

A work week is: Sunday at 12:00am (midnight) to Saturday at 11:59pm

- A work week can cross pay periods
- A work week can cross months

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
15 6	July 16 6	17 6	18 6	19 6	20 5	21 5	40
THIS WEEK CROSSES 2 PAY PERIODS							
22 5	23 5	24 6	25 6	26 6	27 6	28 6	40
July 29 5	30 5	31 6	Aug 1 6	2 6	3 6	4 6	40
THIS WEEK CROSSES 2 MONTHS AND 2 PAY PERIODS							

You will not receive contract actions for working more than your work week limit for:

- Required DSHS training
- Approved Travel Time
- Administrative time
- Paid Time Off (PTO)

How can I avoid contract actions?

- Always plan your work schedule in advance and write it down.
- If the client's needs change and you have to work a different schedule that affects your work week limit, contact the client's case manager immediately.
- Record your work time on your timesheet after each day you work, it may help to also record it on a paper calendar. Check often to make sure you are staying within your work week limit.
- DSHS has resources available to help you and your employer/client learn more about managing your schedule to stay within your work week limit. These resources are available at www.dshs.wa.gov/altsa/IPOT.

How long will contract actions stay on my contract file?

- Each contract action will stay open for 12 months from the date on the top of the contract action notice. After 12 months, the contract action is closed.

The month identified in the contract action or letter received, is the month you were paid for hours claimed:

- For example, if the letter states, "This contract action is for hours paid in the month of April," this means you were paid in April for claimed hours that you may have worked in the month before (March).
- Contact the case manager if you have questions about the month you excess claimed in.