

Reporting Daily Activity for Temporary Employees

RECORD OF ACTIVITY Temporary employees record hours worked or pieces completed on a time/piece record, which may be a Daily Activity Report, a time clock card, or an alternate time/piece record approved by Human Resource Services (HRS).

The temporary employee time/piece record is the official record of hours worked or pieces completed.

NOTE: There is no University requirement that the hours of work for graduate students appointed to assistantship positions be reported on a Daily Activity Report or other similar document.

The department maintains the Daily Activity Report, the time clock card, or the HRS-approved alternate time record as an audit record.

Related Sections

See 60.26 and 60.27 for more information about temporary employment. See 60.42 for information about faculty timecard employment.

Positive Pay Time Entry

The department uses information recorded on the temporary employee time/piece record to complete the Positive Pay Time Entry. The Positive Pay Time Entry transmits the activity data to Payroll. See 55.22 for more information on Positive Pay Time Entry.

For a given pay period, each Positive Pay Time Entry must agree with and be supported by information reported on a temporary employee time/piece record.

REPORTING HOURS

Requirements

The following requirements apply to all forms for reporting hours or pieces worked by temporary employees. See 60.61.2-3 for University-approved reporting forms.

- Temporary employees must submit separate time/piece records for each pay period worked.
- The employee submits the report to his or her supervisor after the employee has completed working all of his or her hours for the pay period. (Refer to the Payroll Documents Calendar for the inclusive dates of Positive Pay periods.) NOTE: The supervisor must **not** sign the report until the employee completes working all of his or her hours for the pay period.
- The employee and the supervisor sign and date the report certifying the accuracy of the report. NOTE: Facsimile or substitute signatures, e.g., signature stamps, are **not** acceptable.
- The supervisor must **not** return the report to the employee after signing, in order to maintain the integrity of the pay-affecting document.

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Form Completion

Department Departments enter the following information on the form before giving the form to the employee:

- Employee name
- Employee WSU ID number
- Pay period beginning and ending dates
- Position number
- Title
- Title code
- Account coding, i.e., fund, subfund, program, budget, and project
- Units, e.g., hours or pieces
- Rate of pay per unit

The information must agree with the information on the Temporary Employment Position form which established the position. See 60.27.

Temporary or Faculty Timecard Employee The employee records the hours worked or pieces completed each day as the activity occurs.

The employee is to report partial hours as decimal fractions.

Supervisor The supervisor verifies and signs the form. The supervisor is responsible for ensuring that the requirements on 60.61.1 are met.

Reporting Forms

The department selects from the following reporting records to report hours worked or pieces completed by temporary employees.

Daily Activity Report If the employee works for a single account during a given pay period, the department uses the Daily Activity Report. Two versions of the form are available:

- PDF version. Complete and/or print the master form on 60.61.5.
- An automated version. To obtain the automated version, go to the PR&F FileMaker forms website at:

<http://www.wsu.edu/~forms/fm.html>

Daily Activity Report for Multiple Accounts If the employee works for more than one account during a given pay period, the department uses the Daily Activity Report for Multiple Accounts. Two versions of the form are available:

- PDF version. Complete and/or print the master form on 60.61.4.

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Daily Activity Report for
Multiple Accounts (cont.)

- An automated version. To obtain the automated version, go to the PR&F FileMaker forms website at:

<http://www.wsu.edu/~forms/fm.html>

Enter the hours worked for either the first half of the month (days 1-15), or for the second half of the month (days 16-31).

Time Clock Card

Time clock cards may be substituted for Daily Activity Reports.

Alternate Time/Piece Record

Alternate time records may be substituted for Daily Activity Reports if HRS approves the alternate time/piece record *prior* to department use.

HRS maintains a record of all units requesting and using alternate time/piece records. HRS also maintains a copy of the alternate time/piece record used by each requesting unit.

RECORDS RETENTION

The department is to maintain each Daily Activity Report, time clock card, and/or alternate time/piece record for six years after the end of the fiscal year. See 90.01 for more about records retention.

| *Complete and/or print the following forms as needed:*
| *60.61.4: Daily Activity Report for Multiple Accounts*
| *60.61.5: Daily Activity Report (for single accounts)*