PAYROLL

• When do I get paid?
Campus is oriented on two paydays a month: 1-15 is paid on the 25th, 16-31 is paid on the 10th of the following month. (If either payday falls on a weekend or holiday, it is shifted to the nearest, either earlier OR later, non-holiday weekday.)

• What happens to my pay check if the ship is at sea?
Direct deposit is mandatory for all UW employees. You will be given the instructions and temporary access code to sign up for direct deposit once your hire is approved and you are put on the UW payroll. If you are hired at very short notice and must report to the ship before you’ve had a chance to sign up, make sure you take one of your checks (or your routing and account numbers off of one) with you so you can do this after you get to the ship.

It is very important that when you set up direct deposit you also check what mailing address is in ESS for you, because your benefits sign-up information will be sent to that address. If no one is at your home when you’re at sea, you may wish to temporarily set your mailing address in ESS to somewhere that a responsible friend or relative can be looking out for your benefits package, because you have a very limited time to respond with medical and retirement sign-ups if you don’t want to be stuck with the defaults.

• How much will I make?
Please check with the Port Captain to find out your base monthly rate. Divide it by 173.333 and this is the rate you will be paid for the first 8 hours of every kind of work day. The following add-ons apply as noted:

- Marine Premium: The rate is based on the number of hours in each pay period, so it will vary. The calculation is: hourly base rate x 173.333 = monthly rate; divide by 2 pay periods. Take 1 pay period amount and divide it by the number of weekday (including holidays) hours in that period (say, 2 weeks would be 80 hours). Multiply the result by .15. This is your hourly MP rate for that specific period. It is applied to the first 8 hours of every non-holiday weekday when you are at sea (defined as "away from the UW pier"). (Holidays are included in the calculation but MP is not applied to them.)

- Shore OT: paid at 1.5 times your base hourly rate. Applied to weekday hours >8 and all weekend hours worked, when at the UW pier.

- Sea OT: paid at 1.725 times your base hourly rate. Applied to weekday hours >8 and all weekend hours worked, when at sea.

- Shore Leave: you earn one 8-hour day for every 7 consecutive days at sea, or 1.143 hours for each sea day. For permanent employees, shore leave is accrued as leave, not paid.

- Travel days: You may be paid for one 8-hr travel day en route to the ship or returning home; please refer to the Travel Policy for details. The pay will be treated as base/shore pay if you are meeting or departing from the ship at the UW pier, and as sea pay if the ship is at any other location. On rare occasions when the ship is overseas, travel may be increased to two days when necessitated by lengthy flights or connections or other travel details. You will be notified if this is the case.
- Crossing the date line: when you lose a day crossing the date line, you write 8 hours on your time sheet as if the day had occurred. When you gain a day—i.e., the same calendar day occurs twice as you cross the date line—you write all of your time on the first iteration of that day. So say it is Valentine’s Day and you cross the date line in the “gain” direction and repeat Valentine’s Day; log all hours that were worked that day on 14 February—the first 8 will show as base, the second set of 8 plus any OT worked on either iteration of the date will show as sea OT.

• How much overtime can I work?
All of your weekends and UW holidays will be OT. Apart from that, in view of today’s cautious funding climate a conscious attempt is made to keep crew OT to a reasonable level while still maintaining safe operating conditions aboard the ship. Some types of science ops require more crew OT than others, and occasionally emergencies may arise that necessitate extra crew OT. Galley personnel are paid 2 hours of extra OT every day to cover the longer hours they must consistently work. All OT except for this must be approved by your supervisor in advance.

• Can I get an advance on my pay?
No. However, any member of the ship’s complement may write a check payable to University of Washington and cash it on the ship’s petty cash account—up to $300 per person, per cruise. In order to be able to take advantage of this opportunity, you must have a checkbook with you when you report to the ship. PLEASE NOTE: If you write an NSF check, you will be notified and given the opportunity to reimburse the UW for the amount of your check plus any NSF fees charged to us. If payment is not received, the UW will follow standard collection procedures to recover the costs. Also, anyone writing an NSF check will lose their shipboard check-cashing privileges.

• How much paid leave do I get?
- Sick leave: Permanent full-time UW employees accrue 8 hours per month of sick leave (that amount does not increase with time worked). Sick leave may be accrued indefinitely; there is no limit. In addition to actual use of sick leave hours, upon retirement you will be paid (at 25%) for any remaining sick leave you have on the books. You are eligible to use sick leave as soon as you have accrued some (i.e., after the month in which you accrue your first 8 hours).

- Annual leave: The beginning accrual level of annual leave is 8 hours per month. This will increase at certain benchmarks as your service months increase. The limit of annual leave that may be accrued is 240 hours; when your anniversary date arrives annually, any unused annual leave in excess of 240 hours will be forfeited. So make sure you keep an eye on your annual leave balance with regard to your anniversary date. You begin to accrue annual leave in the first month of employment; however, you are not eligible to USE it until you have completed six months of employment.

- UW holidays: In addition to sick leave and annual leave, you are entitled to the 10 paid UW holidays each year, which are:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date or Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1 (if a weekend, the closest weekday is taken as the holiday)</td>
</tr>
<tr>
<td>Martin Luther King Jr’s b’day</td>
<td>Closest Monday to (after) January 15</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4 (if a weekend, closest weekday is taken as the holiday)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 10 (regardless of day of the week, although if a weekend, the closest weekday is taken as the holiday)</td>
</tr>
<tr>
<td>Thanksgiving (2 days)</td>
<td>Fourth Thursday + Friday in November</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25 (if a weekend, the closest weekday is taken as the holiday)</td>
</tr>
</tbody>
</table>

- Personal (floating) holiday: You also accrue one 8-hour personal holiday each calendar year. You must work 4 full months before you are eligible to use the personal holiday; this means that if you are hired toward the end of the year with less than 4 months of the year remaining, you will not get the personal holiday until the following calendar year. Personal holidays can not be accrued past the end of each year; if you don’t use yours before the end of the year you forfeit it.
- Comp time: As a permanent employee accruing leave, you have a choice of options when it comes to being paid for your overtime: you can choose to get paid for it in the pay period when it's earned, or you can choose to convert it to comp time. OT worked at the UW pier will be paid or converted at the shore factor of 1.5 (time and a half), and OT worked at sea will be paid or converted at the shore factor of 1.725. There is a space on your time sheet to note how many hours of your overtime you wish to convert to leave. The maximum you can accrue of combined comp time and shore leave (see the next paragraph) is 480 hours; this is not predicated on your anniversary date, as the annual leave limit is, but is constant. Any time the payroll coordinator sees your comp/shore leave balance going over 480 hours, you will be paid for the excess (you do not forfeit it as you do with annual leave, because overtime hours were worked hours, not gifted to you as annual leave is) and asked to stop converting OT until you have used the balance down during your next leave period. You are eligible to use your comp time once you have accrued any.

- Shore leave: you earn one 8-hour day for every 7 consecutive days at sea, or 1.143 hours for each sea day. For permanent employees, shore leave is accrued as leave, not paid. As explained in the previous paragraph, the combination of shore leave and comp time can not exceed 480 hours; when it does, you will be paid for any hours in excess of 480 until you go on leave and use down the balance. You are eligible to use your shore leave once you have accrued any.

**Do I need to turn in a time sheet if I’m using leave?**
Yes. The second tab on your time sheet is for showing what kinds of leave you will be using on which days. It is your responsibility to go to MyUW and check your leave balances in ESS prior to going on leave; you are required to submit time sheets covering your entire leave period before departing the ship.

**What happens if I need to go on Leave Without Pay (LWO)?**
A situation may arise where you need to go on leave and do not have sufficient time accrued in any of your leave categories to cover your time off with paid leave. This most often happens when a temporary crew member becomes hired into a permanent position immediately after or during a period when they have already been working, and their leave comes up before they are eligible to use any annual leave or have been able to convert enough OT to cover their leave period. **The Port Captain needs to know in advance if you need to go on LWO.**

When consulting ESS to look at your leave balances in order to fill out your leave time sheets before you depart the ship, you need to plan ahead to get the most mileage out of what leave hours you do have. Here are some things to keep in mind:

- You should plan to plug in some kind of leave hours for the first working day of each month in order to keep your benefits going while you are on leave.

- If you have enough leave beyond that, you may want to plug in 8 hours for each working day immediately preceding a UW holiday, so you can get paid for the holiday. If you do not work or use some kind of leave hours for the day before a holiday, for you it is an unpaid holiday.

There are a couple of adverse effects of being on LWO:

- Any month in which you have 10 or more days on LWO is a month in which you will not accrue any sick or annual leave.

- Any month in which you have 10 or more days on LWO is a month that does not count toward your service month total; this is important in calculating when you are able to retire. To find out what the service month requirement is for retirement, you should consult a retirement specialist in the Benefits Office (benefits@uw.edu, 206-543-2800) as the requirements vary depending on which retirement plan you belong to.

If you will need to be gone for an extended period because of a serious health issue for you or a family member for whom you are caring, you should notify the Port Captain as soon as you find out this will happen. He will consult with our HR rep to determine whether you are eligible for Family Medical Leave Act (FMLA) coverage, which protects your job and benefits during eligible extended periods of absence. It
is a very involved subject so I won’t explain it all here; just make sure you talk to the Port Captain if you know a situation like this will be coming up, so you can find out if you are eligible for this protection.

**BENEFITS**

- **Do I get any benefits?**

  - **Medical:**
    Insurance benefits for permanent employees generally begin the first day of the month after you are hired. However, if your appointment begins on the first business or calendar day of the month, eligibility begins on that day.

    You will be mailed a booklet of insurance information from the WA HealthCare Authority and you have 31 days from the eligible appointment date to choose a medical plan and get your form back to the Benefits Office. If you do not meet the deadline, the default insurance that will be assigned to you is Uniform Medical and Uniform Dental; you will be stuck with those until the next open-enrollment period (this is in November of each year), at which time you can submit a form to change insurance plans.

    It is very important that when you set up direct deposit you also check what mailing address is in ESS for you, because your benefits sign-up information will be sent to your address of record as shown in ESS. If no one is at your home when you’re at sea, you may wish to temporarily set your mailing address in ESS to that of a responsible friend or relative who can be looking out for your benefits information, because you have a very limited time to respond with medical and retirement sign-ups if you don’t want to be stuck with the default medical/dental insurance until the next annual open-enrollment period (each November), which is the only time you can change it.

    It should be noted that as a merchant mariner on the ship, if you become in need of medical care due to working on the ship, in most cases treatment costs are covered by the University and you are not personally liable for them.

  - **Retirement:**
    You will receive a letter from the Benefits Office about the retirement options available to you. Similar to medical insurance, you have 31 days from the date of your appointment in which to choose a plan to enroll in. It will direct you to the appropriate website to choose your plan; there are too many variables to go into in this brief explanation, and the rules change occasionally so I don’t want to give you outdated information.

**MAIL**

- **Can I have my mail forwarded to UW?**

  No—or, only on a temporary basis. You may have friends or relatives **periodically** forward batches of your mail to UW, but do not under any circumstances put in a formal U.S. Postal Service change of address to have your mail forwarded to UW. While we are happy to forward back to your home address mail that may miss you after the end of your tour, (a) we only forward first class mail, and (b) we do not assume responsibility for mail that continues to accumulate after your tour ends. Please keep family and friends advised of the date you will be going on leave so they will know not to send your mail here then.

When the ship is away from Seattle for extended periods, especially on foreign cruises, and you know people will be sending you packages, please check with the Port Captain to see whether they can be accommodated within in a shipment we are already sending. If they are sent here we prefer not to be put to the expense of re-mailing them, and even if they get mailed directly to our agent in a foreign port, many of our agents charge a per-package handling fee and those can be as much or more than the postage.