



Time Report Training

Presented by:
Human Resource Services


Revised September 2017





Today's Objectives

- Review Time/Leave Processes
- Discuss Department Responsibility for Time/Leave Reporting



HRS has increased communication with areas that have repeated errors processing time/leave reports and notify Appointing Authorities, Deans and Vice Presidents of concerns.

HRS notifies 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 & Procedures Manual (BPPM)
- Revised Code of Washington (RCW)

Department Responsibility

- Employees are required to complete a monthly time or leave report.
 - Time Report – records attendance, leave, and overtime for overtime-eligible employees (civil service, bargaining unit, AP and Faculty)
 - Leave Report – records leave activity for Faculty and AP employees who are ineligible to earn overtime.

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
- Upon separation from WSU, department submits original time/leave reports to HRS for official audit



**Annual Leave and Sick Leave Accruals
Civil Service Employees**

- New CS & BU employees hired 1-15th of month earn full accruals at FTE rate. If hired 16th to end of month, do NOT earn accruals
- CS & BU 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 use AL & SL during probationary period
- Employees may use Personal Holiday during probationary period (BU employees should check the appropriate contract)

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

Year <i>Effective July 1, 2017</i>	Accrual Per Year	Accrual Per Month
1-2 years (of continuous state employment)	14 days	9.33 hrs
3 years (of continuous state employment)	15 days	10.00 hrs
4 years (of continuous state employment)	16 days	10.67 hrs
5-6 years (of total state employment)	17 days	11.33 hrs
7-9 years (of total state employment)	18 days	12.00 hrs
10-14 years (of total state employment)	20 days	13.33 hrs
15-19 years (of total state employment)	22 days	14.67 hrs
20-24 (of total state employment)	24 days	16.00 hrs
25 and longer (of total state employment)	25 days	16.67 hrs



**Historical 7/1/05 – 6/30/17
Civil Service Annual Leave Accrual Rates
for Full-Time Employees**

Year <i>July 1, 2005 – June 30, 2017</i>	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
Initial Hire 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**

- When 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.



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

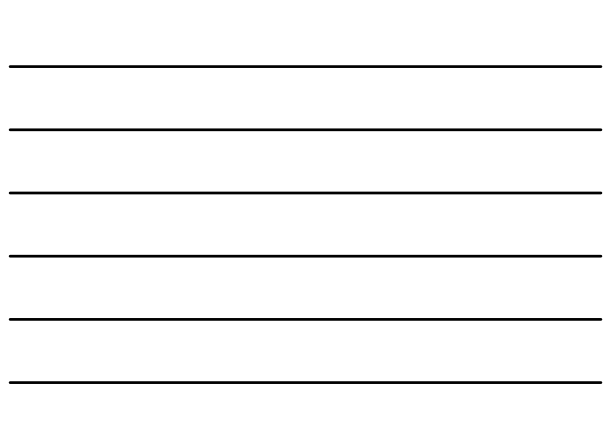
DATE:	RATE:	MONTHS COMPLETED SERVICE:
10/06	8.00	0
10/07	8.67	12
*LWOP 1/5/08-3/7/08 - defer 2 months		
12/08	9.33	24
*LWOP 10/2/09-11/7/09 - defer 1 month		
1/10	9.33	36
1/11	10.00	48
1/12	10.00	60
1/13	10.00	72
1/14	10.67	84
1/15	10.67	96
1/16	10.67	108
1/17	11.33	120
1/18	12.00	132
1/19	12.67	144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



EMPLOYEE INFORMATION		EMPLOYEE TYPE	
NAME	LAST, FIRST, AND MIDDLE	EMPLOYEE TYPE	CLASSIFICATION
123456789	John, George	1410	Non-Clinical Sciences
MONTH	YEAR	TITLE	MONTHS OF SERVICE
March	2016	Office Assistant 2	12
LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See SRPM Chapter 08.)			
Annual Leave	8	0	
Sick Leave	8	0	
Comp Time Off		0	
Leave Without Pay	00	0	
Personal Holiday		0	
Holiday		0	
Unpaid Leave		0	
Other Leave		0	
TOTAL HOURS	164	0	
COMP TIME EARNED			
Annual Leave	8.00	8.00	
Sick Leave	8.00	8.00	
Comp Time Off			
Leave Without Pay	0.00	0.00	
Personal Holiday			
Holiday			
Unpaid Leave			
Other Leave			
TOTAL HOURS EARNED	16.00	16.00	
Comments: 11 or more FULL days of leave without pay - an accrual earned			
Supervisor's Signature		Date	
[Signature]		[Date]	
State Administrator Approval		Date	
[Signature]		[Date]	



EMPLOYEE INFORMATION		EMPLOYEE TYPE	
NAME	LAST, FIRST, AND MIDDLE	EMPLOYEE TYPE	CLASSIFICATION
123456789	John, George	1410	Non-Clinical Sciences
MONTH	YEAR	TITLE	MONTHS OF SERVICE
April	2016	Office Assistant 2	13
LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See SRPM Chapter 08.)			
Annual Leave	8	0	
Sick Leave	8	0	
Comp Time Off		0	
Leave Without Pay	01	0	
Personal Holiday		0	
Holiday		0	
Unpaid Leave		0	
Other Leave		0	
TOTAL HOURS	176	0	
COMP TIME EARNED			
Annual Leave	8.00	8.00	
Sick Leave	8.00	8.00	
Comp Time Off			
Leave Without Pay	0.00	0.00	
Personal Holiday			
Holiday			
Unpaid Leave			
Other Leave			
TOTAL HOURS EARNED	16.00	16.00	
Comments: Less than 11 FULL days of leave without pay the April - accruals extend			
Supervisor's Signature		Date	
[Signature]		[Date]	
State Administrator Approval		Date	
[Signature]		[Date]	



**Leave Accruals
AP and Faculty Employees**

- AP on full-time appointments earn 8 hours SL and 16.67 AL per month
- Faculty* on full-time appointments earn 8 hours SL and 16.67 AL per month
- Faculty & AP less than full-time accrue leave at their FTE rate (50% FTE = 4 hrs SL, 8.34 AL)
- Annual Leave accrual rate increased to 16.67 hours (from previous rate of 14.67) effective September 1, 2017
- **Accrual increase for Faculty pending Faculty Senate approval. Expected early September 2017*

**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 and SL
- Faculty on academic appointments (at least a semester) earn SL only.

**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 16.67 x FTE = AL accrual

Example: 100% FTE employee works 10 days out of 22 possible in the month $10/22 = .454 \times 16.67 \times 100\% = 7.58$ 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 31) 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.

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

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

What Constitutes Overtime for Overtime-Eligible AP and Faculty

Overtime-eligible AP and Faculty

- Overtime is work in excess of 40 hours in one work week
- Work on a holiday is NOT considered overtime but hours worked count towards total hours in the work week
- Work on a schedule day off is NOT considered overtime but hours worked count towards total hours in the work week

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.
- **Work on Scheduled Day Off:** CS/BU - Full-time employees assigned to work on a scheduled day off earn overtime (PP or PC);
- **Work on a Holiday:** CS/BU Earn overtime (PP/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 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)

Inclement Weather (BPPM 50.40 & 60.40)

- During inclement weather, employees may use the following types of leave:
 - Accrued annual leave
 - Accrued compensatory time
 - Personal holiday (full day only)
 - Sick leave (after all other leaves are exhausted, up to 3 days maximum in a calendar year)
 - Leave without pay

<http://hrs.wsu.edu/resources/inclement-weather/>

Suspended Operations (BPPM 50.40 & 60.40)

- Emergencies forcing a declaration of suspended operations may occur and affect all or part of an instructional day.
- Employees *required* to work during suspended operations receive their regular rate of pay.
- Employees *not required* to work must account for the hours by:
 - Accrued annual leave
 - Accrued compensatory time (if overtime-eligible)
 - Personal holiday (full-day only)
 - Sick leave (after all other leaves are exhausted, up to 3 days maximum in a calendar year)
 - Leave Without Pay
 - Be given opportunity reschedule work time lost. Must be rescheduled and worked within the workweek

<http://hrs.wsu.edu/resources/inclement-weather/>

December Holiday Reduced Operations

- Most university operations and services will be unavailable during this time.
- Departments are encouraged to be flexible determining schedules. If employees request to work and work is available, managers may approve. Final determinations are made by manager.
- Employees not working must account for time by:
 - Accrued annual leave
 - Accrued compensatory time
 - Personal holiday (full day only)
 - Leave without pay

<http://hrs.wsu.edu/resources/december-holiday-reduced-operations/>

Betty Jones
Office Assistant 2 - 1001
Register Office, Zip 1011

10/1/2009, 12 month
Working 4-10 hours days
Monday - Thursday

Annual leave balance - 192 hrs - remaining 9.31
Sick leave balance - 232 hrs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Holiday	
	10 Hours Worked	12 Hours Worked	10 Hours Worked	10 Hours Worked		
	4 Hours Worked 4 Hours Sick Leave	10 Hours Worked	12 Hours Worked	10 Hours Worked		
	Holiday	12 Hours Worked	12 Hours Worked	10 Hours Worked		
	Using Holiday From 1/1	8 Hours Worked 2 Hours Sick Leave	10 Hours Worked	10 Hours Worked	4 Hours Worked	

Using annual leave to account for schedule on holidays
Overtime at time and one-half to be paid.

REG/CLNO: 09015444 MONTH: JANUARY EMPLOYEE: 1001 OFFICE: Office Assistant 2	NAME: Jones, Betty LAST: JONES FIRST: BETTY MIDDLE: JONES TITLE: Office Assistant 2	DATE CODE: 1011 REG/CLNO: 1001 EMPLOYING DEPARTMENT: Register's Office DATE CODE: 100 SERIES: 100 TIME: 12 Months	EMPLOYEE TYPE: 01 CLASSIFICATION: 02 SCHEDULE: 01 JOB CODE: 0000 JOB TITLE: 0000																																																																																																	
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REG/CLNO: 09015444 MONTH: JANUARY EMPLOYEE: 1001 OFFICE: Office Assistant 2	NAME: Jones, Betty LAST: JONES FIRST: BETTY MIDDLE: JONES TITLE: Office Assistant 2	DATE CODE: 1011 REG/CLNO: 1001 EMPLOYING DEPARTMENT: Register's Office DATE CODE: 100 SERIES: 100 TIME: 12 Months	EMPLOYEE TYPE: 01 CLASSIFICATION: 02 SCHEDULE: 01 JOB CODE: 0000 JOB TITLE: 0000																																																																																																
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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

J.R. Salo 335-3163

Faculty

Emily Vander Zanden 335-9417



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
