



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

Premiums: 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 11:59pm.
- Overtime will automatically calculate in Workday.

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

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