



Time Report Training

Presented by:
Human Resource Services


Revised April 2016






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 AL accruals but earn SL accruals prorated to hours worked.
- CS & BU Employee separating 1-15th, do NOT earn AL accruals but earn SL accruals prorated to hours worked; 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
*7/17	13.33	New rates
10/17	13.33	132
10/18	13.33	144
10/19	13.33	156
10/20	14.67	168



Annual 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 for that month, and
 - their AL accrual rate increase will be deferred by one month.



Sick Leave Accruals Civil Service Employees - LWOP

- When an *overtime eligible* employee has LWOP **exceeding** 80 hours in the month (prorated for part-time), sick leave must be prorated based on the number of hours in pay status for the month. WAC 357-31-121
- When an *overtime exempt* employee has LWOP **exceeding** 80 hours in the month (prorated for part-time), they **do not** earn sick leave. WAC 357-31-121

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
*7/17	13.33	New rates
1/18	13.33	132
1/19	13.33	144
1/20	13.33	156
1/21	14.67	168

TIME REPORT

OVERTIME-ELIGIBLE EMPLOYEE!

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

- The maximum compensatory time balance for civil service is 240 hours.
- Enter dates of Family Medical Leave in Comments; see 60.60 for routing.

April 2018


WSU ID NO. 11111111	NAME LAST, FIRST, AND MIDDLE Coug, Ima		MAIL CODE 3160	EMPLOYING DEPARTMENT Human Resource Services		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual Academic <input type="checkbox"/> Summer Faculty: <input type="checkbox"/> Annual Academic <input type="checkbox"/> Summer Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Nonscheduled Civil Service: <input checked="" type="checkbox"/>	
MONTH January	YEAR 2018	TITLE Office Assistant 3	TITLE CODE 100J	% FTE 100	TERM (Basis of Service) 12 Months		

HOURS WORKED		60.60.33 (Mac) Excel-Rev 10-1																												WSU1126-GENEX007-1016				
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		78.00		8.00	8.00	8.00				4.00	4.00	4.00	4.00	4.00			2.00	3.00	5.00	8.00	8.00												8.00	

LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)																																				
Annual Leave																																				
Sick Leave	8.00					8.00																														
Comp Time Off																																				
Leave Without Pay	90.00								4.00	4.00	4.00	4.00	4.00			6.00	5.00	3.00					8.00	8.00	8.00	8.00	8.00			8.00	8.00					
Personal Holiday																																				
Holiday	8.00	8.00																																		
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																				
Emergency Leave (AP) Note family relationship in Comments.																																				
Shared Leave																																				
TOTAL HOURS	184.00	8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00		


COMP TIME EARNED																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BALANCES	Annual Leave *	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	10.67	8.00			
Subtract Hours Used		8.00			**Employee will earn full annual leave since 10 or less full days of LWOP.
Subtract Donated Hours					**Sick leave will be pro-rated since over 80 hours LWOP. 94/184 x 8 = 4.09
Add Hours Earned or Received	10.67	4.09			I certify that this is an accurate report of my leave hours. Employee's Signature _____ Date _____
Current Balance	21.34	4.09			Supervisor's Signature _____ Date _____ Administrative Approval _____ Date _____
Administrative Correction					X _____ X _____




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




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=.454x16.67x100%=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)

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 Appendix A.

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 checked="" type="checkbox"/> Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled	
MONTH February	YEAR 2010	TITLE Animal Tech 2	TITLE CODE 525F	% 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		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											


		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	45.00	32.00			Work Schedule - Mon-Fri, 8 hrs/day Temporary schedule change week of 2/14-2/20 & 2/22-2/26
Subtract Hours Used		5.00			
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.
Current Balance	53.67	35.00			Employee's Signature X Date
Administrative Correction					Supervisor's Signature X Date Administrative Approval X Date




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.



Temporary Hourly Appointments

- WSU employees who hold a temp/hourly position in addition to their primary appointment must be compensated accordingly.
 - Full-time, OT-eligible employees 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.




Paid Sick Leave for Hourly Employees

RCW 49.46.020(4), BPPM 60.43

Beginning January 1, 2018, every employer in the state of Washington must provide to each of its employees paid sick leave (PSL) as provided in RCW 49.29.400 and 49.46.210.


- Paid sick leave shall accrue at 1 hour for every 40 hours worked (across WSU, not department/unit)
- PSL is calculated and paid through Positive Pay system
- Employee receives PSL at their normal hourly rate; department budget funds the PSL
- Unused PSL of 40 hours or less must be carried over to the following year
- Work-study students are eligible to earn PSL; work-study funds can't be used for payment of PSL
- Employees rehired within 12 months of separation must have their accrued, unused PSL restored



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/>

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

April 2018

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 Appendix A.

WSU ID NO. 1122445	NAME LAST, FIRST, AND MIDDLE Black, John		MAIL CODE 2114	EMPLOYING DEPARTMENT College of Education		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Civil Service: <input type="checkbox"/> Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled	
MONTH December	YEAR 2009	TITLE Program Assistant	TITLE CODE 107M	% 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		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	4.5				4.5																											
-------------------------	-----	--	--	--	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

Date

Date

Date

Date

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 Appendix A.

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

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 I certify that this is an accurate report of my work and leave.
Subtract Hours Used		2.00			
Subtract Donated Hours					
Add Hours Earned or Received	10.00	8.00		7.50	
Current Balance	166.00	206.00		7.50	Employee's Signature X Date Supervisor's Signature Date Administrative Approval X Date
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.

April 2018

WSU ID NO. 1122445	NAME LAST, FIRST, AND MIDDLE Black, John		MAIL CODE 2114	EMPLOYING DEPARTMENT College of Education		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input type="checkbox"/> Civil Service: <input type="checkbox"/> Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Academic <input type="checkbox"/> Scheduled <input type="checkbox"/> Summer <input type="checkbox"/> Nonscheduled	
MONTH December	YEAR 2009	TITLE Program Assistant	TITLE CODE 107M	% 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		32														10	8	8	6				10	8	8	8							
OP		2																	2														

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

Annual Leave																				8							6						
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																10	8	8	8	8			10	8	8	8	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	pick leave	Shared Leave	Comp Time	Comments
Previous Balances	156.00	200.00			WEEK 3 - December 13-19
Subtract Hours Used					2 extra hours earned at straight time due to leave usage.
Subtract Donated Hours					Show 2 hours of OP on Thurs since leave was used on Fri- turn into payroll for payment.
Add Hours Earned or Received	10.00	8.00			OR Temp Schedule change and adjust AL usage.
Current Balance					I certify that this is an accurate report of my work and leave. Employee's Signature <input checked="" type="checkbox"/> Date
Administrative Correction					Supervisor's Signature <input checked="" type="checkbox"/> Date Administrative Approval <input checked="" type="checkbox"/> Date

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 Appendix A.

WSU ID NO. 11122445	NAME LAST, FIRST, AND MIDDLE Black, John		MAIL CODE 2114	EMPLOYING DEPARTMENT College of Education		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Civil Service: <input checked="" type="checkbox"/> Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled	
MONTH December	YEAR 2009	TITLE Program Assistant	TITLE CODE 107M	% 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		23																					10	7	6								
PC		7																							1	6							
OP		1																							1								

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

Annual Leave	1																							1									
Sick Leave																																	
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	48																							10	8	8	14	8					

COMP TIME EARNED	10.5																																
-------------------------	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	156.00	200.00			WEEK 4 - December 20-26 total hours for the week = 48
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
Subtract Donated Hours					other 1 hour 12/23 earned at time and one-half (PC)
Add Hours Earned or Received	10.00	8.00		10.50	6 hours worked on holiday earned at time and one-half (PC)
Current Balance	165.00	208.00		10.50	I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Administrative Correction					Supervisor's Signature X Date Administrative Approval X Date

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 April 2010 routing.

WSU ID NO. 11122445	NAME LAST, FIRST, AND MIDDLE Black, John		MAIL CODE 2114	EMPLOYING DEPARTMENT College of Education		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Civil Service: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled	
MONTH December	YEAR 2009	TITLE Program Assistant	TITLE CODE 107M	% 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		156	8	10	8	5			8	6	8	9	7			10	8	8	6				10	7	6					8	8	8	8
PC		15				3"		5"																	1	6							
OP		4											1"						2"						1								

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

Annual Leave	9																		8				1											
Sick Leave	2								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	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

COMP TIME EARNED	22.5				4.5	7.5																			1.5	9						
-------------------------	------	--	--	--	-----	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----	---	--	--	--	--	--	--

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	156.00	200.00			week of 12/1 - overtime at time and one-half - worked over 40 hours
Subtract Hours Used	9.00	2.00			week of 12/6 - overtime on 12/6 at time and one-half, reg. scheduled day off, 12/11 at straight time due to leave usage
Subtract Donated Hours					week of 12/14 - overtime at straight time due to leave usage
Add Hours Earned or Received	10.00	8.00		22.50	week of 12/21 - overtime on 12/23, 1 hr. straight time and 1 hr. time and one-half, 12/24 overtime at time and one half - working on holiday
Current Balance	157.00	206.00		22.50	I certify that this is an accurate report of my work and leave.
Administrative Correction					Employee's Signature X Date
					Supervisor's Signature Date Administrative Approval Date
					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

- 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 Appendix A.

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"/> 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																																	
OP																																	
PC																																	

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																																

		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 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. X Employee's Signature _____ Date _____
Current Balance	109.33	260.00			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 Appendix A.
- The maximum compensatory time balance for bargaining unit employees is 240 hours. Enter dates of Family Medical Leave in Comments; see Appendix A.

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"/> 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		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																								

		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 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.
Current Balance	109.33	260.00			Employee's Signature X
Administrative Correction					Supervisor's Signature X
					Date X
					Administrative Approval X
					Date

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	
MONTH January	YEAR 2010	TITLE Office Assistant 2	TITLE CODE 100I	% 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 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 _____ 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 Appendix A.

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"/> 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		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									

		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 4 - January 17-23 schedule - Mon-Thurs 4 - 10's total hours for the week = 44
Subtract Hours Used	2.00				2 hours of overtime earned at straight time (OP) due to leave usage
Subtract Donated Hours					2 hours of overtime earned and time and one-half (PP) - over 40 hrs. worked (including holiday) send to payroll for payment
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 _____ Date _____
Current Balance	107.33	260.00			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 April 2010 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 checked="" type="checkbox"/> 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	

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

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 Appendix A.

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"/> 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		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	

		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			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.
					Employee's Signature X Date
					Supervisor's Signature X Date Administrative Approval X Date

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.

April 2018

WSU ID NO. 123456789	NAME LAST, FIRST, AND MIDDLE Miller, Mark		MAIL CODE 1234	EMPLOYING DEPARTMENT Human Resource Services		EMPLOYEE TYPE AP: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Civil Service: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled	
MONTH November	YEAR 2009	TITLE Ag Research Technologist 3	TITLE CODE 570G	% FTE 50	TERM (Basis of Service) 12 Months		

HOURS WORKED

FMP 08/21/08

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		66		4	4	2	6	2			8	8						8	8	4					4	4						4	
OP		39						2	5					4	4					6	8	6								4			
PP		5											3									2											

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

Annual Leave	4																										4					
Sick Leave	2				2																											
Comp Time Off																																
Leave Without Pay																																
Personal Holiday																																
Holiday	12											4															4	4				
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																
Emergency Leave (AP) Note family relationship in Comments.																																
Shared Leave																																
TOTAL HOURS	128		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																															

BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances	60.00	100.00			week of 11/2 - OT at straight time, did not work over 40 hrs
Subtract Hours Used	4.00	2.00			week of 11/9 - OT at time and one-half on 11/11 due to work on a holiday, straight time 11/12 & 11/13
Subtract Donated Hours					week of 11/16 - OT at straight time until work over 40 hrs, then time and one-half
Add Hours Earned or Received	5.00	4.00			week of 11/23 - OT at straight time, did not work over 40 hrs
Current Balance	61.00	102.00			I certify that this is an accurate report of my work and leave. Employee's Signature X Date
Administrative Correction					Supervisor's Signature Date Administrative Approval Date 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, Director 335-3037

Classified Services

Lorelei Smith (A-K) 335-8533

Sally Wickizer (L-Z) 335-1293

Administrative Professional

Karen Wuestney (A-L) 335-3121

Jodel Krumm (M-Z) 335-5091

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
