

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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EMPLOYEE TIMESHEETS

2.2

REV 04/05

Finance and Administration

425.352.5235

OVERVIEW

Timesheets are required for all professional staff Level 1, classified staff, hourly and temporary employees for each pay period. As outlined below, employee time records are also required for professional staff Level 2 and 3 employees when there is a payroll exception for the pay period.

POLICY

Federal record-keeping requirements under the Fair Labor Standards Act require that a daily/weekly work time record be maintained for all overtime-eligible employees. This record must include identification information about the employee and data about the hours worked, including the time and day of week when the workweek began, the hours worked each day and the total hours worked each workweek. UWB will comply with these requirements through the use of weekly timesheets for professional staff (Level 1) and classified staff, and bi-monthly time sheets for temporary and hourly employees. Information on the timesheets must agree with the Online Work/Leave System (OWLS).

PROCEDURES

Professional staff Level 1, classified staff, hourly and temporary employees are expected to maintain their timesheet on a daily basis. The type of timesheet to be used depends upon the classification of the employee:

Classified Staff:

[Time Sheet - Classified Staff Full Time](#)

[Time Sheet - Classified Staff Part Time](#)

Professional Staff Level 1:

[Time Sheet - Professional Staff Full Time](#)

[Time Sheet - Professional Staff Part Time](#)

Hourly and Student Employees:

[Time Sheet - Hourly and Student Employees](#)

Professional Staff Level 2 & 3:

Professional staff Level 2 & 3 must submit to the Payroll Coordinator time records, of the department's own design, for any pay periods with exception pay. For instance, leave without pay would need to be reported for each pay period. Also, employees who are less than full time but have additional straight time for the pay period must report those hours to the Payroll Coordinator.

Due Dates:

All timesheets are to be signed by the employee and supervisor, and forwarded to the Payroll Coordinator on the 1st and 16th of the month for each pay period.

Timesheets will be returned to departments for the following reasons:

- Signature(s) or hours are illegible
- Timesheet incomplete
- Budget number missing (temporary and hourly employees)

Note that overtime will be paid unless the employee has indicated that it should be accrued as compensatory time.

FORMS

Classified Staff:

[Time Sheet - Classified Staff Full Time](#)

[Time Sheet - Classified Staff Part Time](#)

Professional Staff Level 1:

[Time Sheet - Professional Staff Full Time](#)

[Time Sheet - Professional Staff Part Time](#)

Hourly and Student Employees:

[Time Sheet - Hourly and Student Employees](#)

ADDITIONAL INFORMATION

UW Employee Leave Information web site:



<http://www.washington.edu/admin/hr/timeleave/>

UW Time Leave Glossary:

<http://www.washington.edu/admin/hr/timeleave/glossary.html>

CONTACT INFORMATION

[Payroll Coordinator](#) – 425.352.5423