Completing Time Sheets in Web4U for Permanent Professional Staff Positions

User Guide

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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 These rules/guidelines apply to all applicable employees, however, rules are superseded by the Professional Staff Handbook and the Administering Work and Leave Time Reports policy.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 (Jan 1 – Dec 31)
- 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 first day of every month and is available for use the same day. 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 the [Professional Staff Handbook](#).

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

- Login to Web4U
- Leave Balances are viewable in the upper right corner
- Click [Full Leave Balance Information](#) for more information

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
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 their 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 their 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 sick leave usage.

Medical Leave/180 Day Medical Leave Plan (MED)
Only employees who have been “grandfathered in” by having been hired prior to November 7, 2016 are eligible to enroll in the 180 Day Medical Leave plan. Refer to the Human Resources webpage on the 180 Day Medical Leave Plan for more information.

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 their 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 their 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.

Shared Leave (SHR)
Employees who have a qualifying reason and have depleted or will deplete accrued leave may be eligible to receive shared leave from another state employee. Report shared leave on your time sheet to represent qualified shared leave hours. Refer to the Human Resources webpage on the Shared Leave Program 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 their 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. The exception to this is if you have pre-approved leave upon hire but your leave is not yet available to you. In this case, report the leave as leave without pay. 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 or household 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.

Military Leave (MIL)

Any employee who is a member of the United States Military, a member of a military reserve force of the United States or of the Washington National Guard is entitled to 21 days of paid military leave each year (beginning October 1st and ending the following September 30th) in order to report for required military duty, when called, or to take part in training or drills including those in the National Guard or state active status. Refer to the Human Resources webpage on Military Leave 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 information on holiday comp for employees with cyclic and/or alternate workweek schedules.

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.
Voluntary Temporary Reduction (VTR)
As an option to manage budgetary challenges due to the COVID-19 emergency, departments may allow employees to volunteer to take a furlough or temporarily reduce their appointment percentage. Employees return to their permanent appointment percentage and FTE on a pre-arranged date unless there is mutual agreement by both the department and the employee to return to work earlier. Report Voluntary Temporary Reduction on your time sheet for hours not worked to ensure you don’t receive payment for these hours.

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
• Shared Leave
• Leave Without Pay
• Winter Break Day
• Community Service Day
• Compensatory (Comp) Leave – Overtime-Eligible Only
• Holiday Compensatory (Comp) Leave – Overtime-Eligible Only
• 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 right will show the **Submit By Date & Time**. The **Submit By Date & Time** 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 are not required to submit a time sheet.*

![Submit By Date & Time](image)

**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 overtime-ineligible and have no leave to report for a particular pay period, you are not required to submit a time sheet.*

- Login to [Web4U](#)
- Click **Enter Time**
• If you selected **Pay Period** view, locate appropriate **Position & Pay Period**
• Click **Start Timesheet**

### 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 are not required to submit a time sheet.*

• If you haven’t already done so, follow instructions above on [Accessing Your Time Sheet](#)
• Click on date you would like to report earnings and/or leave under *(Click left or right arrow to view all dates within the pay period)*
• Click **Select Earn Code** to select type of earning and/or leave you want to enter
• Enter total **Hours** for the day *(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](#))*
• Click **Save**
  1. To add additional earn codes on the same day, click **Add Earn Code** (see below graphic)
  2. To edit number of hours, click **Edit** (see below graphic)
  3. To copy earnings and hours to other dates, click **Copy** (see below graphic)
  4. To delete earnings and hours, click **Delete** (see below graphic)

*Note: if you receive a Timesheet Message “Possible Insufficient Leave Balance” review your available Leave Balances*
Entering Comments on Your Time Sheet

You can enter text comments on your time sheet for a variety of reasons. For example, 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
- Enter earnings and/or leave on your time sheet and click Preview
- Scroll to the bottom and enter comments in Comment box

Example:
Restarting Your Time Sheet
The Restart Time 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 Time in upper right corner

![Restart Time](image)

- Click Restart Time again to confirm you’d like to restart your time sheet

![Confirm Restart](image)

- You can now re-enter hours on your time sheet or enter hours on the time sheet for another position (see 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 are not required to submit a time sheet.*

- If you haven’t already done so, follow instructions above on Accessing Your Time Sheet
- Once all entries have been entered and saved, click Preview

Time Sheet Example
• Verify the accuracy of time sheet then click Submit*

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

• If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve

![The timesheet has been successfully submitted.]

• To see who is set up to approve your time sheet, click icon next to total hours
Example:

Correcting Your Time Sheet Before the Deadline
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 Recall Timesheet at bottom right of time sheet

- If successful, you will receive the below message and your time sheet will be ready for you to make any adjustments

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

- If successful, you will receive the below message and your time sheet will be ready for your Payroll Approver to approve
Correcting Your Time Sheet After the Deadline
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.

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.