



WESTERN
HUMAN RESOURCES
Knowledge Empowers Excellence

Completing Time Sheets in Web4U for Permanent Classified Positions

User Guide

Payroll and Information Services
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**WESTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES**

Table of Contents

Overview 3

Employee Types 3

Workweek 3

Pay Periods..... 3

Pay Dates..... 3

Holiday Pay..... 3

Leave Accruals..... 4

Leave Balances 4

Types of Earnings & Leave 4

 Total Hours Worked Each Day (HRS) 5

 Vacation Leave (VAC) 5

 Sick Leave (SIC)..... 5

 Personal Holiday (PER)..... 6

 Personal Leave Day (PLV)..... 6

 Winter Break Day (WTR) 7

 Community Service Day (CSD) 7

 Hours Over Appointment (HOA) 8

 Overtime Pay (OVT) 8

 Compensatory (Comp) Overtime Earned (CTO) 8

 Compensatory (Comp) Time Taken (CTT) 9

 Shift Differential Pay (SHF)..... 9

 Shift Differential Overtime (SHO) 9

 Cyclic Leave (CYC)..... 10

 Leave Without Pay (LNN) 10

 Bereavement Leave (BRV) 10

 Civil Leave (CIV)..... 10

Holiday Premium Pay (HPP).....	10
Holiday Compensatory (Comp) Time Earned (HCP).....	10
Holiday Compensatory (Comp) Taken (HCT)	10
Holiday Compensatory (Comp) Worked (HCW).....	11
Call Back Pay (CBK).....	11
Inclement Weather (INW).....	11
Suspended Operations (SUS)	11
Alternate Workweek Schedules.....	11
Requesting Leave	12
Leave Request Form.....	12
Time Sheet Deadlines	12
Accessing Your Time Sheet	13
Accessing Your Time Sheet if you are a Payroll Approver	13
Entering Earnings & Leave on Your Time Sheet.....	14
Entering Comments on Your Time Sheet.....	16
Restarting Your Time Sheet	16
Submitting Your Time Sheet for Approval	17
Correcting Your Time Sheet Before the Deadline.....	17
Correcting Your Time Sheet After the Deadline	18
Leave in Advance	18
Submitting Leave in Advance.....	19
Training	20
Questions/Suggestions	20

Overview

This user guide instructs employees in overtime-eligible, permanent Classified positions in how to complete their time sheets electronically in Web4U. There are links throughout this guide that link to other pages within the document, as well as outside websites, so the user guide is best utilized electronically. These rules/guidelines apply to all applicable employees, however, rules are superseded by the [Collective Bargaining Agreements](#) and the [Administering Work and Leave Time Reports](#) policy.

Employee Types

The following lists the different types of permanent Classified positions along with corresponding job class codes:

- Permanent Full-Time Salaried (*based on hours worked*) - C1
- Permanent Part-Time Salaried (*based on hours worked*) - C2

If you are unsure of the classification of your position, refer to your employment offer letter or ask your supervisor.

Workweek

Western's workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

Pay Periods

Employees are paid on a semi-monthly basis (twice a month). The pay periods are the 1st to the 15th and the 16th to the last day of each month.

Pay Dates

Pay dates are the 10th and 25th of each month with the exceptions listed below. Compensation for work performed from the 1st to the 15th is paid on the 25th of the same month. Compensation for work performed from the 16th to the last day of the month is paid on the 10th of the following month.

- If the 10th or 25th lands on a Saturday, pay day will be the previous Friday.
- If the 10th or 25th lands on a Sunday, pay day will be the following Monday.
- If the 10th or 25th lands on a holiday, pay day will be the previous "non-holiday" weekday.

Click [here](#) for a list of the current pay dates.

Holiday Pay

Permanent Classified employees are automatically paid for all holidays based on their position's appointment percentage. For example, if you are in a part-time position and your appointment percent

is 50%, you will be paid four (4) hours of holiday pay. If you do not work on a holiday, do not report anything on your time sheet for that day. If you do work on a holiday, see [Types of Earnings & Leave](#) below for what to report on your time sheet. More information on holiday pay eligibility and other information can be found in your [Collective Bargaining Agreement](#).

Click [here](#) for a list of the current paid holidays.

Leave Accruals

All permanent Classified employees accrue the following types of leave:

- Vacation Leave
- Sick Leave
- Personal Holiday (Jan 1 – Dec 31)
- Personal Leave Day (Jul 1 – Jun 30)
- Community Service Day (Jul 1 – Jun 30)
- Winter Break Day (day after Commencement in December – day before classes begin in January)

Vacation and sick leave is accrued on the last day of every month and is available for use the first day of the following month. All other leave is accrued on the first day of the above date range and must be used by the last day of the above date range. More information about leave such as accrual rates and waiting periods can be found in your [Collective Bargaining Agreement](#).

Leave Balances

Leave balances can be viewed online via Web4U by following these instructions:

- Login to [Web4U](#)
- Select **Employee** tab
- Select **View Leave Balances**

Leave balances can also be viewed on the bottom of the earnings statements emailed to you each pay period. If you have any questions or concerns regarding your leave balances, call 360-650-3544.

Types of Earnings & Leave

Your time sheet allows you to report various types of earnings and leave. Information about each type are detailed below. To report any of the below earnings and/or leave on your time sheet, see instructions below for [Entering Earnings & Leave on Your Time Sheet](#).

Total Hours Worked Each Day (HRS)

Employees in permanent Classified positions are required to enter the **total** number of hours they work each day (excluding meal breaks lasting thirty (30) minutes or more). This is also known as Positive Time Reporting. It is for reporting purposes only and does not affect your pay. For more information on Positive Time Reporting, click [here](#).

Vacation Leave (VAC)

- Full-time, permanent Classified positions accrue vacation leave at a rate based on years of service.
- Part-time, permanent Classified positions accrue vacation leave based on years of service and appointment percentage. For example, an employee in a part-time, 50% position will accrue 50% of the monthly accrual rate.
- Vacation leave is accrued on the last day of every month and is available for use the first day of the following month.
- Employees who are in unpaid status for more than (10) working days in a month will not accrue vacation leave for that month.
- Employees may accrue vacation up to a maximum of two hundred forty (240) hours. Any vacation accrued over 240 by the employee's next anniversary date will be removed from the employee's leave balance.
- Employees may not take vacation until they have successfully completed six (6) months of continuous state employment.
- Vacation leave must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Vacation leave reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have vacation leave to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to your [Collective Bargaining Agreement](#) for monthly accrual rates and other information.

Sick Leave (SIC)

- Full-time, permanent Classified positions accrue eight (8) hours of sick leave per month.
- Part-time, permanent Classified positions accrue sick leave based on appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of sick leave per month.
- There is no waiting period to take sick leave.
- Sick leave is accrued on the last day of every month and is available for use the first day of the following month.
- Employees who are in unpaid status for more than (10) working days in a month will not accrue sick leave for that month.

- Sick leave known ahead of time must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Sick leave reported that exceeds your available balance will result in your paycheck being docked pay unless you were provided with shared leave.
- If you have sick leave to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to your [Collective Bargaining Agreement](#) for appropriate usage and other information.

Personal Holiday (PER)

- Full-time, permanent Classified positions accrue eight (8) hours of Personal Holiday per year.
- Part-time, permanent Classified positions accrue Personal Holiday based on appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of Personal Holiday per year.
- Personal Holidays accrue on January 1st and expire on December 31st of each year and cannot carry over into the following calendar year.
- Employees may not take Personal Holiday until they have been continuously employed by Western for more than four (4) months.
- Personal Holidays must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Personal Holiday reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have Personal Holiday to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to your [Collective Bargaining Agreement](#) for other information.

Personal Leave Day (PLV)

- Full-time, permanent Classified positions accrue eight (8) hours of Personal Leave Day per year.
- Part-time, permanent Classified positions accrue Personal Leave Day based on appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of Personal Leave Day per year.
- Personal Leave Days accrue on July 1st and expire on June 30th of each year and cannot carry over into the following fiscal year.
- Employees may not take Personal Leave Day until they have been continuously employed by Western for more than four (4) months.

- Personal Leave Days must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Personal Leave Day reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have Personal Leave Day to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to your [Collective Bargaining Agreement](#) for other information.

Winter Break Day (WTR)

- Full-time, permanent Classified positions accrue eight (8) hours of Winter Break Day per year.
- Part-time, permanent Classified positions accrue Winter Break Day based on appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of Winter Break Day per year.
- Winter Break Days accrue the day after commencement in December and expire the day before classes begin in January and cannot carry over after expiration.
- Employees may not take Winter Break Day until they have been continuously employed by Western for more than four (4) months.
- Winter Break Days must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Winter Break Day reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have Winter Break Day to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to your [Collective Bargaining Agreement](#) for other information.

Community Service Day (CSD)

- Full-time, permanent Classified positions accrue eight (8) hours of Community Service Day per year.
- Part-time, permanent Classified positions accrue Community Service Day based on appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of Community Service Day per year.
- There is no waiting period to take your Community Service Day.
- Community Service Days accrue on July 1st and expire on June 30th of each year and cannot carry over into the following fiscal year.
- Community Service Days must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).

- Review your [Leave Balances](#) to ensure leave is available to use. Community Service Day reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have Community Service Day to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).
- Refer to your [Collective Bargaining Agreement](#) for other information.

Hours Over Appointment (HOA)

Report hours over appointment (HOA) on your time sheet if you are a permanent, part-time Classified employee to represent hours worked over and above your appointment percentage up to forty (40) hours. For hours above forty (40), report overtime (see Overtime Pay section below for more information). For more information on HOA, click [here](#).

Overtime Pay (OVT)

- Report overtime on your time sheet to represent hours worked beyond your normal work schedule that you wish to be paid rather than accrue leave for. *Note: Employees in Bargaining Unit D must report overtime to represent hours worked beyond forty (40) in a workweek.*
- Working overtime must be pre-approved by your supervisor. Complete a [Request for Overtime and Hours Over Appointment Approval](#) form prior to working overtime.
- Report overtime on the day overtime was actually earned. In addition, include all hours worked in the [Total Hours Worked Each Day](#) row of your time sheet.
- Overtime is paid at 1 ½ times your regular rate of pay.
- The start and end dates for each pay period may fall within the middle of a workweek, so it may be necessary to view prior time sheets in order to calculate a full workweek of hours worked to determine if overtime was earned.
- If you have overtime to report from a prior pay period, report the hours as “Overtime Pay” on any day of your current time sheet and enter comments indicating the actual date(s) and time overtime was earned (see [Entering Comments on Your Time Sheet](#) section below).
- Refer to your [Collective Bargaining Agreement](#) for overtime eligibility and other information.

Compensatory (Comp) Overtime Earned (CTO)

- Report comp overtime on your time sheet to represent hours worked beyond your normal work schedule that you wish to accrue leave rather than be paid for. *Note: Employees in Bargaining Unit D must report comp overtime to represent hours worked beyond forty (40) in a workweek.*

- Working overtime must be pre-approved by your supervisor. Complete a [Request for Overtime and Hours Over Appointment Approval](#) form prior to working overtime.
- Report comp overtime on the day overtime was actually earned. In addition, include all hours worked in the [Total Hours Worked Each Day](#) row of your time sheet.
- Comp overtime is leave accrued at 1 ½ times for each overtime hour earned.
- The start and end dates for each pay period may fall within the middle of a workweek, so it may be necessary to view prior time sheets in order to calculate a full workweek of hours worked to determine if overtime was earned.
- If you have comp overtime to report from a prior pay period, report the hours as “Compensatory Time OT Earned” on any day of your current time sheet and enter comments indicating the actual date(s) and time overtime was earned (see [Entering Comments on Your Time Sheet](#) section below).
- Refer to your [Collective Bargaining Agreement](#) for overtime eligibility and other information.
- *Note: Comp overtime can be earned and taken within the same pay period.*

Compensatory (Comp) Time Taken (CTT)

- Report comp time taken on your time sheet to represent comp leave taken.
- Comp Time Taken must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Comp time reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have comp time taken to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).

Shift Differential Pay (SHF)

Report shift differential pay on your time sheet to represent hours worked during a shift that qualifies for shift differential (typically a late afternoon or evening shift). Shift differential pay is paid at \$1.00 per hour for each qualified hour of shift differential. Refer to your [Collective Bargaining Agreement](#) or supervisor for shift differential eligibility and other information.

Shift Differential Overtime (SHO)

Report shift differential overtime pay on your time sheet to represent hours worked during a shift that qualifies for shift differential overtime (typically a late afternoon or evening shift worked beyond your normal work schedule or beyond forty (40) hours in a workweek for BUD employees). Shift differential overtime pay is paid at \$1.50 per hour for each qualified hour of shift differential overtime. Refer to your [Collective Bargaining Agreement](#) or supervisor for shift differential overtime eligibility and other information.

Cyclic Leave (CYC)

Cyclic leave is reported for positions that are scheduled for less than a twelve (12) month appointment. Report cyclic leave on your time sheet to represent cyclic leave taken based on your cyclic year schedule. Refer to your [Collective Bargaining Agreement](#) and the [Cyclic & Alternate Workweek Information Guides](#) for more information on cyclic leave.

Leave Without Pay (LNN)

Leave without pay must be pre-approved by your supervisor and Human Resources by completing a [Leave Request Form](#). Do not report leave without pay in situations where you have an insufficient leave balance. Report the appropriate leave actually taken. The payroll system will recognize that there is no sufficient balance and dock your paycheck accordingly. Refer to your [Collective Bargaining Agreement](#) for leave without pay eligibility and appropriate usage.

Bereavement Leave (BRV)

You will receive up to three (3) days of paid bereavement leave for the death of a family member. Complete a [Leave Request Form](#) to request the use of bereavement leave. Refer to your [Collective Bargaining Agreement](#) for more information.

Civil Leave (CIV)

Leave of absence with pay may be granted to you for jury duty. Complete a [Leave Request Form](#) to request the use of civil leave. Refer to your [Collective Bargaining Agreement](#) for more information.

Holiday Premium Pay (HPP)

Report holiday premium pay on your time sheet to represent hours worked on a holiday that you wish to be paid rather than accrue leave for. In addition, include all hours worked in the [Total Hours Worked Each Day](#) row of your time sheet. Holiday premium pay is paid at 1 ½ times your regular rate of pay. Refer to your [Collective Bargaining Agreement](#) and the [Cyclic & Alternate Workweek Information Guides](#) for more information.

Holiday Compensatory (Comp) Time Earned (HCP)

Report holiday comp time earned on your time sheet to represent holiday comp hours earned when a holiday falls on your regularly scheduled day off. Holiday comp time earned is leave accrued at straight time for holiday hours only up to your appointment percentage. Refer to your [Collective Bargaining Agreement](#) and the [Cyclic & Alternate Workweek Information Guides](#) for more information.

Holiday Compensatory (Comp) Taken (HCT)

- Report holiday comp time taken on your time sheet to represent holiday comp leave taken.

- Holiday Comp Taken must be pre-approved by your Supervisor (see instructions below on [Requesting Leave](#)).
- Review your [Leave Balances](#) to ensure leave is available to use. Holiday comp time reported that exceeds your available balance will result in your paycheck being docked pay.
- If you have holiday comp time taken to report from a prior pay period, report the leave on any day of your current time sheet and enter comments indicating the actual date(s) the leave was taken (see instructions below for [Entering Comments on Your Time Sheet](#)).

Holiday Compensatory (Comp) Worked (HCW)

Report holiday comp worked on your time sheet to represent hours worked on a holiday that you wish to accrue leave rather than be paid for. In addition, include all hours worked in the [Total Hours Worked Each Day](#) row of your time sheet. Holiday comp worked is leave accrued at 1 ½ times for each hour worked on a holiday. Refer to your [Collective Bargaining Agreement](#) and the [Cyclic & Alternate Workweek Information Guides](#) for more information.

Call Back Pay (CBK)

Report call back pay on your time sheet to represent a request you received to return to work outside your regularly scheduled hours. In addition, include all hours worked in the [Total Hours Worked Each Day](#) row of your time sheet. You will receive call back pay at your regular rate of pay as well as pay for time actually worked. Refer to your [Collective Bargaining Agreement](#) for the number of call back pay hours you are eligible for and other information.

Inclement Weather (INW)

Report inclement weather on your time sheet to represent hours in which you report to work up to two (2) hours late and/or leave up to two (2) hours early due to inclement weather. It is for reporting purposes only and does not affect your pay. Refer to the [Reporting Time During Inclement Weather University Standard](#) for more information.

Suspended Operations (SUS)

Report suspended operations on your time sheet to represent hours you did not work when the university was closed and that you chose to make up. This leave is unpaid and employees will be compensated when they make up their hours. Refer to the [Reporting Time During Suspended Operations University Standard](#) and [Reporting Make-Up Hours for Suspended Operations Procedure](#) for more information.

Alternate Workweek Schedules

An alternate workweek schedule is a schedule with work shifts of different lengths or a schedule where the daily hours don't match your appointment percent. An example would be an employee whose

position has an appointment percent of 60% and their alternate workweek schedule is 3 days a week at 8 hours per day instead of 4.8 hours Monday through Friday.

- The total hours worked or leave taken during an alternate workweek must equal the number of hours required for your position's appointment percent. For example, if your appointment percent is 100%, your hours worked and/or leave taken must equal 40 hours per workweek and if your appointment percent is 60%, your hours worked and/or leave taken must equal 24 hours per workweek.
- When leave is taken on an alternate work day, it must be reported on your time sheet for the number of hours you were scheduled to work. For example, if you're a full-time employee and your alternate workweek schedule is Monday through Thursday at 10 hours per day and you take Monday off as a vacation day, you must report 10 hours of vacation leave.
- Refer to the [Cyclic & Alternate Workweek Information Guides](#) for more information on alternate workweek schedules.

Requesting Leave

Most leave must be pre-approved by your supervisor. To request leave, it's recommended you complete the leave request form below and submit to your supervisor:

Leave Request Form

The [Leave Request Form](#) is used to request the following types of leave:

- Vacation Leave
- Sick Leave
- 180 Day Medical Leave
- Personal Holiday
- Personal Leave Day
- Community Service Day
- Leave Without Pay
- Compensatory (Comp) Leave
- Holiday Compensatory (Comp) Leave
- Winter Break Day
- Bereavement Leave
- Civil Leave
- Military Leave

Time Sheet Deadlines

Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). Once you access your time sheet (see [Accessing Your Time Sheet](#) below),

the top will show the **Submit By Date**. The **Submit By Date** is the date and time your time sheet must be submitted for approval.

Time Sheet	
Title and Number:	Human Resource Consult Asst 2 -- 998629-00
Department and Number:	Human Resources -- 5410
Time Sheet Period:	10/16/2015 to 10/31/2015
Submit By Date:	10/31/2015 by 11:59 PM

Accessing Your Time Sheet

Time sheets can be accessed electronically from any computer via Web4U. To access your time sheet, follow these instructions (*note: if you are a Payroll Approver, see instructions below on [Accessing Your Time Sheet if you are a Payroll Approver](#)*):

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- *Note: if you are a Payroll Approver, see instructions below on [Accessing Your Time Sheet if you are a Payroll Approver](#)*
- Select appropriate **Position & Pay Period**
- **IMPORTANT: If you hold multiple positions, be sure to select correct position**

Example:

Title and Department	My Choice	Pay Period and Status
Human Resource Consult Asst 2, 998629-00 Human Resources, 5410	<input checked="" type="radio"/>	11/01/2015 to 11/15/2015 Not Started ▾
Classified Staff Temp Hourly, C50000-00 Human Resources, 5410	<input type="radio"/>	11/01/2015 to 11/15/2015 Not Started ▾

RELEASE: 8.8

- Click **Time Sheet**

Accessing Your Time Sheet if you are a Payroll Approver

Time sheets can be accessed electronically from any computer via Web4U. If you are a Payroll Approver, access your time sheet by following these instructions:

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Time Sheets**
- Click on **Access my Time Sheet** and **Select**

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

- Select appropriate **Position & Pay Period**
- **IMPORTANT: If you hold multiple positions, be sure to select correct position**

Example:

Title and Department	My Choice	Pay Period and Status
Human Resource Consult Asst 2, 998629-00 Human Resources, 5410	<input checked="" type="radio"/>	11/01/2015 to 11/15/2015 Not Started ▾
Classified Staff Temp Hourly, C50000-00 Human Resources, 5410	<input type="radio"/>	11/01/2015 to 11/15/2015 Not Started ▾

RELEASE: 8.8

- Click **Time Sheet**

Entering Earnings & Leave on Your Time Sheet

To enter earnings and/or leave hours on your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Under the **Earning** column, find the [Type of Earnings & Leave](#) you would like to report
- Find the date you would like to report the earnings or leave under (*Click **Next** or **Previous** to view all dates within the pay period*)
- Click on **Enter Hours**
- Enter the number of hours and click **Save** (*Note: time can be entered out to the 2nd decimal place i.e. the hundredth of an hour. For a minute to decimal hours conversion chart, click [here](#)*)

- If you receive a message that your hours of leave entered has exceeded the available leave balance, review your [Leave Balances](#)

Example:


Earning:	Vacation Leave				
Date:	06/01/2015				
Shift:	1				
Hours:	<input type="text" value="8"/>				
<input type="button" value="Save"/>	<input type="button" value="Copy"/>				
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 06/01/2015
Vacation Leave	1	0	0		Enter Hours
Sick Leave/Monthly Accruals	1	0	0		Enter Hours
Personal Holiday(Jan 1-Dec 31)	1	0	0		Enter Hours

- You can also click **Copy** if you would like to copy the same number of hours to multiple days
 - To **Copy from date displayed to end of the pay period**, click the check box
 - If you want to include weekend dates, check **Include Saturdays** and/or **Include Sundays**
 - To copy individual dates, click the check boxes under the dates

Example:

Earnings Code:	Vacation Leave, Shift 1				
Date and Hours to Copy:	06/01/2015, 8 Hours				
Copy from date displayed to end of the pay period:	<input checked="" type="checkbox"/>				
Include Saturdays:	<input type="checkbox"/>				
Include Sundays:	<input type="checkbox"/>				
Copy by date:					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monday 06/01/2015	Tuesday 06/02/2015	Wednesday 06/03/2015	Thursday 06/04/2015	Friday 06/05/2015	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monday 06/08/2015	Tuesday 06/09/2015	Wednesday 06/10/2015	Thursday 06/11/2015	Friday 06/12/2015	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monday 06/15/2015					
<input type="checkbox"/>					
<input type="button" value="Leave Request"/>	<input type="button" value="Previous Menu"/>	<input type="button" value="Copy"/>			
RELEASE: 8.8					

- Click **Copy**
- If successful, you will receive the below message

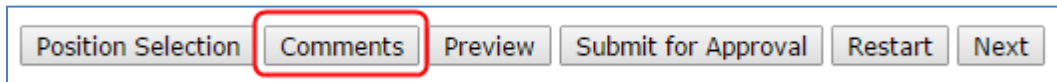
 **Your hours have been copied successfully.**

- Click **Previous Menu** to return to your time sheet

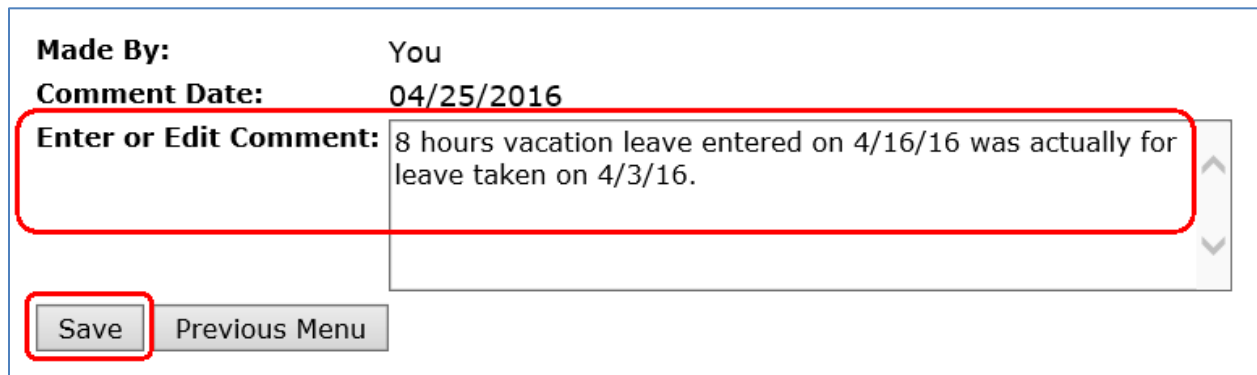
Entering Comments on Your Time Sheet

You can enter text comments on your time sheet for a variety of reasons. Entering comments indicating the date(s) leave was actually taken or overtime was actually earned is required if you're reporting leave or earnings from a previous pay period. To enter comments on your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Comments**



Example:

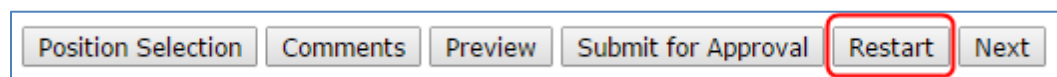
A form for entering comments. It includes fields for "Made By:" (You) and "Comment Date:" (04/25/2016). The "Enter or Edit Comment:" field contains the text "8 hours vacation leave entered on 4/16/16 was actually for leave taken on 4/3/16." Below the form are two buttons: "Save" and "Previous Menu". Both the "Enter or Edit Comment" field and the "Save" button are highlighted with red rectangular borders.

- Click **Previous Menu** and then **Preview** to view comments entered at the bottom of your time sheet

Restarting Your Time Sheet


The **Restart** feature on your time sheet will clear your un-submitted time sheet of all hours entered. This is helpful if you made several errors and would like to start over with a blank time sheet or you entered hours on an incorrect position. To restart your time sheet, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Restart**



- Click **Submit** to confirm you'd like to restart your time sheet

Restart Confirmation

 Restarting will delete all changes that you have made to your time record. Do you want to Restart?

[Entering Earnings & Leave on Your Time Sheet](#) above)


Submitting Your Time Sheet for Approval

Time sheets must be submitted for approval by 11:59 p.m. on the last day of each pay period (15th and the last day of each month). To submit your time sheet for approval, follow these instructions:

- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Verify time sheet is correct and click on **Submit for Approval***

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your time.*

Position Selection
Comments
Preview
Submit for Approval
Restart
Next

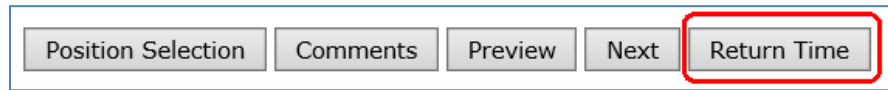
 **Your time sheet was submitted successfully.**


Example:

Submitted for Approval By:	You on 03/30/2015
Approved By:	
Waiting for Approval From:	Constance Swigart-Harris

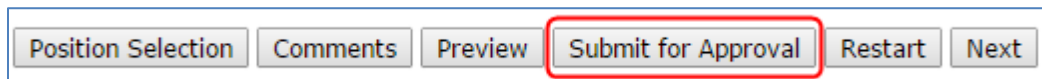
You can return your time sheet to yourself even if you've already submitted it for approval, as long as it's prior to the [Time Sheet Deadline](#). Instructions for returning your time sheet are as follows:


- If you haven't already done so, follow instructions above on [Accessing Your Time Sheet](#)
- Click **Return Time** at bottom of time sheet



 **Time transaction successfully returned.**

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your time.*



 **Your time sheet was submitted successfully.**

Options for correcting your time sheet after the [Time Sheet Deadline](#) are as follows:

- If it's before the Time Sheet Approval Deadline (see current [Payroll Schedule](#)), ask your Supervisor to return your time sheet to you for correction, make any corrections and resubmit it for approval, OR
- If it's after the Time Sheet Approval Deadline, complete a [Time Sheet Adjustment Request](#) form and submit it to your Supervisor for approval.

Leave in Advance

Entering leave in advance is an option that allows you to enter and submit leave up to 3 months in advance. This does not take the place of a [Leave Request Form](#); it is entry of leave in advance, not a request for permission to be on leave.

This will be most helpful to employees who plan to be on leave for at least a full pay period and won't be available to submit their time sheet. The leave can either be paid (e.g. vacation or sick) or unpaid (e.g. cyclic).

Submitting Leave in Advance

To enter and submit Leave in Advance, follow these instructions:

- Login to [Web4U](#)
- Select **Employee** tab
- Select **Leave Entry in Advance**
- Select the appropriate **Position & Pay Period**

Example:

Title and Department	My Choice	Pay Period and Status
Disability Administrator, 996885-00 Human Resources, 5410	<input checked="" type="radio"/>	06/16/2016 to 06/30/2016 Not Started ▼
<input type="button" value="Leave Request"/>		
RELEASE: 8.8		

- Click **Leave Request**
- Follow instructions above on [Entering Earnings & Leave on Your Time Sheet](#)
- Verify time sheet is correct and click on **Submit for Approval***

**By submitting your time sheet, you certify that you are submitting a true and accurate record of your time.*

<input type="button" value="Position Selection"/>	<input type="button" value="Comments"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
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⚠ Your leave request was submitted successfully.

Training

You can email Payroll at hr.payroll@wwu.edu to schedule one-on-one training.

Questions/Suggestions

Payroll can be reached at hr.payroll@wwu.edu or 360-650-2991 with any questions or suggestions.