Completing Time Sheets in Web4U for Permanent Professional Staff Positions

User Guide

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WESTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES

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Overview

This user guide instructs employees in both overtime-ineligible and overtime-eligible, permanent Professional Staff 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 These rules/guidelines apply to all applicable employees, however, rules are superseded by the Professional Staff Handbook and the Administering Work and Leave Time Reports policy.

Employee Types

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

- Permanent Full-Time Salaried - E1
- Permanent Part-Time Salaried - E2

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 Professional Staff 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 are overtime-eligible and you do work on a holiday, see Types of Earnings & Leave below for what to report on your time sheet.

Click here for a list of the current paid holidays.

Leave Accruals

Most permanent Professional Staff employees accrue the following types of leave:

- Vacation Leave
- Sick Leave
- Personal Holiday
- Community Service Day
- Winter Break Day

Leave is accrued on the first day of every month and is available for use the same day. More information about leave can be found in the Professional Staff Handbook.

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 360-650-7713.

Types of Earnings & Leave

Employees in overtime-ineligible, permanent Professional Staff positions are only required to report full day absences on their time sheet.

Employees in overtime-eligible, permanent Professional Staff positions must report all leave taken (including partial day absences) and all hours worked.

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) – Overtime-Eligible Only

Employees in overtime-eligible, permanent Professional Staff 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 Professional Staff positions accrue sixteen (16) hours of vacation leave per month.
- Part-time, permanent Professional Staff positions accrue vacation leave based on the appointment percentage. For example, an employee in a part-time, 50% position will accrue eight (8) hours of leave per month.
- There is no waiting period to take vacation leave.
- Vacation leave is accrued on the first day of every month and is available for use the same day.
- 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.
- 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 the Professional Staff Handbook for more information.

Sick Leave (SIC)

- Full-time, permanent Professional Staff positions accrue eight (8) hours of sick leave per month.
- Part-time, permanent Professional Staff positions accrue sick leave based on the 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 first day of every month and is available for use the same day.
- 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 the Professional Staff Handbook for appropriate usage.

Community Service Day (CSD)

- Full-time, permanent Professional Staff positions accrue eight (8) hours of Community Service Day per year.
- Part-time, permanent Professional Staff positions accrue Community Service Day based on the 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 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 the Professional Staff Handbook for more information.

Personal Holiday (PER)

- Full-time, permanent Professional Staff positions accrue eight (8) hours of Personal Holiday per year.
- Part-time, permanent Professional Staff positions accrue Personal Holiday based on the appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of Personal Holiday per year.
- There is no waiting period to take your Personal Holiday.
- Personal Holidays accrue on January 1st and expire on December 31st of each year and cannot carry over into the following calendar year.
- 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 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 the Professional Staff Handbook for more information.

Winter Break Day (WTR)

- Full-time, permanent Professional Staff positions accrue eight (8) hours of Winter Break Day per year.
- Part-time, permanent Professional Staff positions accrue Winter Break Day based on the appointment percentage. For example, an employee in a part-time, 50% position will accrue four (4) hours of Winter Break Day per year.
- There is no waiting period to take your Winter Break Day.
- 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.
- 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 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 the Professional Staff Handbook for more information.

Hours Over Appointment (HOA) – Overtime-Eligible Only

Report hours over appointment (HOA) on your time sheet if you are an overtime-eligible, permanent, part-time Professional Staff 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) – Overtime-Eligible Only

- Report overtime on your time sheet to represent hours worked beyond forty (40) hours in a workweek that you wish to be paid rather than accrue leave for.
- 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).

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 the Professional Staff Handbook for leave without pay eligibility and appropriate usage.

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 the Cyclic & Alternate Workweek Information Guides for more information on cyclic leave.

Compensatory (Comp) Overtime Earned (CTO) – Overtime-Eligible Only

- Report comp overtime on your time sheet to represent hours worked beyond forty (40) hours in a workweek that you wish to accrue leave rather than be paid for.
- 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).

Compensatory (Comp) Time Taken (CTT) – Overtime-Eligible Only

- 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).

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 the Professional Staff Handbook 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 the Professional Staff Handbook for more information.

Holiday Premium Pay (HPP) – Overtime-Eligible Only

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 the Cyclic & Alternate Workweek Information Guides for information on holiday pay for employees with cyclic and/or alternate workweek schedules.

Holiday Compensatory (Comp) Time Earned (HCP) – Overtime-Eligible Only

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 the Cyclic & Alternate Workweek Information Guides for more information.

Holiday Compensatory (Comp) Taken (HCT) – Overtime-Eligible Only

- 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) – Overtime-Eligible Only

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 the [Cyclic & Alternate Workweek Information Guides](#) for information on holiday comp for employees with cyclic and/or alternate workweek schedules.

Suspended Operations (SUS) – Overtime-Eligible Only

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
- Community Service Day
- Leave Without Pay
- Compensatory (Comp) Leave – Overtime-Eligible Only
- Holiday Compensatory (Comp) Leave – Overtime-Eligible Only
- 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.

Note: If you are overtime-ineligible and have no leave to report for a particular pay period, you do not need to submit a time sheet.

Time Sheet	
Title and Number:	Asst Dir Payroll & Info Svcs -- 997535-00
Department and Number:	Human Resources -- 5410
Time Sheet Period:	03/16/2016 to 03/31/2016
Submit By Date:	03/31/2016 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*):

Note: If you are overtime-ineligible and have no leave to report for a particular pay period, you do not need to submit a time sheet.

- 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
Financial Aid Counselor, 997582-00 Financial Aid, 7600	●	03/16/2016 to 03/31/2016 Not Started ∨
Office Assistant 3, C99967-00 Registrar, 2140	○	03/16/2016 to 03/31/2016 Not Started ∨

Time Sheet

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:

*Note: If you are overtime-ineligible and have no leave to report for a particular pay period, you do not need to submit a time sheet.

- Login to Web4U
- Select **Employee** tab
- Select **Time Sheets**
- Click on **Access my Time Sheet** and **Select**

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

  Example:

- Click **Time Sheet**

Entering Earnings & Leave on Your Time Sheet

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

Note: If you are overtime-ineligible and have no leave to report for a particular pay period, you do not need to submit a time sheet.

- 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*)*
- *Note: 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:	8

Save   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
   - o To **Copy from date displayed to end of the pay period**, click the check box
   - o If you want to include weekend dates, check **Include Saturdays** and/or **Include Sundays**
   - o 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:	☑
Include Saturdays:	☐
Include Sundays:	☐

Copy by date:

Monday 06/01/2015	Tuesday 06/02/2015	Wednesday 06/03/2015	Thursday 06/04/2015	Friday 06/05/2015
☐	☐	☐	☐	☐
Monday 06/08/2015	Tuesday 06/09/2015	Wednesday 06/10/2015	Thursday 06/11/2015	Friday 06/12/2015
☐	☐	☐	☐	☐
Monday 06/15/2015				
☐				

Leave Request   Previous Menu   Copy
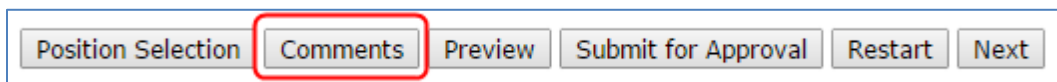
RELEASE: 8.8

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

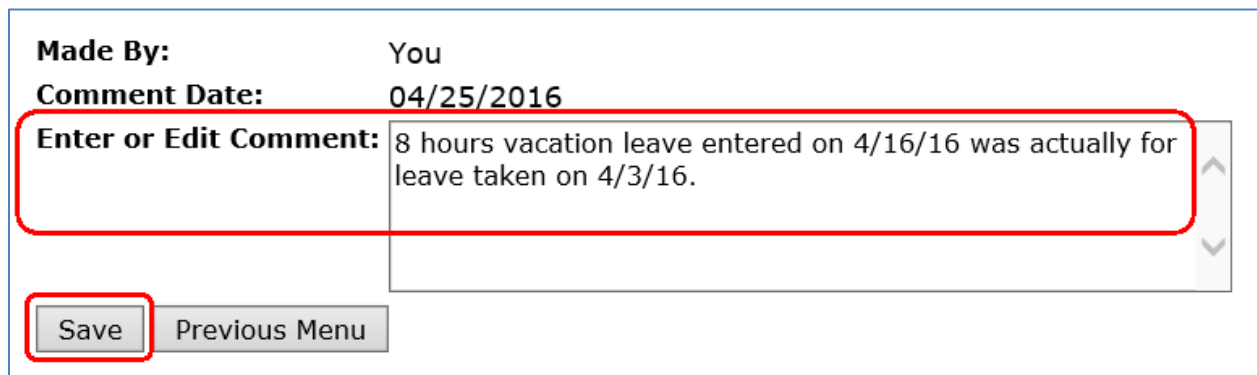⚠ **Your hours have been copied successfully.**

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**

| Position Selection | Comments | Preview | Submit for Approval | Restart | Next |

Example:

Made By:	You
Comment Date:	04/25/2016
Enter or Edit Comment:	8 hours vacation leave entered on 4/16/16 was actually for leave taken on 4/3/16.

| Save | Previous Menu |

- 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**

[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:

Note: If you are overtime-ineligible and have no leave to report for a particular pay period, you do not need to submit a time sheet.

- 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.
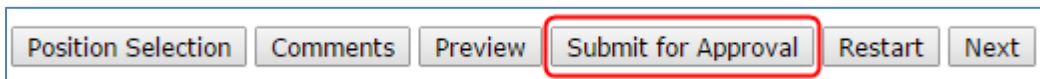
Example:

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

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

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	⊙	06/16/2016 to 06/30/2016 Not Started ▾

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.

| Position Selection | Comments | Preview | Submit for Approval | Restart | Next |

- If successful, you will receive the below message and your leave request will be ready for your Payroll Approver to approve

⚠ **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.