



TIME TRACKING JOB AID

PRINT PLANT EMPLOYEES

THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR 7 AND 8 HOUR REGULAR HOURLY PRINT PLANT WORKERS COVERED BY TEAMSTERS.

TIME ENTRY

- **In/Out:** Hours worked entries are based on in and out time. Workers will clock out for lunch.
Example: A worker would have a time block from 8am-12pm and another from 1pm-5pm to reflect their lunch hour taken.
- **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.
- **15/7:** Workday uses a 15/7 rounding rule for all time entries in Workday. Any start or end time may be entered, but the rounding will round any time not at a quarter hour to the nearest 15 minute time point - :00, :15, :30 or :45.
Example: An entry of 8:07am would round to 8am; an entry of 8:08am would round to 8:15am.

Worktags: Allow you to assign additional data elements to hours worked.

- **Cost Center:** Use this to cost a time block.
- **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:** All 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 Holiday credit cash out hours in Absence. Hours should be paid annually by June 30.

PROCESSING

- ▶ **Payment:** If timesheets are not submitted and approved, **workers will not be paid.**

OVERTIME & DOUBLE TIME

- **7-hour print plant workers are eligible for the following:**
 - Overtime for hours in excess of 35 hours in a work week.
 - Overtime for hours in excess of 7 per day.
 - Double time for hours in excess of 9 per day.
- **8-hour and hourly workers within print plant are eligible for the following:**
 - Overtime for hours in excess of 40 in the FLSA workweek.
 - Overtime for hours in excess of 8 per day.
 - Double time for hours in excess of 10 per day.
- Paid time off and holidays count as time worked towards overtime for 7-hour and 8-hour print plant workers.
- Holidays worked are paid at a Double Time rate.
- **FLSA workweek:** Begins Monday, 12am and ends the following Sunday at 11:59pm.
- Overtime will automatically calculate in Workday.
- **All workers in this group are eligible for the following:**
 - Weekend Overtime on Saturday; Overtime for the first two hours, Double Time after.
 - Weekend Overtime on Sunday: Double Time.

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

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

TIME OFF

- Time Off Types for worker:
 - Bereavement
 - Civil
 - Holiday Credit
 - Holiday Taken
 - Military Training Paid
 - Military Training Unpaid
 - Personal Holiday
 - Sick
 - Vacation
 - Unpaid
- 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.