

Positive Time Reporting Frequently Asked Questions

What is the Fair Labor Standards Act?

The Fair Labor Standards Act (FLSA) is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments.

Who is affected by the Fair Labor Standards Act?

All employees who hold positions determined to be covered under the mandatory overtime provisions of the FLSA are covered. Overtime-eligible employees must be compensated with overtime pay or compensatory time for all hours worked over 40 in a single workweek. All overtime-eligible employees must record all hours worked in order to comply with FLSA standards.

What is Positive Time Reporting?

Positive Time Reporting is the method by which we will comply with the FLSA requirements by recording hours worked each day as well as leave taken and overtime worked.

When does this take effect?

Overtime eligible employees must begin to record their actual hours worked each day beginning with the July 1 – 15, 2009 pay period.

Why do we have to start recording actual hours worked now?

The Department of Labor had negative audit findings with the State of Washington's exception based time reporting system that was in practice for higher education and many State agencies. Based on the audit findings, the Department of Personnel is requiring that all State agencies including institutions of higher education implement a Positive Time Reporting process.

Is this optional?

No. All overtime eligible employees must record their hours worked each day in order to comply with the FLSA.

Who does this requirement apply to?

All permanent, classified employees are overtime eligible. Some professional staff employees are overtime eligible. If you are professional staff and unsure of your overtime eligibility, please contact HR at x3774. Professional staff who are not eligible for overtime should not enter hours worked.

Does this apply to temporary employees?

No. Temporary employees already record and are paid for actual hours worked.

How will I report my hours worked?

Overtime eligible employees who currently enter their exception time into Web4U will now be required to enter the total number of hours worked each day in the Earnings column of their electronic time sheet. Total Hours Worked Each Day will be the first earning that shows on your electronic time sheet.

What if I forget to enter my hours worked?

If you failed to enter your hours worked each day in Web4U, the time sheet approver can return the time sheet to you to correct. If the deadline has past, the time sheet approver can enter the hours for

you. If this occurs, you will then need to sign the PWRETIM report acknowledging the hours reported. If the hours worked each day field cannot be entered into Web4U, the employee will be required to complete the Time and Attendance Record form found on the Payroll website which is filed in the departmental payroll records for six (6) years.

Will Hours Worked Each Day impact my pay?

No. The Hours Worked Each Day field is a time recording code and does not affect the actual pay generated or payroll.

What is HRS on my Earnings Statement?

HRS is the payroll code for Hours Worked Each Day. You will see the HRS hours on your Earnings Statement and no pay will be associated with the code.

Why doesn't the HRS and REG hours match on my Earning Statement?

HRS and REG should match provided you did not work extra hours or report any exception leave. If you worked more than your scheduled hours, the HRS will equal REG plus either OT or Comp Time Earned for example.

I work at Facilities Management, how will I record my actual hours worked?

Facilities Management already has the capability to track hours worked each day for most employees through their work order system.

I don't enter my time. How will I record my actual hours worked?

In several departments where employees do not have access to enter their hours via Web4U, paper forms (Time and Attendance Record) will be utilized to document the actual hours worked. The forms must be signed by both the employee and the supervisor and kept with the payroll records in the department for six (6) years.

I am a Payroll Approver, what is my role?

The Payroll Approver is responsible for verifying that the hours worked each day is entered correctly.

I am a supervisor, what is my role?

The supervisor is responsible for ensuring that the time is not only entered correctly into Web4U, but also reported accurately.

Do I report Holidays under the Hours Worked Each Day?

No. If you don't work on the holiday, you don't report it in Hours Worked Each Day. If you work a holiday, include it in the Hours Worked Each Day and claim Holiday Comp Worked as well.

Do I include Overtime and Comp Time Earned in the Hours Worked Each Day?

Yes, since it is time you have worked, you must include it.

If I adjust my work schedule and come to work early so that I can leave early for an appointment, does it affect Positive Time Reporting?

If your total hours worked in the day is the same as your regular schedule, you simply report the total in Hours Worked Each Day. If you work more than your regular schedule, please refer to your bargaining unit contract to see if you earn daily overtime.