TIME TRACKING JOB AID
SEIU 1199 HALL HEALTH NURSES, PROFESSIONAL OVERTIME ELIGIBLE, & APL EXEMPT STAFF

THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR SEIU 1199 HALL HEALTH NURSES, PROFESSIONAL (LEVEL 1) OVERTIME ELIGIBLE, AND APL EXEMPT STAFF.

TIME ENTRY

- **Duration:** Workers enter total hours worked each day in time tracking.
- **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 the timesheet as well as 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:** For all workers except for APL exempt staff, 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:** A worker will be paid their salary even if their timesheet is not submitted or approved before payroll cutoff.
- **Exception Time:** If an overtime eligible worker submits overtime, the overtime amount will not be paid unless the time is approved before payroll cutoff.
- Although payment for regular hours is not contingent on an approved timesheet, it is critical for auditing purposes.

OVERTIME & COMP TIME

SEIU 1199 Hall Health Nurses are eligible for the following:
- Overtime for hours in excess of 80 during bi-weekly period.
- Overtime above daily scheduled hours.
- Paid time off (except sick time) and holidays count as time worked toward overtime.

Professional staff level 1 are eligible for the following:
- Overtime for hours in excess of 40 during the work week.
- Paid time off and holidays do not count as time worked toward overtime.

- **FLSA workweek**: Begins Monday, 12am and ends the following Sunday at 11:59pm.
- Overtime will automatically calculate in Workday.
- With employer approval, a worker 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.

SHIFT DIFFERENTIALS & PREMIUMS

- The following premiums are available for SEIU 1199 Hall Health Nurses:
  - Preceptor Pay
  - Charge Nurse
- If the majority of hours worked in a day or in the week qualify for shift premium, then all hours worked and time off receive shift pay.

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 not be paid out when a worker separates from the University. Requests for extensions are approved by UWHR and transacted by the ISC.
- Vacation 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

- SEIU 1199 Hall Health Nurses may flex their work schedule with manager approval (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 overtime.

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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