

**Western Washington University Human Resources - Payroll Services**  
**Alternate Workweek Time Reporting information for**  
**Permanent Classified and Professional Staff (Group 3) who are Overtime Eligible**

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**Alternate Workweek and Leave:**

An alternate workweek is any schedule other than 5 days a week at the job appointment %, Monday through Friday.  
 An alternate workweek should equal the number of hours required for your job appointment %

Example: Full-time requires 40 hours per week

Part-time requires 40 hours x appointment % per week (ex: 40 hours x 50% appt = 20 hours per week)

When leave is taken on a normally scheduled day, it must be for the number of hours scheduled to work

Example: 100% appointment working 4 days @ 10 hours/day must take 10 hours leave for a scheduled day not worked.

Example: 50% appointment working 4 days @ 5 hours/day must take 5 hours leave for any scheduled day not worked

Only Leave & Additional hours worked are entered to timesheet: HR system automatically pays for Regular & Holiday hrs

**Holiday information**

Fulltime employees will receive 8 hours of pay for a holiday.

Parttime employees will receive holiday pay on a prorated basis ( 8 hours x appointment %)

Example: 50% appointment will receive 4 hours of Holiday pay

If a holiday falls on a normally scheduled day to work:

Enter Leave for hours normally worked above appointment %

Example: 50% appointment working 5 hours/day: 1 hour Leave required because appt % is 4 hours daily.

Enter either paid Leave (VAC, COMP, PER) or unpaid Leave (LNN) on the holiday

If a holiday falls on a normally scheduled day off, Holiday Comp hours are earned to take off another day:

Enter Holiday Comp Earned (HCP) hours on the holiday

Example: 50% appointment would enter 4.0 Hol Comp Earned

Enter Holiday Comp Taken (HCT) when time off is taken

Hours worked on a holiday qualify for time and a half - either paid or compensatory time earned.

To be paid for hours worked on holiday: use earning Holiday Premium Paid (HPP)

To earn comp time for hours worked on holiday:

Use earning Comp Time Overtime (CTO) if holiday on usual work day

Use earning Holiday Comp Worked (HCW) if holiday on usual day off

**Cyclic Leave information: Cyclic leave is calculated based on the number of hours of the appointment %.**

Example: 22 days is required for each month of cyclic leave for a traditional work schedule.

An alternate work schedule is based on hours to arrive at the correct time to take off.

Example: 11 month appointment = 22 days off.

50% appointment = 4 hours/day x 22 days = 88 hours cyclic off needed per year

<b>Your personal alternate workweek:</b>						
Employee Name: _____				Date: _____		
Employee ID # W _____			Department: _____			
Enter your job appointment %:				%		
Multiply by 40				x 40		
<b>Total hours needed to work each week</b>				<u>          </u>		
<b>Enter your alternate workweek schedule here:</b>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____ hours	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours
<b>Timesheet:</b> Enter leave code and # of hours scheduled to work on a day you are off work						
Enter job appointment %				%		
Multiply by 8				x 8		
<b>Total hours paid on a Holiday</b>				<u>          </u>		
<b>Timesheet:</b> Enter a leave code and the # of hours above your Holiday hours.						

Employee and Supervisor retain a copy  
 Send one copy to HR-Payroll Services, MS 5221

Payroll Information: Eclass:   
 ORGN code

\_\_\_\_\_  
 Employee Signature

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 Supervisor Signature