

**Western Washington University Human Resources - Payroll Services**  
**Alternate Workweek Time Reporting information for**  
**Professional Staff (Group 2) who are Ineligible for Overtime**

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**Leave Reporting: Any leave taken for 4 or more hours in a day must be reported on the employee's timesheet.**  
**This applies to any leave reporting situation**

**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

\*\*For partial day absences, report leave for 4 or more hours

Only Leave is entered to the timesheet: the HR system automatically pays for Regular & Holiday hours

**Holiday information**

Employees will receive holiday pay at their appointment percent.

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

**Cyclic Leave information**

Cyclic leave is calculated based on the number of hours of the job appointment %.

Cyclic hours should be calculated and taken based on your alternate work schedule.

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>					<b>_____</b>	
<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> Report 4 or more hours of leave taken in a day						

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

\_\_\_\_\_  
Supervisor Signature

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

Payroll Information: Eclass: \_\_\_\_\_  
 ORGN code \_\_\_\_\_
