

**Non-Represented** Positive Time Report Sheet for **09/01/09**

Before you begin:

9/1/09 Pay Period Start Date  
96 Hours not yet recorded on this sheet (includes partial week carry forward)

Time Keep Location 158



**Positive Time Report**  
**Non-Represented Overtime Eligible Classified Staff**

Name Wellington Wildcat ID 22222222  
Dept Mickey Mouse Club FTE 1

Sep	Date	OT Eligible Hours			Non-OT Eligible Hours						Pay Period Totals
		Time Worked	Holiday Personal* HET Taken	Subtotal OT Eligible Hrs	Sick Leave (180)	Vacation (170)	Comp Time Taken (190)	Other Leave/ Work Hours	Leave Code - Leave Type	Subtotal Non-Work Time	
Carry Forward from prev											
Sun											
Mon											
Tues	9/1/2009										
Wed	9/2/2009										
Thu	9/3/2009										
Fri	9/4/2009										
Sat	9/5/2009										
Subtotal											
Sun	9/6/2009										
Mon	9/7/2009										
Tues	9/8/2009										
Wed	9/9/2009										
Thu	9/10/2009										
Fri	9/11/2009										
Sat	9/12/2009										
Subtotal											
Sun	9/13/2009										
Mon	9/14/2009										
Tues	9/15/2009										
Wed											
Thu											
Fri											
Sat											
Subtotal											
Carry Forward to next											
<b>Pay Period Totals</b>											

Enter only **Holiday, Personal Holiday, or Holiday Equivalent** in this column. If **Personal Holiday** or **Holiday Equivalent**, indicate in **\*Comments** box below.

If you select **Other\*** or **See Comments\*** in this column...

... explain here (including **Date** and **reason**).

<b>Total Reported Hours for Pay Period</b>		88.00
Standard Hours in Pay Period	Hours Worked	
Holiday/Leave Hours Reported		
Overtime Eligible Hours Over 40 (Enter as Overtime Hours)		
Extra Hours at Straight Time (Enter as Straight Hours)		

Did employee's job start or end during this pay period, was there an FTE change, or does employee work for another CWU dept?  
Additional hours will be paid in straight time when work hours do not exceed 40 hours in a work week. Overtime eligible employees will receive one and a half time when working in excess of 40 hours in one week, and when full time overtime eligible employees are assigned by employer to work on a scheduled day off.

1. Overtime Hours: _____ Payment for overtime hours in: <input type="checkbox"/> Money (362) <input type="checkbox"/> Compensatory Time (195)	2. Indicate if Absence is for: (Send copy of form to HR) <input type="checkbox"/> FMLA (Paid or LVOP) <input type="checkbox"/> Parental Leave <input type="checkbox"/> Pregnancy Disability <input type="checkbox"/> LSI (Worker's Comp) <input type="checkbox"/> Family Care Emergency <input type="checkbox"/> Inclement Weather	3. Did you work this pay period for any other CWU department? If yes: _____ Department(s): _____ NOTE TO TIMEKEEPER: If you select other department(s), please indicate.
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If you see a value for **Overtime Hours** or **Straight Time** hours, check the checkbox to indicate if you want **Money** or **Compensatory Time**.

Check the checkbox to indicate if **Leave** specified above was taken for any of these reasons.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Recorded on Time Report By: \_\_\_\_\_ Date Recorded \_\_\_\_\_  
This is the official time record and leave report, and must be retained per the WA State General Records Retention Schedule. CWU HR Forms - 7/15/2009

**Non-Represented** Positive Time Report Sheet for **09/16/09**

Before you begin:

9/16/09 Pay Period Start Date  
104 Hours not yet recorded on this sheet (includes partial week carry forward)

Time Keep Location 158



**Positive Time Report**  
**Non-Represented Overtime Eligible Classified Staff**

Name Wellington Wildcat ID 22222222  
Dept Mickey Mouse Club FTE 1

Sep	Date	OT Eligible Hours			Non-OT Eligible Hours						Pay Period Totals
		Time Worked	Holiday Personal* HET Taken	Subtotal OT Eligible Hrs	Sick Leave (180)	Vacation (170)	Comp Time Taken (190)	Other Leave/ Work Hours	Leave Code - Leave Type	Subtotal Non-Work Time	
Carry Forward from prev											
Sun											
Mon											
Tues											
Wed	9/16/2009										
Thu	9/17/2009										
Fri	9/18/2009										
Sat	9/19/2009										
Subtotal											
Sun	9/20/2009										
Mon	9/21/2009										
Tues	9/22/2009										
Wed	9/23/2009										
Thu	9/24/2009										
Fri	9/25/2009										
Sat	9/26/2009										
Subtotal											
Sun	9/27/2009										
Mon	9/28/2009										
Tues	9/29/2009										
Wed	9/30/2009										
Thu											
Fri											
Sat											
Subtotal											
Carry Forward to next											
<b>Pay Period Totals</b>											

**NEVER ENTER A ZERO IN THESE ORANGE CELLS!**

<b>Total Reported Hours for Pay Period</b>		88.00
Standard Hours in Pay Period	Hours Worked	
Holiday/Leave Hours Reported		
Overtime Eligible Hours Over 40 (Enter as Overtime Hours)		
Extra Hours at Straight Time (Enter as Straight Hours)		

Did employee's job start or end during this pay period, was there an FTE change, or does employee work for another CWU dept?  
Additional hours will be paid in straight time when work hours do not exceed 40 hours in a work week. Overtime eligible employees will receive one and a half time when working in excess of 40 hours in one week, and when full time overtime eligible employees are assigned by employer to work on a scheduled day off.

1. Overtime Hours: _____ Payment for overtime hours in: <input type="checkbox"/> Money (362) <input type="checkbox"/> Compensatory Time (195)	2. Indicate if Absence is for: (Send copy of form to HR) <input type="checkbox"/> FMLA (Paid or LVOP) <input type="checkbox"/> Parental Leave <input type="checkbox"/> Pregnancy Disability <input type="checkbox"/> LSI (Worker's Comp) <input type="checkbox"/> Family Care Emergency <input type="checkbox"/> Inclement Weather	3. Did you work this pay period for any other CWU department? If yes: _____ Department(s): _____ NOTE TO TIMEKEEPER: If you select other department(s), please indicate.
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Remember to check **Yes** or **No** checkbox here.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Recorded on Time Report By: \_\_\_\_\_ Date Recorded \_\_\_\_\_  
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