Time and Labor Reporting Procedure

(Posted 12/17/21 - pending approval)

<table>
<thead>
<tr>
<th>Division:</th>
<th>Finance and Administration</th>
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<tr>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Contact Information:</td>
<td>Human Resources Specialist/Karen Callaway/715-836-4202/callawkl@uwec.edu</td>
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<tr>
<td></td>
<td>Human Resources Coordinator/Jeannine Buch/715-836-5389/</td>
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Effective Date: 10/1/2021
Revised Date: 

Authority:
UWSA Policy 1210 - Vacation, Paid Leave Banks, and Vacation Cash Payouts
UWSA Policy 1211 - Personal Holiday and Legal Holiday Administration
UWSA Policy 1212 - Sick Leave
UWSA Policy 1227 - Standard Office Hours, Legal Holidays and Other UW System Institution Closures
UWSA Policy 1270 - Optional General Payroll Deductions
UWSA Policy 1237 - Student Employment
Wisconsin State Statute - CHAPTER 40 - PUBLIC EMPLOYEE TRUST FUND

Objective:
The purpose of this procedure is to identify the multiple resources and procedures pertaining to UW-Eau Claire (UWEC) student employees, university staff, academic staff, and faculty to simplify and define a workflow for payroll processing.

Scope:
The scope of this procedure is to direct students, employees, and managers through the payroll process, thereby decreasing the time to process and adjustments.

Definitions:
Human Resources System (HRS) - Centralized repository of employee information including work history, payroll, training, and contact information.

KB (Knowledge Base) - articles designed to guide the user through the process as outlines.

MyUW portal - This portal is for employees to access personal employment information including payroll, mandatory training, benefit information, etc. Employees can access the MyUW System portal at https://my.wisconsin.edu/.
Procedures:

**Employee Procedures**
- UW System Administrative Policy 215 Payment Methods and Timing for Payroll
- UW System Administrative Policy 1270 Optional General Payroll Deductions
- UWEC Direct Deposit Wages and FAQ
- Leave Reporting
- Monthly Leave Reports and No Leave Taken
- View Absence Balances Monthly
- Cancel/Edit Absence Monthly
- Time FAASLI Enter No Leave Taken
- Update Federal and/or State W4 Tip Sheet
- Edit or Delete Direct Deposit Tip Sheet

**Manager Procedures**
- KB 15612 - Entering Timesheet Adjustments
- KB 15567 – Reviewing and Approving Time and Absence Exceptions in HRS
- KB 18370 – Viewing the Payable Time Detail Page in HRS

**Administration:**
Approval Details

| Approval Authority: | [Refer to the Table of Approval Authorities] |
| Approval date:      | [dd/mm/yyyy]                               |
| Version no:         | V1.0                                       |
| Date for next review: | [The practice directive and procedure review should be scheduled 3 years from the approval date] |

Revision History

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<th>Description of changes</th>
<th>Author</th>
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<td>&lt;dd/mm/yyyy&gt;</td>
<td>Procedure established</td>
<td>Title of Procedure Author</td>
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Contact Person/Unit

| Contact Person/Unit: | Human Resources Coordinator/Jeannine Buch/715-836-5389 |
|                      | Human Resources Specialist/Karen Callaway/715-836-4202 |
|                      | callawkl@uwec.edu |

Keywords

FAASLI – Faculty, Academic Staff and Limited Appointments
| Keywords:            | Payroll, time sheet, W-4, direct deposit, absence, FAASLI, time adjustment, approving time, payable time, leave reports, absence exceptions |