TIME TRACKING JOB AID
OCEANOGRAPHY & INLANDBOATMEN'S UNION EMPLOYEES WORKING ON VESSELS

THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR OCEANOGRAPHY CLASSIFIED NON-UNION/PROFESSIONAL STAFF & INLAND BOATMEN'S UNION WORKERS WHO WORK ON OCEAN GOING VESSELS.

TIME ENTRY

- **Duration:** Workers enter total hours worked each day in time tracking.
- **Sea Work:** Workers will enter a time type of Sea Work to indicate hours worked at sea .
- **Submit:** Time should be entered on a daily basis and submitted weekly or at the end of a pay period.
- **Time off used:** Can be entered through Time Tracking or the absence calendar.
- **Rounding .25**: Hours must be entered in increments of .25.
  Example: A worker could enter 7, 7.25, 7.5, 7.75 or 8 hours. Workday will not allow other decimals, such as 7.65.

Worktags: Allow you to assign additional data elements to hours worked.
- **Cost Center**: Use this to cost a time block.
- **Comp Time**: Use this to calculate a time block for compensatory time accrual.
- **UW Option, Task, Project**: Use these to cost a time block to a project cost accounting code.

ROLES & RESPONSIBILITIES

- **Entry**: All time should be entered by the worker. The Time/Absence Initiate may make entries on the worker's behalf.
- **Approval:** Time entered and submitted will need to be approved by the Time & Absence Approver (most likely the worker's Manager).
- **Time off requests:** Should be approved in advance by the Time & Absence Approver
- Overtime eligible staff must get approval from their manager prior to working overtime (OT).
- **Cashout**: Time/Absence Initiates can enter Comp Time and Holiday credit cash out hours in Absence. Hours should be paid annually by June 30.

PROCESSING

- **Payment:** Salaried workers will be paid their salary even if their timesheet is not submitted or approved before payroll cutoff. Hourly workers will not be paid unless their hours are submitted and approved before payroll cutoff.
- **Exception Time:** If a salaried overtime eligible worker submits overtime, the overtime amount will not be paid unless the time is approved before the lock date for that pay period.
- Although payment for regular hours is not contingent on an approved timesheet, it is critical for auditing purposes.

OVERTIME & COMP TIME

All workers in this group are eligible for the following overtime pay:

- Overtime for hours in excess of 40 in the FLSA work week (rate of 1.725 at sea).
- Overtime for hours above 8 in the day (rate of 1.725 at sea).
- Weekend (Saturday or Sunday) Overtime when at Sea (rate of 1.725).

All salaried workers are also eligible for:

- Overtime for holidays worked (1.725 at sea).
- Overtime above daily scheduled hours (1.725 at sea).

Salaried IBU and CNU workers are also eligible for:

- Overtime above daily scheduled hours (1.5 not at sea).
- Paid time off and holidays count as time worked toward overtime.
- Overtime for holidays worked (1.5 not at sea).
- Overtime for hours in excess of 40 in the FLSA work week (rate of 1.5 not at sea).
- Overtime for hours above 8 in the day (rate of 1.5 not at sea).

  FLSA workweek: Begins Monday, 12am and ends the following Sunday at 11:59pm.
- Overtime will automatically calculate in Workday.
- With employer approval, salaried workers may choose to accrue overtime hours as Comp Time. The comp time work tag will need to be selected or hours will be paid out as overtime.
- Track "sailing up" comp time offline and contact the ISC to award the balance.

PREMIUMS

- The following premiums are available for workers in this group:
  - Marine Premium

TIME OFF

- Time Off Types for worker:
  - Bereavement
  - Civil
  - Holiday Credit
  - Holiday Taken
  - Military Training Paid
  - Military Training Unpaid
  - Personal Holiday
  - Sick
  - Unpaid
  - Vacation
- Vacation hours exceeding 240 will be automatically forfeited on the worker's time off service date. Requests for extensions are approved by UWHR and transacted by the ISC.
- Vacation and sick accruals are based on FTE. If a worker's FTE changed during a pay period, the average of the higher FTE in each pay period will be used to determine the FTE in the month. This FTE is for accruals only.
- On University holidays, workers will need to enter 'Holiday Time Taken' if they took the holiday. If they do not enter this, Holiday Credit will accrue.

FLEX TIME

- On occasion, with manager approval, salaried workers may flex their work schedule (e.g. working one extra hour one day in order to leave one hour early the next day).
- Workers will need to use the time entry code "Flex Time Worked" to reflect flex time and prevent the unintended calculation of

If you have questions on Workday, please contact ischelp@uw.edu

If you have policy questions, please visit: http://hr.uw.edu/

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