TIME TRACKING JOB AID
TEMPORARY HOURLY & STUDENT WORKERS

THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR TEMPORARY HOURLY & STUDENT WORKERS.

TIME ENTRY

- **In/Out vs Duration:** Hourly Professional Staff and Academic Hourly workers will enter time in duration hours. All other hourly workers will enter in and out times. Workers will enter out times for lunch.
  
  **Example:** An worker would have a time block from 8am-12pm and another from 1pm-5pm to reflect their lunch hour taken.

- **AccuTime:** Populations of temporary hourly workers in Housing and Food Services (HFS), Intercollegiate Activities (ICA), and Facilities will use a time clock to punch in/out times.
  
  HFS, ICA & Facilities AccuTime clock users will have a 30 minute meal break auto-deducted so they will not have to clock out for lunch.

- **Submit:** Time should be entered on a daily basis and submitted weekly or at the end of a pay period.

- **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:** All temporary hourly and student employees except Workstudy and UTemp workers will be allowed 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.

- **Workstudy/UTemp Workers:** Worktags will be unavailable. Cost centers will be managed by the Payroll Office.

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).

- Overtime eligible staff must get approval from their manager prior to working overtime (OT).

PROCESSING

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

- **Shift differential**: Refers to extra pay received by workers for working certain shifts outside standard business hours.
- Shift differential is automatically calculated in Workday. 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.

The following populations are eligible for shift differentials:

- Temporary hourly WFSE Custodians at HFS and Facilities are eligible for the following:
  - Evening (5pm-12am)
  - Night (12am-7am)
- Temporary hourly WFSE Food Service Workers at HFS are eligible for the following:
  - Negotiated (5pm-7am)

PREMIUMS

**Premiuns**: No workers in this group are eligible for premiums except:

- Hourly nurses at Hall Health:
  - Preceptor Pay
- Limited populations of temporary hourly Facilities Services workers:
  - Assignment/Hazard Pay

TIME OFF

- Temporary hourly and student workers are not eligible for time off.

OVERTIME

Temporary hourly and student workers are eligible for the following:

- Overtime for hours in excess of 40 in the FLSA workweek.
- **FLSA workweek**: Begins Monday, 12am and ends the following Sunday at 11:59 pm.
- Overtime will automatically calculate in Workday.

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

If you have policy questions, please visit: isc.uw.edu