TIME TRACKING JOB AID
UWPD POLICE OFFICERS, SERGEANTS & LIEUTENANTS

*THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR SALARIED **SEIU 925 DISPATCHERS & SECURITY GUARDS, TEAMSTERS 117 UWPD POLICE OFFICERS, UWPD SERGEANTS, & UWPD LIEUTENANTS.***

TIME ENTRY

- **Telestaff:** UWPD will continue using Telestaff. Their time tracking data will be uploaded into Workday on a weekly basis from a file provided by UWPD. Corrections should be made in both Telestaff and in Workday once the file has been submitted.
- **In/Out:** Hours worked entries are based on in and out time. Workers taking a lunch break will have two time blocks per day. Example: An worker would have a time block from 8am-12pm and another from 1pm-5pm to reflect their lunch hour taken.
- **Submit:** Time should be 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 cause any time not at a quarter hour to round 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.
- **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**: Time will be uploaded by EIB. The Time/Absence Initiate may make edits to entries on the worker's behalf. Time offs need to be entered into Workday Absence.
- **Approval:** All time entered and submitted will need to be approved by the Time & Absence Approver in Workday.
- **Time off requests:** Should be approved in advance by the Time & Absence Approver prior to submitting time for the week/pay period.
- 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:** An 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 the lock date for that pay period.
- Although payment for regular hours is not contingent on an approved timesheet, it is critical for auditing purposes.

OVERTIME & COMP TIME

Workers in this group are eligible for:
- Overtime for hours in excess of 40 during the work week.
- Overtime above daily scheduled hours.
- Paid time off and holidays 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 as overtime.
- Comp Time maximums are enforce by validations as appropriate.

PREMIUMS, GUARANTEED MINIMUM, & STANDBY PAY

- The following premiums are available for workers in this group:
  - UWPD Regular Premium Double Time
  - UWPD Double Time
  - Field Training Officer (Teamsters/PMA only)
  - Language Pay
  - Court assignment (Teamsters/PMA only)
  - Shift cancellation (Teamsters only)
  - Special event pay (Teamsters/PMA only)
  - Certified Instructor Premium (Teamsters/PMA only)
- If the majority of hours worked in a day or in the week qualify for shift differential, then all hours worked and time off receive shift pay (SEIU only).
- Workers in this group are eligible for standby and callback 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 and sick accruals are based on FTE. If an 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

- On occasion, with manager approval, workers may flex their work schedule (e.g. voluntary shift trades).
- 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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