TIME TRACKING JOB AID
CLASSIFIED NON–UNION EMPLOYEES

*THE METHOD OF TIME TRACKING WILL VARY BY POPULATION IN WORKDAY. THIS JOB AID IS SPECIFICALLY FOR **CLASSIFIED NON-UNION WORKERS.***

TIME ENTRY

- **In/Out:** Hours worked entries are based on in and out time. Workers will clock out for lunch.
  Example: A worker would have a time block from 8am-12pm and another from 1pm-5pm to reflect their lunch hour taken.
- **Submit:** Time should be entered on a daily basis and submitted weekly or at the end of a pay period.
- **Time off used:** Can be entered through Time Tracking or the absence calendar.
- **15/7**: Workday uses a 15/7 rounding rule for all time entries in Workday. Any start or end time may be entered, but the rounding will round any time not at a quarter hour to the nearest 15 minute time point -- :00, :15, :30 or :45.
  Example: An entry of 8:07am would round to 8am; an entry of 8:08am would round to 8:15am.

Worktags: Allow you to assign additional data elements to hours worked.
- **Cost Center**: Use this to cost a time block.
- **Comp Time**: Use this to calculate a time block for compensatory time accrual.
- **UW Option, Task, Project**: Use these to cost a time block to a project cost accounting code.

ROLES & RESPONSIBILITIES

- **Entry**: All time should be entered by the worker. The Time/Absence Initiate may make entries on the worker's behalf.
- **Approval:** All time entered and submitted will need to be approved by the Time & Absence Approver (most likely the worker's Manager).
- **Time off requests:** Should be approved in advance by the Time & Absence Approver.
- Overtime eligible staff must get approval from their manager prior to working overtime (OT).
- **Cashout**: Time/Absence Initiates can enter Comp Time and Holiday credit cash out hours in Absence. Hours should be paid annually by June 30.

PROCESSING

- **Payment:** A worker will be paid their salary even if their timesheet is not submitted or approved before payroll cutoff.
- **Exception Time:** If a worker submits overtime, the overtime amount will not be paid unless the time is approved before the lock date for that pay period.
- Although payment for regular hours is not contingent on an approved timesheet, it is critical for auditing purposes.

OVERTIME & COMP TIME

All workers in this group are eligible for the following:

- Overtime for hours in excess of 40 in the FLSA workweek.
- **FLSA workweek**: Begins Monday, 12am and ends the following Sunday at 11:59pm.
- Overtime will automatically calculate in Workday.
- With employer approval, a worker may choose to accrue overtime hours as Comp Time. The comp time work tag will need to be selected or hours will be paid as overtime.

SHIFT DIFFERENTIALS, PREMIUMS & STANDBY PAY

- **Shift differential**: Refers to extra pay received by workers for working certain shifts outside standard business hours.

- ***All workers in this group are eligible for the following:***
    - Night (6pm-6am)
    - Negotiated (6am-6am)

- Shift differential is automatically calculated in Workday. If the majority of hours worked in a day or in the week qualify for shift premium, then all hours worked and time off receive shift pay.
- Permanent work shifts are designated under "work shift" on the worker. All time and time off will be paid evening, night, or negotiated shift.

- **Standby Pay** is available for this group.

- **Premiums** available:
    - Language

TIME OFF

- Time Off Types for worker:
    - Bereavement
    - Civil
    - Holiday Credit
    - Holiday Taken
    - Military Training Paid
    - Military Training Unpaid
    - Personal Holiday
    - Sick
    - Unpaid
    - Vacation
- Vacation hours exceeding 240 will be automatically forfeited on the worker's time off service date. Requests for extensions are approved by UWHR and transacted by the ISC.
- Vacation and sick accruals are based on FTE. If a worker's FTE changed during a pay period, the average of the higher FTE in each pay period will be used to determine the FTE in the month. This FTE is for accruals only.
- On University holidays, workers will need to enter 'Holiday Time Taken' if they took the holiday. If they do not enter this, Holiday Credit will accrue.

FLEX TIME

- On occasion, with manager approval, workers may flex their work schedule (e.g. working one extra hour one day in order to leave one hour early the next day).
- Workers will need to use the time entry code "Flex Time Worked" to reflect flex time and prevent the unintended calculation of overtime.

If you have questions on Workday, please contact ischelp@uw.edu

If you have policy questions, please visit: http://hr.uw.edu/

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