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.

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.

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

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