

# TIME REPORT

## OVERTIME-ELIGIBLE EMPLOYEES

- The maximum annual leave balance is 240 hours for civil service and 352 hours for faculty and A/P. See WAC 357-31-215 for exceptions.
- Bargaining unit employees refer to appropriate contracts for compensatory time and leave accrual limits.

- The maximum compensatory time balance for civil service is 240 hours.
- Enter dates of Family Medical Leave in Comments; see back for routing.

WSUID NO.	NAME LAST, FIRST, AND MIDDLE		MAIL CODE	EMPLOYING DEPARTMENT		EMPLOYEE TYPE		
MONTH	YEAR	TITLE	TITLE CODE	% FTE	TERM (Basis of Service) _____ Months	<input type="checkbox"/> Annual <input type="checkbox"/> Academic <input type="checkbox"/> Summer	Civil Service: <input type="checkbox"/>	Collective Bargaining: <input type="checkbox"/> Alternate <input type="checkbox"/> Scheduled <input type="checkbox"/> Nonscheduled

### HOURS WORKED

WSU1010-GENEX001-0206

Time Base Code	Account Code Program-Budget-Project	Total Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RP																																	

### LEAVE HOURS TAKEN (Enter other leave types in blank lines as necessary. See BPPM Chapter 60.)

Annual Leave																																	
Sick Leave																																	
Comp Time Off																																	
Leave Without Pay																																	
Personal Holiday																																	
Holiday																																	
Bereavement (Civil Svc./Col. Bar. Unit) Note family relationship in Comments.																																	
Emergency Leave (Fac and AP) Note family relationship in Comments.																																	
Shared Leave																																	
<b>TOTAL HOURS</b>																																	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

<b>COMP TIME EARNED</b>																																
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BALANCES	Annual Leave	Sick Leave	Shared Leave	Comp Time	Comments
Previous Balances					
Subtract Hours Used					
Subtract Donated Hours					
Add Hours Earned or Received					
<b>Current Balance</b>					
Administrative Correction					

I certify that this is an accurate report of my work and leave. Employee's Signature **X**

Supervisor's Signature **X** Administrative Approval **X**