

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



Represented Positive Time Report
Represented Overtime Eligible Civil Service Employees

Name Wellington Wildcat ID 22222222
 Dept Mickey Mouse Club FTE 1

Sep	Date	OT Eligible Hours					Total OT Eligible Hrs	Non-OT		Pay Period Totals
		Time Worked	Holiday or HET Taken	Sick Leave (180)	Vacation (170)	Leave / Work Hours		Leave Code - Leave Type	Leave Code - Leave Type	
Carry Forward from										
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										
Pay Period Totals										

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

If you select **Other*** or **See Comments** * in either of these columns...

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

*Comments:		Total Reported Hours for Pay Period	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 employee to work on a scheduled day off.

1. Overtime Hours: _____ Payment for overtime hours in: Money (362) Compensatory Time (195)

Straight Time: _____ Payment for extra hours over 40 in: Money (361) Compensatory Time (196)

Full Time Employees: _____ Money (361) Compensatory Time (196)

Straight Time: _____ (361)

Part Time Employees (extra hours under 40): _____

2. Indicate if Absence is for: (Send copy of form to HR)

FMLA (Paid or LWOP) Parental Leave Pregnancy Disability LBI (Worker's Comp) Family Care Emergency Inclement Weather

3. Did you work this pay period for any other CWU department? If yes: Yes No Hours: _____

Department(s): _____

NOTE TO TIMEKEEPER: If there may be an overtime issue, contact other department(s) to verify employee's hours.

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 _____ Supervisor 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 - 9/3/2009

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



Represented Positive Time Report
Represented Overtime Eligible Civil Service Employees

Name Wellington Wildcat ID 22222222
 Dept Mickey Mouse Club FTE 1

NEVER ENTER A ZERO IN THESE ORANGE CELLS!

Sep	Date	OT Eligible Hours					Total OT Eligible Hrs	Non-OT		Pay Period Totals
		Time Worked	Holiday or HET Taken	Sick Leave (180)	Vacation (170)	Leave / Work Hours		Leave Code - Leave Type	Leave Code - Leave Type	
Carry Forward from										
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										
Pay Period Totals										

*Comments:		Total Reported Hours for Pay Period	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 employee to work on a scheduled day off.

1. Overtime Hours: _____ Payment for overtime hours in: Money (362) Compensatory Time (195)

Straight Time: _____ Payment for extra hours over 40 in: Money (361) Compensatory Time (196)

Full Time Employees: _____ Money (361) Compensatory Time (196)

Straight Time: _____ (361)

Part Time Employees (extra hours under 40): _____

2. Indicate if Absence is for: (Send copy of form to HR)

FMLA (Paid or LWOP) Parental Leave Pregnancy Disability LBI (Worker's Comp) Family Care Emergency Inclement Weather

3. Did you work this pay period for any other CWU department? If yes: Yes No Hours: _____

Department(s): _____

NOTE TO TIMEKEEPER: If there may be an overtime issue, contact other department(s) to verify employee's hours.

Remember to check **Yes or No** checkbox here.

Employee Signature _____ Date _____ Supervisor 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 - 9/3/2009