

Instructions for filling out UWT Timesheets in Hardcopy
Full-Time Classified Staff

1. Fill in your name: Last, First, MI
2. Indicate your home department.
3. The standard workweek has been completed for you. UWT will use a standard workweek: the workweek begins on Monday at 12:00 am and ends Sunday at 11:59 pm. Do not change it unless you have advance approval from the UWT HR Manager.
4. Fill in the date for each day.
5. For each day, indicate the total number of regular hours worked. Add up your regular hours worked for the entire week in the last column.
6. For each day, indicate the number of hours worked beyond your regular daily schedule. This must be approved in advance. Add up Overtime hours in the last column. This is your **Total Overtime Hours**.
7. For each day, indicate the total number of hours of Comp Time used. Add up Comp Time hours used for the entire week in the last column.
8. For each day, indicate the total number of pre-approved hours used for Annual Leave. Add up Annual Leave hours for the entire week in the last column.
9. For each day, indicate the total number of hours used for Sick Leave. Add up Sick Leave hours for the entire week in the last column.
10. If you used one of the "Other" types of leave [Military Leave (M), Civil Leave (C), Bereavement Leave (B), Shared Leave (SH), Personal Holiday (PH)], indicate the type of leave used in the space provided in the first column. Then, for each day of the workweek, indicate the total number of hours of that leave used. Add up "Other" Leave hours for the entire week in the last column.
11. For each day that was a UW Holiday, enter 8 hours. Add up Holiday hours for the entire week in the last column. [Note: If a holiday is worked, enter 8 hours for the Holiday and record the hours worked in the Overtime row for the same day.]
12. Add up your paid hours for each day. Add up paid hours for the entire week in the last column and verify this value with the total for the last column. This is your **Total Hours Paid**.
13. Shift Differential: For each day, check the box if the majority of your shift was between 5 pm and 7 am.
14. For each day, indicate the total hours of Leave without Pay. Add up hours for the entire week in the last column.
15. Allocate the desired number of your **Overtime Hours** (6) to be paid and the remaining hours to Comp Time. Multiply Comp Time hours by 1.5 to determine the number of hours to be recorded as Comp Time on your Work and Leave Record (Form 220).
16. Sign and Date the timesheet.
17. Have Supervisor Sign and Date the timesheet.
18. Timesheets are to be retained in your departmental files. **Submit to Payroll only if you have Overtime, Shift Differentials and/or Leave w/o Pay.**