

# Positive Time Reporting Process

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## Employee

1. Submit Absence Form to supervisor to request future leave or report an unplanned absence.
2. Submit signed and dated Positive Time Report to supervisor at the end of each pay period to report all leave taken and all time worked including overtime and/or compensatory time.

### *Special Situations:*

#### Absence on Last Day of Pay Period

- A. If a *planned* absence will occur on the last day of the pay period or beyond, submit a completed and signed Positive Time Report to your supervisor before departing.
- B. If an *unplanned* absence occurs on the last day of the pay period, sign Absence Form and Positive Time Report upon your return (supervisor will complete paperwork).

*Note: Keep your Positive Time Report in a location accessible by your supervisor (such as a shared drive) in the event that you are unexpectedly absent the last day of the pay period!*

#### Reporting Cyclic Leave

- A. Before cyclic leave begins, complete Positive Time Report(s). Note that it is acceptable to use one Positive Time Report to cover the entire period of uninterrupted cyclic leave, indicating the dates in the "Comments" box. However, some timekeepers (including the payroll office if they are doing your department's data entry) require a separate Positive Time Report for each pay period to facilitate their data entry process.
- B. If any time is worked during a period of cyclic leave, a separate Positive Time Report must be completed for that pay period.

#### Working for Multiple Departments

- A. Complete Timesheet for hours worked for other department.
- B. Note hours worked for other department in "Comments" box on Positive Time Report and check the box indicating "Did you work this pay period for any other CWU department?"
- C. Submit Positive Time Report to supervisor at the end of the pay period summarizing all hours worked for all departments along with Absence Forms and Timesheets.

## Supervisor

1. Review employee Absence Forms, approve or disapprove, and hold to confirm absences are reported on Positive Time Report.
2. Ensure that each employee has submitted a signed Positive Time Report by the end of each pay period.
3. Confirm all leave taken and time worked as reported on Positive Time Report.
4. Sign and date Positive Time Report.
5. Submit Positive Time Report and Absence Forms to Timekeeper.

### *Special Situations:*

#### Absence on Last Day of Pay Period

If employee is unexpectedly absent on the last day of the pay period, complete Absence Form and Positive Time Report, and submit to Timekeeper.

#### Employee Working for Multiple Departments

- A. Confirm all leave taken and time worked as reported on Positive Time Report.

- B. Sign and date Positive Time Report.
- C. Submit Positive Time Report, Absence Forms, and Timesheets to Timekeeper.

## **Timekeeper**

1. Ensure that a Positive Time Report is received for each employee who is required to submit one, based on the gray box indicated on the Time Sheet Report.
2. Enter all leave taken and extra time worked into Rapid Time Entry as reported on Positive Time Report.
3. Attach all original Positive Time Reports to a *copy* of the Time Sheet Report (this copy of the Time Sheet Report is just a cover sheet).  
[See attachment: "Positive Time Report Documentation"]
  - a. Check the gray box on the Time Sheet Report by each employees name, to indicate the Positive Time Report was received and is attached.
  - b. Hold this packet in your department until the designated submittal date (this will enable you to make adjustments that may come up).
  - c. Send to payroll in accordance with submittal schedule
4. Retain Absence Forms, signed Time Sheet Report, and Reconciliation Report in your department per the retention schedule.

Note: Leave is entered for exempt employees and non-overtime eligible classified staff from the Exception Time Report.

### *Special Situations:*

#### Employees on Cyclic Leave

If there are employees in your area on continuous cyclic leave, enter cyclic leave each pay period during Rapid Time Entry and write "CY" (to indicate cyclic leave) in the gray box on the Time Sheet Report when submitting Positive Time Reports to payroll.

If YOU (the timekeeper), will be on leave and need Payroll to perform your Rapid Time Entry:

- A. Contact the Payroll office in advance, to be sure they are aware of your absence and the need to do your rapid time entry.
- B. Submit your Time Sheet Report prior to rapid time entry dates, and include the RTE Request Form to Payroll requesting they do your entry (Note that they receive many copies of leave that has already been entered, and they must be able to distinguish those from the leave they need to enter).

#### Employee Working for Department Other than Yours

- A. Enter all leave taken and extra time worked for your department into Rapid Time Entry as reported on Positive Time Report.
- B. Do not enter hours worked for other department.
- C. Submit Timesheet to other department for processing.
- D. Process Positive Time Report as usual.

#### Employee from Other Department Working for You

- A. Complete Pay Request upon receipt of Timesheet.
- B. Submit Pay Request to Human Resources (HR will forward to payroll for data entry).

## **Payroll**

1. Verify that a Time Sheet Report has been received for each time keep location.

2. Note missing Positive Time Report as indicated on the Time Sheet Report.
3. On a quarterly basis, forward a report or list of missing Positive Time Reports in accordance with reporting list provided by HR.
4. Maintain records in accordance with records retention schedule.

## Submittal Schedule

Submit Positive Time Reports for <u>this</u> Pay Period:	... to Payroll on <u>this</u> date:	Submit Positive Time Reports for <u>this</u> Pay Period:	... to Payroll on <u>this</u> date:
1/1 – 1/15	February 10	7/1/ - 7/15	August 10
1/16 – 1/31	February 25	7/16 – 7/31	August 25
2/1 – 2/15	March 10	8/1 – 8/15	September 10
2/16 – 2/28	March 25	8/16 – 8/31	September 25
3/1 – 3/15	April 10	9/1 – 9/15	October 10
3/16 – 3/31	April 25	9/16 – 9/30	October 25
4/1 – 4/15	May 10	10/1 – 10/15	November 10
4/16 – 4/30	May 25	10/16 – 10/31	November 25
5/1 – 5/15	June 10	11/1 – 11/15	December 10
5/16 – 5/31	June 25	11/16 – 11/30	December 25
6/1 – 6/15	July 10	12/1 – 12/15	January 10
6/16 - 6/30	July 25	12/16 – 12/31	January 25