	\vdash	⊢	₩
Shared	Leave			1	1				l		l		l		l		l	l	1		l		l	ı	l	l	1		l		l	l	l	
		\rightarrow		╙	₩	₩	₩	₩	┞	┞	₩	_	Ь	_	₩	₩	₩	₩	₩	₩	_	_	╙	╙	₩	╙	₩	₩	┞	_	₩	╙	╙	╙
TOTAL	HOURS	- 1	46	1	1	1		1	l	l	l		l		l	1	l	l	1	1	l	l	ı	ı	l	l	1	10	10	10	10	6	l	1
				1		3	4	5	6	7	٠,	_	40	44	42	42	14	45	46	47	40	40	20	24	- 22	- 22	24	_					20	24
				, '	┰╧	T 3	T 4	T -	г <u>ь</u>	т'	- 8 T	<u>9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </u>										3 <u>U</u>	131											
COMP.	TIME EARNED																																	
BALAN	ICE 6		Annual Lan		Sick L		1	Chan			^	The Comments											_											
BALAN	ICE3	\rightarrow	Annual Lea	/e 5	HCK L	eave		Share	a Le	ave	Com	Comp Time Comments WEEK 5 - January 24-30 Schedule - Mon-Thurs 4 - 10's																						
Previo	ous Balances	- 1	100.0	o l	2	252.0	0 l			- 1				W	ĿĿĸ	.5								_	sci	iedu	Ie - I	Mon-	- I hu	ırs 4	- 10	S		
		$\overline{}$		\neg			\neg			\neg				1	_				hour						_	_								
Subtra	act Hours Used		2.0)		2.0	0							1/2	5 - น	ısing	holi	day	from	1/1-	usin	ıg 2 1	hrs. (of an	nual	leav	e to	acco	unt f	or so	hed	ıle		
Subtra	act Donated Hours	.																	time	and	one-	half	earn	ed 1/	'29 -	regu	ılar s	ched	uled	day	off-	send	to	
	ours Earned	-		+			-							pay	roll	for p	aym	ent																
or Reo			9.3	3		8.0	0							l cer	tify th	at this	is an	accur	ate re	port o	fmy w	rork:	Emp	loye	e's Si	gnatı	ıre							Date
Curro	nt Balance	\neg	107.3	$, \top$			\neg							and.	leave	-							Х											
Curre	ant Dalaille	\rightarrow	107.3	•	2	258.0	U			_				Sup	ervis	or's S	Signat	ture						Date	Adn	ninist	rative	App	roval					Date
Admin	nistrative Correction	n									x																							

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID	NO.	NAME	LAST, FIF	RST,	AND	MIDI	DLE					M	AIL C	DDE	E	MPL	AIYO.	IG D	EPAF	RTME	NT						YEE T				_		_	
9	99955444	Jone	s, Betty										10	35	I	Regis	trar'	s Of	fice						1	∖P: □□A	nnual		CIVII Se	rvice:	Co Co	llective	: Barga :mate	ining:
MONTH	1	YEAR	TITL	E								TI	TLE C	ODE	9	% FTE		TE	RM (of Ser	vice)			7	_	cademi	С	X.		ŀ	_	eduled	,
	January	20)10 Offi	ce A	ssist	tant 2	2						10	10(10	00				12	Mo	onths	i		S	ummer				[Nor	nsched	uled
HOURS	WORKED																								FMP (06-25-1	0			ws	3U1010+	GENEX	001-080	a
Time Code	Account Code Program-Budget-Pro	ject	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			132				10	12	10	8				4	10	12	8					12	12	6					8	10	10			
PP			10							2														2								6		
OP			4														2							2										
LEAVE	HOURS TAKEN (Enter	other leave	ypes	in b	lank	lines	as n	eces	sary	See	BPP	M Ch	apte	r 60.)				,	,				,								,	
Annual	Leave		4																		2							2						
Sick Le	ave		8											6															2					
Comp	Time Off																																	
Leave \	Without Pay				L															$oxed{oxed}$	$oxed{oxed}$			L	L	L			L		L			
Person	al Holiday																							L										
Holiday			16																		8				8									
	ement (Civil Svc./Col. Ba ily relationship in Comme																																	
Note fam	ncy Leave (AP) ily relationship in Comme	ents.			L													L		$oxed{oxed}$	$oxed{oxed}$			L	L	L					$oxed{oxed}$			
Shared	Leave				L															L	L					L					\perp			
					L															$oxed{oxed}$						L					\perp			
TOTAL	HOURS		174				10	12	10	10				10	10	12	10				10	12	12	10				10	10	10	10	6		
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED																																	
BALANCES Annual Leave Sick Leave Shared Leave Comp Time Comments																																		
Previo	ous Balances		100.00		2	52.0	0									day fe /4 - o		_									ıy ı	ched	ule - 1	Mon	Thur	s. 4 -	10's	
Subtra	act Hours Used		4.00			8.0	0									/11 - /18 - :			-		_					_	me an	d one	-half					
	act Donated Hours														k of l														e-half,	- wor	ked o	n reg.	sche	huled
Add Ho or Rec	ours Earned eived		9.33			8.0	0							_		at this	is an	accur	ate rej	port o	f my w	ork		loyee	's Si	gnatı	ire							Date
Сигге	nt Balance		105.33	1	2	52.0	0									or's S							X	Date	Adr	ninist	rative	Appr	oval					Date
Admir	nistrative Correction	n									x																							

OVERTIME-ELIGIBLE EMPLOYEES

The maximum annual leave balance is 240 hours for civil service and 352 hours for AP.
 See WAC 357-31-215 for exceptions.
 Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

WSU ID NO. NAME LAST, FIRST, AND MIDDLE MAIL CODE EMPLOYING DEPARTMENT EMPLOYEE TYPE 123456789 Miller Mark 1234 Human Resource Services Collective Bargaining:																																		
1	23456789	Mille	er, Mark											34		Hum	an R	esou	rce S	Servi	ces				_ ^	_	nnual	•	IXI	rvice:	ľ	_	: Barga :mate	ining:
MONTH	1	YEAR	TITL	E								TI	TLE C	ODE	9	% FT	E	Ti	ERM (vice)			7	\mathbf{H}	ademi	c	X		ŀ	_	eduled	1
N	Vovember	20	09 Ag	Rese	earch	Tec	hnol	ogist	3			\perp	57	0G		5	50				12	Mo	onths			St	ımmer				[Nor	sched	uled
	WORKED																										FMP	08/21/	08	WS	3U1010-	GENEX	001-000	8
Time Base Code	Account Code Program-Budget-Pro	ect	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP			66		4	4	2	6	2			8	8						8	8	4					4	4				L		4	
OP			39						2	5					4	4					6	8	6								4			
PP			5											3									2											
				L																														
LEAVE	HOURS TAKEN (Enter	other leave	type	s in b	lank	lines	as n	eces	sary	. See	BPP	M CI	napte	r 60.)		_								_	_		_	_		_	_	_
Annual	Leave		4	L		L		L	L	L			L		L		L	L		L				L		L		4	$oxed{oxed}$		L			
Sick Le	ave		2	L	┖	┖	2	┖					L	L	L	$oxed{oxed}$	L			L	L								L	L	L			
Comp 1	Time Off			L						L					L		L												L		L			
Leave V	Nithout Pay			L	┖	┖	L	┖		L	$oxed{oxed}$	L	L	L	L	┖	L	L	L	L	┖			L	L			┖	╙	L	L	L		L
Persona	al Holiday			L											L																L			
Holiday	,		12	L	$oxed{oxed}$	┖		┖	L	L	$oxed{oxed}$		L	4	L	$oxed{oxed}$	L	L		L	┖			L					4	4	L			$oxed{oxed}$
Note fami	ment (Civil Svc./Col. Ba ly relationship in Comme			L											L																L			
	ncy Leave (AP) ly relationship in Comme	nts.		L	\perp	$oxed{oxed}$		┖	L	L			L		L	$oxed{oxed}$	┖	L		L	$oxed{oxed}$			L		L			$oxed{oxed}$	L	$oxed{oxed}$			
Shared	Leave			L														L																
				L	╙	L		L	L	L					L		L	L						L					┖		\perp			
TOTAL	HOURS		128	L	4	4	4	6	4	5		8	8	7	4	4			8	8	10	8	8			4	4	4	4	4	4		4	
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
COMP	TIME EARNED				\perp			L			L												\perp											
BALANCES Annual Leave Sick Leave Shared Leave Comp Time Comments Servicus Releases 60.00 100.00 week of 11/2 - OT at straight time, did not work over 40 hrs																																		
Previo	ous Balances		60.0	0	1	00.0	00																					on a	holi	dav	strai	aht t	ime	
Subtra	act Hours Used		4.00)		2.0	0							11/	12 &	է 11/	13															_	mic	
Subtra	act Donated Hours																16 - (23 - (en tii	me a	nd or	ne-ha	alf		
Add Ho or Reco	ours Earned elved		5.0)		4.0	0							-			Is an			_		_	Emp											Date
Curre	nt Balance		61.0	0	1	02.0	00										Signat						X	Date	Adn	ninist	rative	App	roval		_			Date
Admin	nistrative Correction	n						x																										



	INGTON STATE
AC	UNIVERSITY

Common Time Reporting Errors

- Employees must be in FULL pay status the work shift before a holiday to receive holiday pay.
- Calculate appropriate accruals for civil service.
- Carry forward correct leave balances.
- Simple addition and subtraction errors.

Common Time Reporting Errors

- Time/Leave Report must be completed in ink.
- Signatures and dates on all time/leave reports. All changes/corrections must be initialed.
- LWOP must be submitted to HRS for processing.
- Bereavement Leave: note relationship in comment box of time report

4	ш

Additional Information & Resources

- Department of Labor
 - www.dol.gov/fairpay
- Department of Labor & Industries
 - www.lni.wa.gov
- Human Resource Services
 - www.hrs.wsu.edu



Contact Information

Human Resource Services 335-4521
Lisa Neal, Assistant Director 335-3037
Classified Services
Candy Hachmann (A-K) 335-8533
Sally Wickizer (L-Z) 335-1293
Administrative Professional
Emily Vander Zanden 335-9417
Faculty
Lori Miller 335-3121

