
2000 220 READ ME

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INTRODUCTION

The 220 form is used to keep track of things like your work hours per week, leave balances, overtime and FMLA time. This electronic, Microsoft Excel 5.0 version has been produced by a team at the Department of Orthopaedics in the hopes that you will find it more versatile and easier to use than the hard copy. However, this electronic version should be considered a “working copy.” It does not take the place of the original hard copy which will

still require your and your supervisor's signatures each month. The 220 hard copy is an official UW document that will follow you should you switch departments at the University. If you've never used the electronic version before, please keep reading. If you are familiar with the electronic 220 and just want information on what's new for 2000, please skip to the section entitled "WHAT'S NEW FOR 2000."

If you have any questions regarding the use of this 220, please feel free to contact Mike Burdett at 685-4350 or via email at burdett@u.washington.edu.

COMPONENTS OF THE 220

As you work, use leave, or work overtime, you'll want to record these actions on the electronic 220. Each month of the year is represented on the 220 in a similar manner. The days of the week appear down the left-hand side in order and the different types of work, overtime, and leave are listed across the top. Darkly-shaded rows denote days that fall on a weekend and University-recognized holidays are marked with light shading. The column headers and their meanings are as follows:

Work and Leave

- WORK - Usually 8 hours per weekday.
- ANNL - Annual Leave, also known as paid vacation leave.
- SICK - Sick Leave, paid leave in cases of disability, injury, illness, etc.
- LWOP - Leave Without Pay, unpaid leave for use when an employee's paid leave balance is insufficient to cover an absence.
- HOL - Holiday Leave, paid leave for University-recognized holidays such as New Year's Day and Christmas. Holidays for 2000 should already have an "8" in this column.
- PHOL - Personal Holiday Leave, one day per calendar year. The PHOL balance at the bottom of each month is 8 hours (1 day) until you use your personal holiday. A personal holiday must be taken as one full day of paid leave. It cannot be used incrementally (an hour on one day, a couple more another day, etc.).
- CIVIL - Civil Leave, paid leave granted for jury, witness or other subpoenaed civil duty.
- BRVMT - Bereavement Leave. One day of paid leave is granted an employee for a death in the family or household member. Up to two more days *may* be granted by the employing official.

OT/Holiday Time (Compensatory Time)

- OT - Overtime. This field should be used if you have worked in excess of your full-time daily shift or if you have worked more than 40 hours in the work week. See your

supervisor if you have questions about this. The *actual* excess work hours should be recorded in this field. For example, if I my normal quitting time is 5pm and I work until 7pm, I would put an “8” in the “WORK” column for that day (since I worked my normal eight hours) and a “2” in the “OT” column (since I worked two hours of overtime). The two hours of overtime are automatically converted into time-and-one-half ($2 \times 1.5 = 3$) at the bottom of the page.

- HT - Holiday Time. This is different than Holiday Leave (HOL) and is used by employees who accrue compensatory time at a 1-to-1 rate instead of at time-and-one-half.
- PAID - Paid OT/Holiday Time. As you accrue overtime or holiday time, you can either be paid for it or have it accrue and use it as paid leave later. If you’d like to have your overtime balance paid, indicate the number of hours you are being paid for in this column.

For example, let’s say on Jan. 29 I work two hours of overtime and would like to get paid for it. As explained above, I’d put an “8” in the WORK column (since I normally work eight hours per day) and a “2” in the OT column (to account for the 2 hours of overtime). At the bottom of the page, the 2 hours have been converted to 3 hours at time-and-one-half ($2 \times 1.5 = 3$). I now have three hours to play with. I can get paid for it or use it as leave later. In this case, I want to get paid for it, so I would place a “3” in the PAID column. This is how the OT portion of the page would look:

JANUARY			OT/HOLIDAY TIME				
Bal. 12/31/97	Day Total	Week Total	0.00	OT	HT	PAID	USED
	24-Jan	0.00	8.00				
	25-Jan	0.00	37.00				
	26-Jan	8.00	37.00				
	27-Jan	8.00	37.00				
	28-Jan	8.00	37.00				
	29-Jan	13.00	37.00		2.00	3.00	
	30-Jan	0.00	37.00				
	31-Jan	0.00	37.00				
ANNL/SICK Time Used Jan				2.00	0.00	3.00	0.00
Balance Jan			0.00	X 1.5			
Accrued Jan			3.00	<---/---	<---/		
OT/HT/FMLA Paid/Used Jan			3.00	<-----	<-----	<---/---	<---/
Bal. 1/31/98			0.00				

As you can see in the totals section, there were 3 hours of overtime accrued in January and 3 hours were paid, leaving a balance of zero.

- USED - Used OT/Holiday Time. Using the above example, let’s say that instead of getting paid for the overtime I wanted to use my 3 hours as paid leave instead. On Jan. 23, I work two hours of overtime. I place an “8” in the WORK column and a “2” in the “OT” column for that day. I now have a balance of 3 hours to play with. The next week, I want to leave 3 hours early on Jan. 30 and use up my 3 hour balance. I put a “5” in the WORK column for the 30th (because I’m only working 5 hours that day) and a “3” in the USED column (because I am using an overtime balance as paid leave).

JANUARY			OT/HOLIDAY TIME				
Bal. 12/31/97	Day Total	Week Total	0.00	OT	HT	PAID	USED
22-Jan	8.00	42.00					
23-Jan	10.00	42.00		2.00			
24-Jan	0.00	42.00					
25-Jan	0.00	40.00					
26-Jan	8.00	40.00					
27-Jan	8.00	40.00					
28-Jan	8.00	40.00					
29-Jan	8.00	40.00					
30-Jan	8.00	40.00					3.00
31-Jan	0.00	40.00					
ANNL/SICK Time Used Jan				2.00	0.00	0.00	3.00
Balance Jan			0.00	X 1.5			
Accrued Jan			3.00	<--/--	<--/		
OT/HT/FMLA Paid/Used Jan			3.00	<-----	<-----	<--/--	<--/
Bal. 1/31/98			0.00				

In this case, the totals section once again shows 3 hours of overtime accrued in January and 3 hours used, leaving a balance of zero.

FMLA

Under the federal Family Medical Leave Act, eligible employees are entitled to up to 12 weeks (480 hours) of leave (paid or unpaid) per calendar year for certain family medical situations (illness, maternity leave, care for a sick parent, etc.). Use of FMLA leave must be discussed with your supervisor prior to using it. The FMLA section of your 220 is there to keep a running total of the Family Medical Leave you have taken during the calendar year. It is your supervisor’s responsibility to fill out this section if necessary.

COMMENTS

If you scroll down the month page, you’ll notice below each month there is a comments section that looks like this:

COMMENTS FOR		JAN, 1998
DATE	COMMENTS	

This section is for use by you or your supervisor should anything on your 220 require further explanation. For example, if you come in late to work because of an early morning doctor’s appointment (a use of sick leave) and then leave work early to start a vacation (a use of annual leave), you may want to note in the comments section why two different types of leave are being used on the same day.

DAILY USE OF YOUR 220

As you input work, leave, and overtime hours onto your 220, a few things will happen automatically:

Week Total

Your work hours in a given week (Sunday through Saturday) will be totaled up under the “Week Total” column. This makes it easy to calculate if an employee working at 100% is working more than 40 hours per week.

Annual Leave

Your annual leave balance is carried forward from the previous year onto the top of the January, 2000 page. The amount of annual leave you use throughout the course of a month is totaled in the “ANNL/SICK Time Used” row at the bottom of each month. This figure is subtracted from the balance you had at the beginning of the month to arrive at a “Balance” figure. The number of hours of leave you accrued during that month is then added to your “Balance” figure. This is the number of hours carried over to the next month. Take a look at the example below:

JANUARY	Day	Week	WORK	ANNL
Bal. 12/31/97	Total	Total		100.00
25-Jan	0.00	40.00		
26-Jan	8.00	40.00		8.00
27-Jan	8.00	40.00		8.00
28-Jan	8.00	40.00		8.00
29-Jan	8.00	40.00		8.00
30-Jan	8.00	40.00		8.00
31-Jan	0.00	40.00		
ANNL/SICK Time Used Jan				40.00
Balance Jan				60.00
Accrued Jan				8.00
OT/HT/FMLA Paid/Used Jan				
Bal. 1/31/98				68.00

I started out this month with 100 hours of annual leave. I took 5 days off (Jan. 26-30) which used 40 annual leave hours. This left me with a balance of 60 hours of annual leave. I then accrued 8 more hours over the course of the month, leaving me with 68 hours of annual leave to be carried over to February.

The amount of leave you accrue during the month is added at the very end because you can't use leave until you accrue it. So, if I had a balance of zero at the start of January, I couldn't use the eight hours I accrued in January until February.

The amount of annual leave you accrue in a month is based on the percentage of time you are currently working (An employee working at 80% time will accrue 80% of the vacation time per month that a full-time employee would accrue.) and the number of years of service you have with the University. Your years of service and current monthly annual leave accrual rate should be filled out in a section in the middle of the 220 that appears like this:

	0.00	0.00	0.00	0.00	
					0.00
Years of Service				1.00	0.00
Accrual Rate				8.00	0.00
	8.00				0.00

The last thing you should do each month is input the amount of annual leave accrued during the month near the end of the ANNL column in the “Accrued Jan” row, as below:

JANUARY		Day	Week	WORK	ANNL	SICK
Bal. 12/31/97	Total	Total			100.00	100.00
25-Jan	0.00	40.00				
26-Jan	8.00	40.00			8.00	
27-Jan	8.00	40.00			8.00	
28-Jan	8.00	40.00			8.00	
29-Jan	8.00	40.00			8.00	
30-Jan	8.00	40.00			8.00	
31-Jan	0.00	40.00				
ANNL/SICK Time Used Jan					40.00	0.00
Balance Jan					60.00	100.00
Accrued Jan					8.00	8.00
OT/HT/FMLA Paid/Used Jan						
Bal. 1/31/98					68.00	108.00

Doing this at the end of the month ensures that you don't trick yourself into thinking you have more leave available than you actually do, since in this case you can't use the 8 hours accrued in January until February.

When submitting a Leave Request Form to your supervisor for approval of annual or sick leave, please update your electronic 220 to include the time off you are requesting. Doing so will enable you and your supervisor to verify that you have enough leave to cover the leave requested. In the meantime, you may be asked to adjust your 220 form accordingly. Please be aware that Leave Request Forms are required for all time off. They are used for audit purposes and this department is required to hold them on file for a period of 6 years.

Sick Leave

Like annual leave, the amount used during a month is subtracted from the beginning

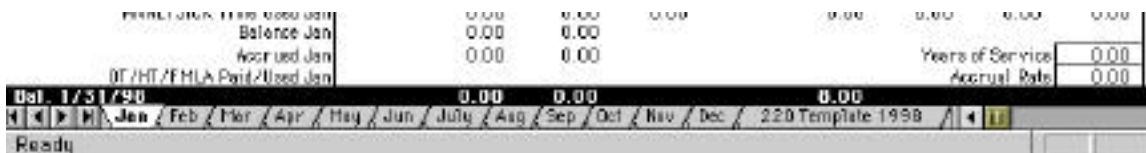
balance. The amount accrued during the month is added to the remaining balance just before it is carried over to the next month. Every full time employee accrues sick leave at a rate of 8 hours (1 day) per month, regardless of years of service with the University. An employee working at 80% time will accrue 80% of 8 hours or 6.4 hours of sick time per month. As with annual leave, the last thing you should do at the end of a month is input the amount of sick leave you accrued during the month near the end of the SICK column in the “Accrued Jan” row.

Personal Holiday (PHOL)

As mentioned earlier, the balance of this column will remain at 8 hours until you use your personal holiday. You must use your personal holiday by the end of the calendar year as it does not carry over to the next year if left unused.

Moving to Other Months

You can move from month to month by clicking on one of the tabs at the bottom of the page (see blow).



TOTALS PAGE

The last page of the 220 workbook (entitled “220 Template 2000”) contains a summary of your leave and overtime activity throughout the course of the year. Most of the cells on this page are locked so that the equations they contain cannot be accidentally modified. A couple of the fields on this page are worthy of note:

Anniversary Date - This is the date that you started as a salaried, Classified Staff employee at the University. Your “Years of Service” figure (and hence your annual leave accrual rate) is derived from this date.

Vacation Accrual Month - The best way to explain this is to use examples. Let’s say I started out at the University in a salaried, Classified Staff position on 1/1/98 (This is my Anniversary Date.). After one year, my annual leave accrual rate goes up from 8 hours per month to 8.67 hours per month. My Vacation Accrual Month is the month of the year at which my accrual rate will change. In this case, it is January, and in January of 1999 my vacation accrual rate will jump up to 8.67. However, let’s say my position started on

1/16/98. In this case, half of the month has gone by before I've started my position. I don't get credit for January and my Vacation Accrual Month becomes February. So, my vacation accrual rate won't go up to 8.67 until February of 1999.

Please take a moment to ensure that the information in these two fields (and in the Accrual Rate field on each month) appears to be correct.

WHAT'S NEW FOR 2000

Because of the addition of new columns, it is difficult to view an entire month at once on one's monitor. As a result, the Day Total and Week Total columns (used to highlight possible overtime situations) have been moved from the far right of each month to the far left.

Overtime

Overtime has been expanded to several columns to better account for being paid for overtime, using accrued overtime as leave, etc.

JANUARY			OT/HOLIDAY TIME				
Bal. 12/31/97	Day Total	Week Total	0.00	OT	HT	PAID	USED
25-Jan	0.00	5.00					
26-Jan	0.00	5.00					
27-Jan	4.00	5.00		2.00		2.00	
28-Jan	0.00	5.00					
29-Jan	0.00	5.00					
30-Jan	1.00	5.00					1.00
31-Jan	0.00	5.00					
ANNL/SICK Time Used Jan				2.00	0.00	2.00	1.00
Balance Jan			0.00	X 1.5			
Accrued Jan			3.00	<--/-->	<--/		
OT/HT/FMLA Paid/Used Jan			3.00	<----->	<----->	<--/-->	<--/
Bal. 1/31/98			0.00				

The number of overtime hours you have worked are placed in the OT column. The number of Holiday Time hours you have accrued are placed in the HT column (This is for employees who accrue compensatory time at a rate of 1:1 instead of at time-and-one-half.). The number of overtime or holiday time hours you'd like to get paid for goes into the PAID column. If you choose to use your accrued overtime as paid leave later, the hours you use as leave are entered into the USED column. For example, in the table above, I worked 2 hours of overtime on Jan. 27. This is converted into time-and-one-half (2 x 1.5 =

3) at the bottom of the month in the “Accrued Jan” row. I now had 3 hours of compensatory time to use or get paid for. I chose to have 2 hours of this time paid to me by putting the 2 in the PAID column for that day. On Jan. 30, I left work and hour early, so my remaining hour of compensatory time was placed in the USED column. I ended the month with a balance of zero.

FMLA

Under the federal Family Medical Leave Act, eligible employees are entitled to up to 12 weeks (480 hours) of leave (paid or unpaid) per calendar year for certain family situations (maternity leave, care for a sick parent, etc.). *Use of FMLA leave must be discussed with your supervisor prior to using it.* The FMLA section of your 220 is there to keep a running total of the Family Medical Leave you have taken during the calendar year, and it is your supervisor’s responsibility to fill out this section if necessary. The FMLA section (when used) will look something like this:

JANUARY		Day	Week	-----	FMLA	-----
Bal. 12/31/97	Total	Total	480.00	USED	TYPE	
25-Jan	0.00	0.00				
26-Jan	0.00	0.00		8.00	ANNL	
27-Jan	0.00	0.00		8.00	ANNL	
28-Jan	0.00	0.00		8.00	ANNL	
29-Jan	0.00	0.00		8.00	ANNL	
30-Jan	0.00	0.00		8.00	ANNL	
31-Jan	0.00	0.00				
ANNL/SICK Time Used Jan				40.00		
Balance Jan				480.00		
Accrued Jan						
OT/HT/FMLA Paid/Used Jan				40.00	<-- /	
Bal. 1/31/98			440.00			

Comments

A Comments section has been added to the bottom of each month (see below).

COMMENTS FOR		JAN, 1998
DATE	COMMENTS	

This section is for use by you or your supervisor should anything on your 220 require further explanation. For example, if you come in late to work because of an early morning doctor’s appointment (a use of sick leave) and then leave work early to start a vacation (a use of annual leave), you may want to note in the comments section why two different types of leave are being used on the same day.

Totals

The last page of the 220 workbook is still the totals page (called 220 Template 2000) which serves as a summary of your leave and overtime activity over the course of the year. The only significant change here is that a section has been added to track FMLA balances.

That's about it! Once again, if you have any problems in the use of your 220 form, please feel free to contact Michael Burdett via email at burdett@u.washington.edu or by phone at 685-4350.