

Before you begin:

Pay Period Start Date

Time Keep Location



CENTRAL WASHINGTON UNIVERSITY

Positive Time Report
Non-Represented Overtime Eligible Classified Staff

Name ID
Dept FTE 1

Table with columns: Day of week, Date, OT Eligible Hours (Time Worked, Holiday Personal* HET Taken, Subtotal OT Eligible Hrs), Non-OT Eligible Hours (Sick Leave (180), Vacation (170), Comp Time Taken (190), Other Leave/ Work Hours, Leave Code - Leave Type, Subtotal Non-Work Time), Pay Period Totals. Includes rows for Carry Forward from prev, daily entries, and Subtotal.

Total Reported Hours for Pay Period

*Comments:

Large empty box for comments.

Summary table with rows: Hours in Pay Period, Hours Worked, 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 this pay period or end prior to the last work day, or was there an FTE change?

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.

Form with 3 sections: 1. Overtime Hours and Payment for overtime hours in; 2. Indicate if Absence is for; 3. Did you work this pay period for any other CWU department? Includes checkboxes for various leave types and a note to the timekeeper.

I certify the above accurately reflects hours worked and leave taken.

Signature lines for Employee Signature, Date, Supervisor Signature, Date, and Recorded on Time Report By, Date Recorded. Includes instruction: Timekeeper - Send this report to Payroll. If absence is indicated in box 2, send copy to HR.