

# Time and Attendance Reporting Policy

## Employees – Payroll

### CWU Policy 302-03

**Effective:** June 4, 2014

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Time and Attendance Reporting Procedure

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#### **(1) Introduction**

- A. This policy applies to all University administrative exempt, classified, hourly and student employees and provides guidance for the recording and certification of time worked, leave use, and/or exception reporting.

#### **(2) General Information**

- A. All staff are responsible for recording and reporting accurate and complete work time electronically to ensure the timely and accurate payment of salaries and wages and the processing of all CWU payroll disbursements and related deductions. Supervisors are responsible for ensuring the accuracy of time reported by their employees.
- B. Payroll Services will ensure that payroll transactions comply with generally accepted accounting principles and that all withholdings for taxes, benefits, wage attachments, and voluntary deductions are reported accurately. Payroll Services will maintain time reporting records in accordance with federal and state laws.
- C. Supervisors are responsible for knowing, in consultation with human resources, which staff are eligible for overtime wages and for appropriately applying University compensation policies regarding hours worked, compensatory time, and overtime. Supervisors should familiarize themselves with the applicable university policy and procedures, and Collective Bargaining Agreements, as well as all University pay guidelines which are based on federal and state laws which regulate hours and time in the workplace for nonexempt employees.

- D. The University will designate overtime eligibility for each position in accordance with the Fair Labor Standards Act (FLSA). For purposes of calculating overtime, the standard work week is Sunday through Saturday. Regular full-time work schedules will normally consist of forty (40) hours and at least two (2) consecutive days off. Work schedules will be assigned by a supervisor; employee requests for non-standard work weeks must be approved by the supervisor.

**History:**

*PAC: 06/04/2014; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;  
Review/Effective Date: 06/04/2014; Approved by: James L. Gaudino, President.  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-155, June 2025  
Attached Procedure CWUR 3-40-045 as Appendix A, June 2025*

# Appendix A - Time and Attendance Reporting Procedure

## (1) Introduction

- A. This procedure applies to all University administrative exempt, classified, hourly and student employees and provides guidance for the recording and certification of time worked, leave use, and/or exception leave reporting.

## (2) Administrative Responsibility

- A. Appointing authorities, department heads, managers and supervisors:
  - 1. Ensure that time and leave electronically entered and certified by staff under their supervision is in accordance with University policies, collective bargaining agreements, and defined Payroll Procedures.
  - 2. Communicate and enforce defined time reporting requirements, i.e. daily, weekly, etc., and ensure all time is reported no later than the end of the pay period.
  - 3. Consult with Payroll regarding time reporting policy and procedures.
  - 4. Verify the accuracy of time submitted by employees prior to approval and submission for payment as per the Payroll Schedule available on-line at <http://www.cwu.edu/financial-affairs/payroll>.
  - 5. Submit electronically time for employees unable to access the system due to injury, absence or other issues.

## (3) Payroll:

- A. Administer this procedure in accordance with applicable federal and state laws, WACs, the time reporting policy and collective bargaining agreements.
- B. Develop and provide training on the use of the Time and Labor module through the HR professional development unit.
- C. Provide consultation and guidance to managers and employees regarding the time reporting policy and this procedure.

## (4) Process

- A. Overtime eligible classified employees will submit time via electronic timesheet in the Time and Labor component of HRIS. Time will normally be entered no later than the last day of the pay period or as defined by their Manager and/or employing department, such as daily or weekly.
- B. Student and Hourly employees will submit time worked, per shift, via the Time and Labor component of HRIS.

- C. Exempt employees will submit exception time (approved leave) via electronic timesheet in the Time and Labor component of HRIS following the frequency defined by their Manager and/or employing department and no later than the last day of the pay period.
- D. Managers must approve and submit employee electronic timesheets for payment by the 16th and 1st of each month. Consult the current Payroll Schedule for official deadlines, <http://www.cwu.edu/financial-affairs/payroll>.
- E. In the event a time sheet is not submitted for classified, hourly or student employees, payroll will base their pay on the defined schedule in the system. Supervisors will work with Payroll Services to identify and correct pay issues such as time omissions, overpayments, underpayments and requests for off-cycle checks.