

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### ONLINE WORK LEAVE SYSTEM

2.3

REV 04/05

Finance and Administration

425.352.5235

### OVERVIEW

The Online Work Leave System (OWLS) is used by the University of Washington to record leave accruals and usage. The online system replaced the hardcopy Form 220 process.

### POLICY

Employees are required by the Fair Labor Standards Act to record their work time on a daily/weekly basis for all overtime eligible employees. Non-overtime eligible employees, such as exempt professional staff (Level 2 and 3) are also required to record work time for payroll processing purposes.

The work time records (timesheets) are used as the basis for updating OWLS for leave earned and used. OWLS is used for all UWB classified and professional staff. Faculty are not included in OWLS processing. OWLS records are maintained by a designated departmental timekeeper and backup timekeeper. Timekeepers are expected to keep OWLS up to date as much as possible, with updates made for each pay period recommended.

### PROCEDURES

#### *Access to OWLS*

To request access to OWLS, contact the [Finance and Administration Manager](#). The F&A Manager will consult with the appropriate Program Director, Director or Manager to insure the employee requesting access should have it. Departments must identify a timekeeper, who will be responsible for monthly leave accrual and usage processing. A backup timekeeper must also be identified. This is necessary because the primary timekeeper CAN NOT enter their own OWLS records, and also to provide coverage for vacations or sick time.

Supervisors automatically receive access to OWLS when they are identified in the system as an employee's supervisor. Access is given to a supervisor so that

they may view online their employee's current and past leave accrual and usage should they choose to do so.

### *New Employee Setup*

New employees who are included in the OWLS system (classified and professional staff) are setup by the [Payroll Coordinator](#) in F&A. Department staff do not setup new employees, or terminate existing employees, in OWLS. The Payroll Coordinator does the setup for all new employees because many different items are required to successfully enter a new employee accurately. These items include:

- Employee anniversary date
- UW Hire date
- Leave without pay adjustments
- Probationary or trial service periods
- Prior state service credit

Much of the information for the above items comes from the Human Resources Office in Seattle directly to the Payroll Coordinator in F&A. For this reason, the Payroll Coordinator handles all setup for new employees.

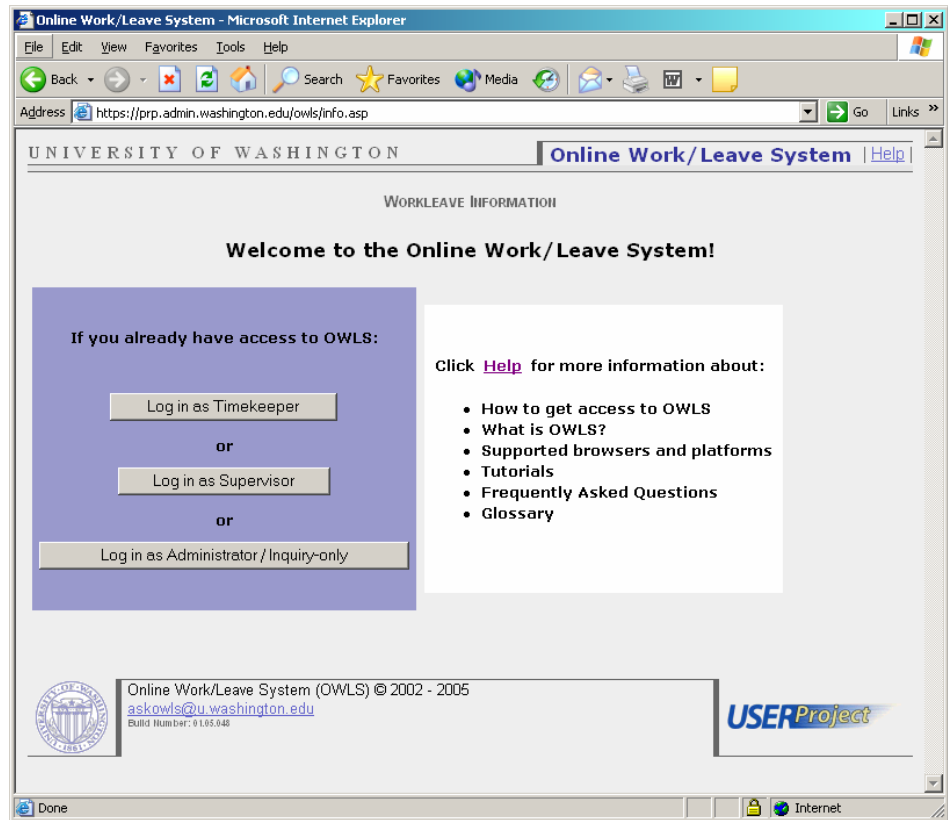
### *OWLS Processing*

As stated above, the [Payroll Coordinator](#) in Finance and Administration enters all new employees into OWLS. The Payroll Coordinator also processes any changes related to employee transfers and reclassification.

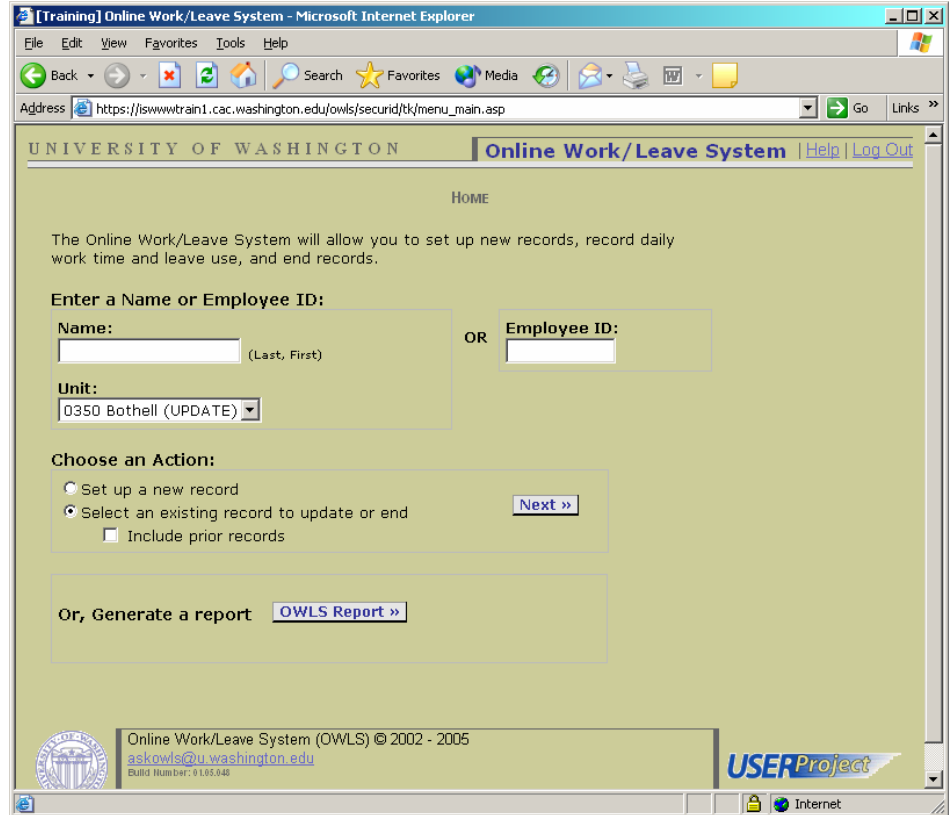
Because the setup for employees will already have been completed, departmental staff begin OWLS processing by entering information from timesheets into OWLS. Timesheets must be submitted on a regular basis, signed by the employee and supervisor, and be turned in to the Payroll Coordinator by the 1<sup>st</sup> and 16<sup>th</sup> of each month for the pay period just completed. See Administrative Services Policy and Procedure 2.2, Employee Timesheets, for more information on timesheet processing rules.

A general outline of standard monthly OWLS processing follows. For more detailed information on OWLS processing, please see the [OWLS Manual](#).

1. Sign in to the [OWLS program](#). The login screen below will appear. For timekeepers and backup timekeepers, this will require a SecurID and UWNetID. Supervisors may sign in with just their UWNetID. Note that it is not necessary for Supervisors to access the OWLS program. Supervisors may simply use the post-entry review messages (PERM), which comes automatically to the supervisor in the form of an email, to review the time and leave entered into OWLS.



2. The screen below will appear after the timekeeper signs in. Timekeepers must select the employee they wish to work on. The best way to do so is to choose “Select an existing record to update or end” and then click on the “Next” button.



3. Select the employee from this list displayed by clicking on their name.
4. When first starting a month to work on, the timekeeper should select the "Quick Schedule Fill" button. This will fill in the month with the employee's standard work week with "Worked" hours (which appear with a "W").

UNIVERSITY OF WASHINGTON | **Online Work/Leave System** | [Help](#) | [Log Out](#)

[OWLS Home](#) | [Work List](#) | **Calendar** | [Schedule/FTE/Svc Per.](#) | [Balances](#) | [Profile](#) | [Balance Change](#) | [End Record](#)

**Mouse, Mickey**    123-000-456    Classified - CSA    Month in Progress 1/2005

0350 FINANCE ADMIN-B    7036 FISCAL SPECIALIST 1    Anniversary Date: 04/16/2002

**[Training] -- This is not the production system.**

« Dec    January    2005    Go

January 2005 (In Progress)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Holiday	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Notes / Adjustments](#)

There are 0 notes this month.

**Quick Schedule Fill**    [Clear Selected Date\(s\)](#)

**Step 1:** Click on days to enter time.  
**Step 2:** Select the type of hours you wish to enter or modify.  
 W - Hours Worked  
 A - Annual Leave  
 S - Sick Leave

**Step 3:** Enter # of hours per day.  
     Replace W Hours

**Step 4:** [Update Calendar](#)

**Final Step:** [Submit Month & Send PERMs](#)

**January Monthly Summary (In Progress)**

Leave Type	Previous	Used	Earned	Adjustments	Total
Annual Leave	285	0	12*		285
Sick Leave	119.25	0	8*		119.25
Holiday	14	0	0		14

Personal Holiday has not been used.  
 \* These values will be credited to the employee's totals when the month is released and will be available for use the following month.

- To enter leave used, overtime paid or accrued, etc., just click on the appropriate day (Step 1), select the type of leave from the list provided (Step 2), indicate whether this is replacing Worked (W) hours (Step 3), and update the calendar (Step 4). The following is an example of a month which was filled in with Quick Schedule Fill, and annual and sick leave entered on various dates. Note that holiday days are automatically filled in by the system.

UNIVERSITY OF WASHINGTON | **Online Work/Leave System** | Help | Log Out

OWLS Home | Work List | **Calendar** | Schedule/FTE/Svc Per. | Balances | Profile | Balance Change | End Record |

**Mouse, Mickey** | 123-000-456 | Classified - CSA | Month in Progress 1/2005  
 0350 FINANCE ADMIN-B | 7036 FISCAL SPECIALIST 1 | Anniversary Date: 04/16/2002

[Training] -- This is not the production system.

January 2005 (In Progress)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 W: 8	4 W: 8	5 W: 8	6 W: 8	7 W: 8	8
9	10 W: 8	11 W: 8	12 W: 8	13 A: 2 W: 6	14 W: 8	15
16	17 Holiday	18 W: 8	19 W: 8	20 W: 8	21 W: 8	22
23	24 W: 8	25 W: 8	26 S: 8	27 W: 8	28 W: 8	29
30	31 W: 8					

Notes / Adjustments

There are 0 notes this month.

Final Step: **Submit Month & Send PERMs**

**January Monthly Summary (In Progress)**

Leave Type	Previous	Used	Earned	Adjustments	Total
Annual Leave	285	2	12*		283
Sick Leave	119.25	8	8*		111.25
Holiday	14	0	0		14

Personal Holiday has not been used.

\* These values will be credited to the employee's totals when the month is released and will be available for use the following month.

- The timekeeper will then select “Submit Month & Send PERMs.” This will finalize the month, send a PERM email message to the employee and their supervisor, and make the next month available for processing.

### Ending an OWLS Record

When an employee’s OWLS record needs to be ended due to resignation, transfer to another department, retirement or due to reclassification, the Payroll Coordinator will end the OWLS record. This will typically happen automatically when the Payroll Coordinator receives a copy of the resignation letter from the department, but if it does not for some reason, please contact the [Payroll Coordinator](#).

### ADDITIONAL INFORMATION

Online Work Leave System web site:  
<http://www.washington.edu/admin/hr/owls/index.html>



OWLS Manual:

<http://www.washington.edu/admin/hr/owls/OWLSManual.doc>

UW Time Leave Glossary:

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

### **CONTACT INFORMATION**

[Payroll Coordinator](#) – 425.352.5423

OWLS Help – [askowls@u.washington.edu](mailto:askowls@u.washington.edu)