



Time Report Training

Presented by:
Human Resource Services

WASHINGTON STATE UNIVERSITY

Revised April 2015

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.

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

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

Accrual Chart with LWOP

Continuous Employment Date: 10/14/06
 Initial Hire Date: 10/14/06
 Employee had LWOP 1/5/08-3/7/08 and 10/2/09-11/7/09

DATE:	RATE:	MONTHS COMPLETED SERVICE:
10/06	8.00	0
10/07	8.67	12
*LWOP 1/5/08-3/7/08 - defer 2 months		
12/08	9.33	24
*LWOP 10/2/09-11/7/09 - defer 1 month		
1/10	9.33	36
1/11	10.00	48
1/12	10.00	60
1/13	10.00	72
1/14	10.67	84
1/15	10.67	96
1/16	10.67	108
1/17	11.33	120
1/18	12.00	132
1/19	12.67	144
1/20	13.33	156
1/21	14.00	168
1/22	14.67	180

TIME REPORT

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.

- The maximum compensatory time balance for civil service is 240 hours.
- Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 123456789	NAME LAST, FIRST, AND MIDDLE White, Susan		MAIL CODE 1410	EMPLOYING DEPARTMENT Vet Clinical Sciences		EMPLOYEE TYPE		
MONTH April	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100J	% FTE 100	TERM (Basis of Service) 12 Months	AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled

HOURS WORKED

LINE Code	Account Code Program-Budget-Project	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		85															8	8			8	6	8	8	4			3	8	8	8	8	

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																			
Sick Leave																																			
Comp Time Off																																			
Leave Without Pay	91	8	8		8	8	8	8	8	8		8	8	8							2			4			5								
Personal Holiday																																			
Holiday																																			
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																			
Emergency Leave (AP) Note family relationship in Comments.																																			
Shared Leave																																			
TOTAL HOURS	176	8	8		8	8	8	8	8	8		8	8	8	8	8					8	8	8	8	8			8	8	8	8	8			

COMP TIME EARNED	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				

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	0.00	0.00			Less than 11 FULL days of leave without pay for April - accruals earned
Subtract Hours Used					
Subtract Donated Hours					
Add Hours Earned or Received	8.00	8.00			I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Current Balance	8.00	8.00			Supervisor's Signature Date Administrative Approval Date
Administrative Correction					X X

**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)

**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

**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 $10/22 = .454 \times 14.67 \times 100\% = 6.67$ 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

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

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

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)

TIME REPORT
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.

- The maximum compensatory time balance for civil service is 240 hours.
- Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 123456788	NAME LAST, FIRST, AND MIDDLE Black, Jane		MAIL CODE 1410	EMPLOYING DEPARTMENT Vet Clinical Sciences		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Civil Service: <input type="checkbox"/> Collective Bargaining: <input type="checkbox"/> Alternate	
MONTH February	YEAR 2010	TITLE Animal Tech 2	TITLE CODE 525F	% FTE 100	TERM (Basis of Service) 12 Months		<input type="checkbox"/> Academic <input type="checkbox"/> Scheduled <input type="checkbox"/> Summer <input type="checkbox"/> Nonscheduled

HOURS WORKED FMP 06-25-10 WSU1010-GENEX001-0808

Time Code	Account Code Program-Budget-Project	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															9	9	8	9	5			8		9	9	9					

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																
Sick Leave	5																							5								
Comp Time Off																																
Leave Without Pay																																
Personal Holiday																																
Holiday																																
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																
Emergency Leave (AP) Note family relationship in Comments.																																
Shared Leave																																
TOTAL HOURS	40																9	9	8	9	5											

COMP TIME EARNED																																
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BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	45.00	32.00			Work Schedule - Mon-Fri, 8 hrs/day
Subtract Hours Used		5.00			Temporary schedule change week of 2/14-2/20 & 2/22-2/26
Subtract Donated Hours					
Add Hours Earned or Received	8.67	8.00			I certify that this is an accurate report of my work and leave. Employee's Signature _____ Date _____
Current Balance	53.67	35.00			Supervisor's Signature _____ Date _____ Administrative Approval _____ Date _____
Administrative Correction					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.

John Black
 Program Assistant – 107M
 College of Education, Zip 2114

100%FTE, 12 month
 Working 5 – 8 hour days
 Monday – Friday

Annual leave balance – 156 hrs – earning 10
 Sick leave balance – 200 hrs

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 9 Hours worked	1 8 Hours worked	2 10 Hours worked	3 8 Hours worked	4 8 Hours worked	5
6 5 Hours worked	7 8 Hours worked	8 6 Hours worked 2 Hours Sick Leave	9 8 Hours worked	10 9 Hours worked	11 8 Hours worked	12
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	22 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

TIME REPORT

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.

- The maximum compensatory time balance for civil service is 240 hours. Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 1122445	NAME LAST, FIRST, AND MIDDLE Black, John		MAIL CODE 2114	EMPLOYING DEPARTMENT College of Education		EMPLOYEE TYPE		
MONTH December	YEAR 2009	TITLE Program Assistant	TITLE CODE 107M	% FTE 100	TERM (Basis of Service) 12 Months	AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled

HOURS WORKED

FMP 06-25-10

WSU1010-GENEX001-0808

LINE CODE	Account Code Program-Budget-Project	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				3																											

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																	
Sick Leave																																	
Comp Time Off																																	
Leave Without Pay																																	
Personal Holiday																																	
Holiday																																	
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																	
Emergency Leave (AP) Note family relationship in Comments.																																	
Shared Leave																																	
TOTAL HOURS		34	8	10	8	8																											

COMP TIME EARNED	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	
4.5				4.5																												

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	156.00	200.00			WEEK 1 - November 29-December 5 total hours for the week = 43 *employee worked 9 hrs. on 11/30
Subtract Hours Used					
Subtract Donated Hours					3 hours earned at time and on-half - comp. time (PC) additional 3 hrs. recorded on PC line, 3 x 1.5 = 4.5 hrs. recorded on comp time earned line
Add Hours Earned or Received	10.00	8.00		4.50	I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Current Balance	166.00	208.00		4.50	Supervisor's Signature Date Administrative Approval Date
Administrative Correction					X X

TIME REPORT

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.
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- The maximum compensatory time balance for civil service is 240 hours. Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 11122445	NAME LAST, FIRST, AND MIDDLE Black, John		MAIL CODE 2114	EMPLOYING DEPARTMENT College of Education		EMPLOYEE TYPE		
MONTH December	YEAR 2009	TITLE Program Assistant	TITLE CODE 107M	% FTE 100	TERM (Basis of Service) 12 Months	AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled

HOURS WORKED

TIME CODE	Account Code Program-Budget-Project	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										1																					

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																
Sick Leave	2									2																						
Comp Time Off																																
Leave Without Pay																																
Personal Holiday																																
Holiday																																
Bereavement (Civil Svc/Col. Bar. Unit) Note family relationship in Comments.																																
Emergency Leave (AP) Note family relationship in Comments.																																
Shared Leave																																
TOTAL HOURS	46							5	8	8	8	9	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	7.5						7.5																									

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	156.00	200.00			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) record 5 hrs. on PC line and 7.5 on comp. time earned line 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
Subtract Hours Used		2.00			
Subtract Donated Hours					
Add Hours Earned or Received	10.00	8.00		7.50	I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Current Balance	166.00	206.00		7.50	Supervisor's Signature Date Administrative Approval Date
Administrative Correction					X 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	Saturday
					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

TIME REPORT

OVERTIME-ELIGIBLE EMPLOYEES

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WSU ID NO. 99955444	NAME LAST, FIRST, AND MIDDLE Jones, Betty	MAIL CODE 1035	EMPLOYING DEPARTMENT Registrar's Office	EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% FTE 100	TERM (Basis of Service) 12 Months	

HOURS WORKED

TIME Code	Account Code Program-Budget-Project	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																																		
OP																																		
PC																																		

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																		
Sick Leave																																		
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Emergency Leave (AP) Note family relationship in Comments.																																		
Shared Leave																																		
TOTAL HOURS																																		

COMP TIME EARNED	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			

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	100.00	252.00			WEEK 1 -December 27-January 2nd employee schedule - Mon-Thurs 4 - 10's
Subtract Hours Used					1/1 holiday fell on reg. scheduled day off - 8 hrs. to be used on another day
Subtract Donated Hours					
Add Hours Earned or Received	9.33	8.00			I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Current Balance	109.33	260.00			Supervisor's Signature Date Administrative Approval Date
Administrative Correction					X X

TIME REPORT

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WSU ID NO. 99955444	NAME LAST, FIRST, AND MIDDLE Jones, Betty	MAIL CODE 1035	EMPLOYING DEPARTMENT Registrar's Office	EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Summer Civil Service: <input checked="" type="checkbox"/> Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled	
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% FTE 100	TERM (Basis of Service) 12 Months

HOURS WORKED

Time Code	Account Code Program-Budget-Project	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																								
PP		2							2																								

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																
Sick Leave																																
Comp Time Off																																
Leave Without Pay																																
Personal Holiday																																
Holiday																																
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																
Emergency Leave (AP) Note family relationship in Comments.																																
Shared Leave																																
TOTAL HOURS		42				10	12	10	10																							

COMP TIME EARNED																																
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BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	100.00	252.00			WEEK 2 - January 3-9 schedule - Mon-Thurs 4 - 10's total hours for the week = 42 2 hours earned at time and one-half (PP) - send to payroll for processing - actual hours worked recorded and payroll will pay PP at time and one-half.
Subtract Hours Used					
Subtract Donated Hours					
Add Hours Earned or Received	9.33	8.00			I certify that this is an accurate report of my work and leave. <input checked="" type="checkbox"/> Employee's Signature _____ Date _____
Current Balance	109.33	260.00			Supervisor's Signature _____ Date _____ Administrative Approval _____ Date _____
Administrative Correction					<input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____

TIME REPORT

OVERTIME-ELIGIBLE EMPLOYEES

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WSU ID NO. 99955444	NAME LAST, FIRST, AND MIDDLE Jones, Betty	MAIL CODE 1035	EMPLOYING DEPARTMENT Registrar's Office	EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% FTE 100	TERM (Basis of Service) 12 Months	

HOURS WORKED

FMP 06-25-10

WSU1010-GENEX001-0808

TIME BASE CODE	Account Code Program-Budget-Project	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											4	10	12	8					4	10	12	10										
PP																																		
OP		2														2																		

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																			
Sick Leave													6								4														
Comp Time Off																																			
Leave Without Pay																																			
Personal Holiday																																			
Holiday																																			
Bereavement (Civil Svc/Col. Bar. Unit) Note family relationship in Comments.																																			
Emergency Leave (AP) Note family relationship in Comments.																																			
Shared Leave																																			
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																																			
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	100.00	252.00			WEEK 3 -January 10-16 employee schedule - Mon-Thurs 4 - 10's
Subtract Hours Used					2 hours of overtime earned at straight time due to leave usage on 1/11- record as OP and send to payroll for payment OR temp schedule change and adjust SL usage.
Subtract Donated Hours					
Add Hours Earned or Received	9.33	8.00			I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Current Balance					Supervisor's Signature Date Administrative Approval Date
Administrative Correction					X X

TIME REPORT

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.

- The maximum compensatory time balance for civil service is 240 hours. Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 99955444	NAME LAST, FIRST, AND MIDDLE Jones, Betty	MAIL CODE 1035	EMPLOYING DEPARTMENT Registrar's Office	EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% FTE 100	TERM (Basis of Service) 12 Months	

HOURS WORKED

Time Code	Account Code Program-Budget-Project	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																				12	12	6									
PP		2																					2										
OP		2																					2										

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave	2																					2													
Sick Leave																																			
Comp Time Off																																			
Leave Without Pay																																			
Personal Holiday																																			
Holiday	8																					8													
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																			
Emergency Leave (AP) Note family relationship in Comments.																																			
Shared Leave																																			
TOTAL HOURS	44																					10	12	12	10										

COMP TIME EARNED	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				

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments								
Previous Balances	100.00	252.00			WEEK 4 - January 17-23 schedule - Mon-Thurs 4 - 10's total hours for the week = 44 2 hours of overtime earned at straight time (OP) due to leave usage 2 hours of overtime earned and time and one-half (PP) - over 40 hrs. worked (including holiday) send to payroll for payment								
Subtract Hours Used	2.00												
Subtract Donated Hours													
Add Hours Earned or Received	9.33	8.00			I certify that this is an accurate report of my work and leave. <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Employee's Signature</td> <td style="text-align: right;">Date</td> </tr> <tr> <td style="text-align: right;">X</td> <td style="text-align: right;">X</td> </tr> </table>	Employee's Signature	Date	X	X				
Employee's Signature	Date												
X	X												
Current Balance	107.33	260.00			<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Supervisor's Signature</td> <td style="text-align: right;">Date</td> <td style="text-align: right;">Administrative Approval</td> <td style="text-align: right;">Date</td> </tr> <tr> <td style="text-align: right;">X</td> <td style="text-align: right;">X</td> <td style="text-align: right;">X</td> <td style="text-align: right;">X</td> </tr> </table>	Supervisor's Signature	Date	Administrative Approval	Date	X	X	X	X
Supervisor's Signature	Date	Administrative Approval	Date										
X	X	X	X										
Administrative Correction													

TIME REPORT

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.

- The maximum compensatory time balance for civil service is 240 hours.
- Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 99955444	NAME LAST, FIRST, AND MIDDLE Jones, Betty	MAIL CODE 1035	EMPLOYING DEPARTMENT Registrar's Office	EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% FTE 100	TERM (Basis of Service) 12 Months	

HOURS WORKED

TIME BASE CODE	Account Code Program-Budget-Project	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		28																										8	10	10			
PP		6																													6		
OP																																	

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave	2																											2						
Sick Leave	2																											2						
Comp Time Off																																		
Leave Without Pay																																		
Personal Holiday																																		
Holiday	8																										8							
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																		
Emergency Leave (AP) Note family relationship in Comments.																																		
Shared Leave																																		
TOTAL HOURS	46																											10	10	10	10	6		

COMP TIME EARNED	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		

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	100.00	252.00			WEEK 5 - January 24-30 schedule - Mon-Thurs 4 - 10's total hours for the week = 46 1/25 - using holiday from 1/1- using 2 hrs. of annual leave to account for schedule 6 hrs. of overtime at time and one-half earned 1/29 - regular scheduled day off- send to payroll for payment
Subtract Hours Used	2.00	2.00			
Subtract Donated Hours					
Add Hours Earned or Received	9.33	8.00			I certify that this is an accurate report of my work and leave. Employee's Signature
Current Balance	107.33	258.00			X
Administrative Correction					Supervisor's Signature Date Administrative Approval Date
					X

TIME REPORT

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.

- The maximum compensatory time balance for civil service is 240 hours.
- Enter dates of Family Medical Leave in Comments; see back for routing.

WSU ID NO. 99955444	NAME LAST, FIRST, AND MIDDLE Jones, Betty	MAIL CODE 1035	EMPLOYING DEPARTMENT Registrar's Office	EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input checked="" type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% FTE 100	TERM (Basis of Service) 12 Months	

HOURS WORKED

LINE CODE	Account Code Program-Budget-Project	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 types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave	4																				2							2						
Sick Leave	8											6																2						
Comp Time Off																																		
Leave Without Pay																																		
Personal Holiday																																		
Holiday	16																				8							8						
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																		
Emergency Leave (AP) Note family relationship in Comments.																																		
Shared Leave																																		
TOTAL HOURS	174				10	12	10	10				10	10	12	10						10	12	12	10				10	10	10	10	6		

COMP TIME EARNED	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		

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	100.00	252.00			1/1 - holiday fell on reg. sched. day off - 8 hrs. to be used on another day schedule - Mon.-Thurs. 4 - 10's
Subtract Hours Used	4.00	8.00			week of 1/4 - overtime at time and one-half - worked over 40 hours
Subtract Donated Hours					week of 1/11 - overtime to be paid at straight time due to leave usage
Add Hours Earned or Received	9.33	8.00			week of 1/18 - 2 hrs. overtime to be paid at straight time and 2 hrs. at time and one-half
Current Balance	105.33	252.00			week of 1/25 - using holiday from 1/1 on 1/25 - overtime to be paid at time and one-half, - worked on reg. scheduled day off
Administrative Correction					
					I certify that this is an accurate report of my work and leave. X
				Employee's Signature	Date
				X	
			Supervisor's Signature	Date	Administrative Approval
			X		X

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

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



This has been a WSU Training Videoconference

If you wish to have your attendance documented in your training history, please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu
