

Timecard and DOL Training

(This meeting is being recorded)

Legal Requirements and Best Practices

- 2026 Minimum Wage and Salary Threshold Update
- Labor Laws – Fair Labor Standards Act (FLSA)
- ADP Timecards

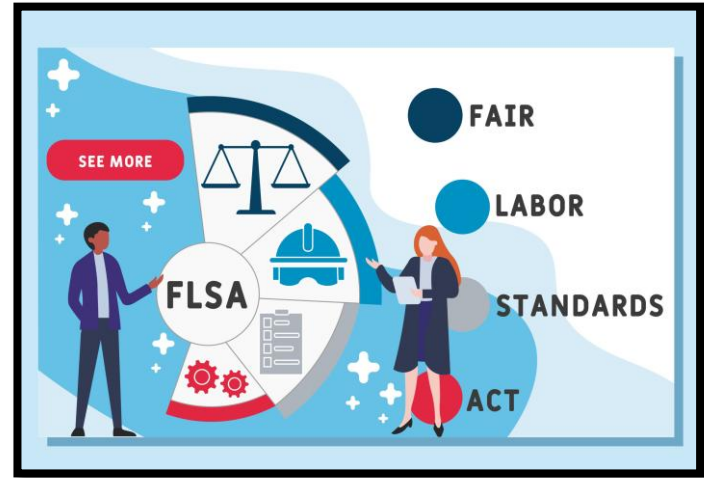
Labor Law Review

Non-Exempt Employees

Department of Labor

Fair Labor Standards Act (FLSA)

- Defines “hours worked”
 - Rest Breaks and Meal Periods
 - Travel Time
 - On-call Time
- Overtime rules
- Timekeeping
 - Recordkeeping
 - Establishes minimum wage and salary exemptions
 - Wage Garnishments



WA State L&I



Effective: January 1, 2026

- Minimum wage: \$17.13
- Salary threshold: \$80,168

Salaried employees making \$80,168 or less are impacted by this ruling and will become non-exempt in 2026.

Non-exempt Employee Classification

- Employee becomes hourly (non-exempt) versus salary (exempt).
- Determining the employee's hourly rate:
 - The employee's salary is divided by 2,080 (1.0 FTE/40 hours per week on an annual basis).
 - Example: Jane is making \$40,000/year as a full time/1.0 FTE employee. Her hourly rate is: \$19.23. They are paid the same amount over the course of a year.
- NU employees transitioning from exempt to non-exempt will have the same benefits (medical package, retirement, leave accrual, etc.).
- This is a state mandate we are required to follow.

Actual Hours Worked

- The time an employee is required to be on duty doing work activities as outlined in their job description or assigned by their supervisor on the employer's premises, or at another prescribed place of work.
- All actual hours worked should be recorded on your ADP timecard.
- We do not pay employees for time spent "preparing to work" or "commuting" to work.



Rest Breaks



- Per Washington State Law, employees must be allowed a paid rest break, free from duties, of at least 10 minutes for every four hours worked.
- Scheduling should be coordinated with each employee's supervisor.

Rest Breaks

Additional guidance:

- ✓ Employees cannot be required to work more than 3 hours without a rest break.
- ✓ Breaks must be scheduled as close to the midpoint of a work period as possible and cannot be waived.
- ✓ Rest breaks taken are considered “hours worked” when calculating paid sick leave and overtime.
- ✓ A break period cannot be used for make-up time, overtime, to extend a lunch period, to leave early or arrive late.

Rest Break Schedule Examples:

Full-time employees working an 8-hour shift (8am to 5pm):

- 10-minute rest break between 8am and noon (midpoint of the four-hour period)
- 10-minute rest break between 1pm and 5pm (midpoint of the second four-hour period)

Part-time employees working a 6-hour shift (8am to 2:30pm/3:00 pm):

- 10-minute rest break between 8am and noon (midpoint of the four-hour period)

Part-time employees working a 4-hour shift (8am to noon):

- 10-minute rest break between 8am and noon (midpoint of the four-hour period)

Employees cannot be required to work more than 3-hours without a rest break

Meal Periods



- Employees must be allowed a meal period when they work more than five hours in a shift.
- A meal period must be at least 30-minutes long and start between the second and fifth hour of the shift.

Meal Periods

Additional guidance:

- ✓ All meal periods should be coordinated with the employee's supervisor.
- ✓ Employees must be paid for meal breaks if:
 - They are required to remain on duty.
 - The employer requires them to remain on-call on the premises or work site in the interest of the employer, even if they are not called back to duty.
 - They are called back to work, interrupting the meal period.
- ✓ To be counted as a Meal Period, the employee must be allowed 30 minutes of uninterrupted time.

Meal Period Schedule Examples:

Full-time employees working an 8-hour shift (8:00 am to 5:00 pm):

- 1-hour meal period between noon to 1:00 pm

Part-time employees working a 6-hour shift (8:00 am to 2:30 pm/3:00 pm):

- 30-minute meal period between noon and 12:30 pm or,
- 1-hour meal period between noon to 1:00 pm

Part-time employees working 5 or less hours do not take a meal period

Rest Breaks and Meal Periods Together:

Employees working an 8-hour shift (8:00 am to 5:00 pm):

- 10-minute rest break between 8:00 am and noon (midpoint of the four-hour period)
- 1-hour meal period between noon to 1:00 pm
- 10-minute rest break between 1:00 pm and 5:00 pm (midpoint of the second four-hour period)

Employees working a 6-hour shift (8:00 am to 2:30 pm/3:00 pm):

- 10-minute rest break between 8:00 am and noon (midpoint of the four-hour period)
- 30-minute meal period between noon and 12:30 pm or,
- 1-hour meal period between noon to 1:00 pm

Additional Meal Periods

- Employees working more than 3 hours beyond their scheduled shift are entitled to additional meal periods.
- Additional 30-minute meal periods must be given within five hours from the end of the first meal period and for each additional five hours worked.

Employees working a 12-hour shift (8:00 am to 8:00 pm):

- 10-minute rest break between 8:00 am and noon (midpoint of the four-hour period)
- 1-hour meal period between noon to 1:00 pm
- 10-minute rest break between 1:00 pm and 5:00 pm (midpoint of the second four-hour period)
- 1-hour meal period between 5:00pm to 6:00 pm

Frequently Asked Questions

What if I attend an event or training during my lunch break, such as a “Lunch and Learn” or a staff appreciation event?

- If the training is optional or the event provides a time for lunch, non-exempt (hourly) employees should record their **standard lunch break** on their timecard. Any **additional time spent actively participating in the event or training** should be recorded as **paid work time**.

What if I am scheduled to work exactly 5 hours but I end up working longer?

- If your work consistently extends beyond 5 hours, **please speak with your manager** to ensure your schedule includes a proper meal break. Managers should monitor shift lengths and proactively support employees in taking their required breaks.

Policy Review

- Volunteering
- Travel
- Remote Access/Overtime
- On Call

Non-exempt Employee Volunteers



- There can be no direct or indirect coercion; it must be voluntary.
- The work performed cannot be the same as the employee's paid responsibilities/job functions.

Non-exempt Employee Volunteers

- The volunteer duties may not happen during the employee's regular work schedule. Volunteering for another department or NU event during the employee's regular work hours is paid time.
- Employees will need to sign an Employee Volunteer Service Agreement acknowledging these boundaries if they wish to volunteer outside of regularly scheduled work hours.
- This form can be found on the HR Eagle page, under [Employment & Volunteer Applications](#).



Travel Policy



- Employees in positions classified as non-exempt under the Fair Labor Standards Act (FLSA) are eligible for compensation for the time they spend traveling.
- The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.
- Please refer to the Staff Manual for the full policy details.

Overtime Work

Non-exempt employees may not work more than 40 hours in a workweek unless pre-approved by their supervisor.

Non-exempt employees who work approved overtime will be paid at 1.5 times the employee's regular hourly rate.

Employees cannot waive their right to overtime pay.

Normal NU office hours are defined as 8:00 am to 5:00 pm, Monday through Friday.

NU's work week is defined as Saturday through Friday.

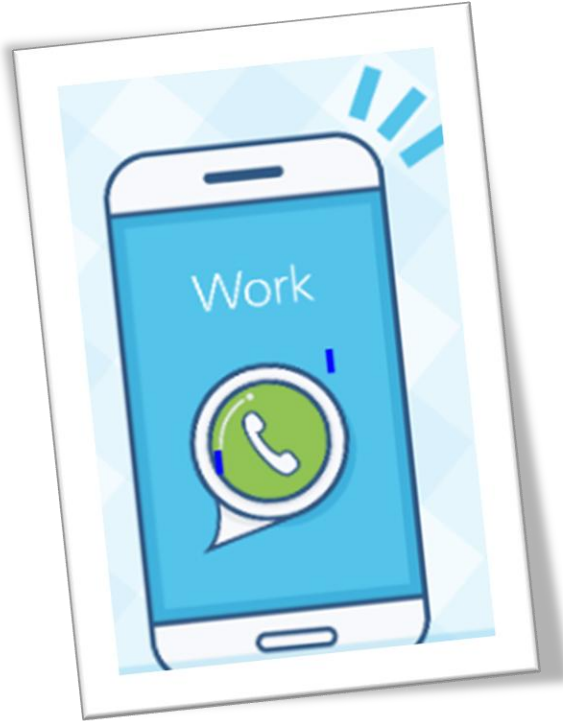
Holiday pay is not considered "hours worked" for overtime pay.



Remote Access and Overtime Policy

- The purpose of this policy is to address work hours, overtime hours, and the reporting of all time worked by non-exempt employees, including any work performed outside of the employee's normal work schedule. Such as:
 - Employee's regular schedule definition
 - No overtime without prior authorization
 - Accurate reporting of hours
 - Accessing NU email/voicemail using personal devices outside of regular work schedule
 - No work outside of the employee's regular schedule
 - Disciplinary action when the policy is not followed
- Please refer to the Staff Manual for the full policy details

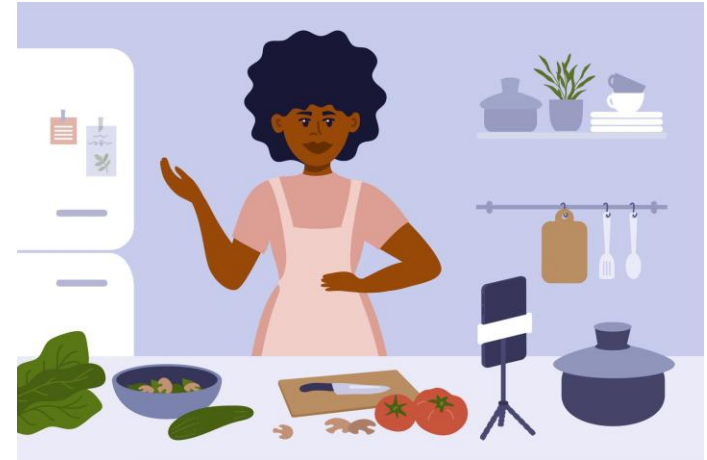
On Call – Engaged to Wait - Compensated



- An employee who is required to remain on call on the employer's premises or so close thereto that they cannot use the time effectively for their own purposes is working while on call as they are "engaged to wait."
- An employee who is "engaged to wait" is compensated for their time.

On Call – **Waiting to be Engaged**– Not Compensated

- An employee who is required to remain on call at home, who is allowed to leave a message where he/she can be reached or can use their time freely and is not performing a specific assigned task is not working while on call as they are “waiting to be engaged.”
- The employee can be available by phone if needed; however, since he or she is waiting (off duty), the employee is not compensated for that time.



Employee Leaves

State Sick Leave

Sick Leave: All employees including staff, faculty, adjunct faculty and student workers regardless of FTE status are eligible for paid sick leave.

- Employees shall accrue one hour of paid sick leave for every 40 hours worked (unless their specific state law requires a different leave accrual rate).
- Hours worked excludes any type of paid leave (sick, vacation, holidays).
- An employee may use accrued paid sick leave beginning on the 90th calendar day after the beginning of his or her employment.
- Employees using sick leave should use the pay code “**SICK**” on their ADP timecard.

<https://eagle.northwestu.edu/internal/employee-manual/sick-leave>

Personal Leave

Personal Leave may be used for vacation, for absence due to illness when sick leave has been exhausted, attend to family matters (including bereavement), or for any other personal business.

- The amount of Personal Leave staff receive depends on their length of continuous benefit eligible service with Northwest University.
- Personal leave may be used only after it is earned.
- Except for an emergency illness, all Personal Leave must be scheduled and approved by the employee's supervisor as early as possible, and in no case less than 24 hours in advance.
- Employees using personal leave should use the pay code "**LEAVE**" on their ADP Timecard.

<https://eagle.northwestu.edu/internal/staff-manual/personal-leave/>

WA Paid Family/Medical Leave

Employees may be eligible for Washington Paid Family and Medical Leave for the purpose of caring for and bonding with a child younger than 18 following birth or placement; caring for yourself or a family member experiencing a serious health condition; or for certain military-related events.

Paid Family and Medical Leave (PFML) is administered through the State of Washington. (<https://paidleave.wa.gov/>) While employees are out on leave, they will receive payments from the state based on a percentage of their typical weekly earnings. Employees may choose to supplement these payments with accrued sick or personal leave.

Employees are asked to submit one of the following PFML notice forms to Human Resources at least 30 day in advance of the leave.

- [**Paid Family Medical Leave Staff Notice Form**](#)
- [**Paid Family Medical Leave Faculty Notice Form**](#)

Other Leaves/Paid Time Off (PTO)

Paid Leaves (state and institutional):

- **Bereavement Leave**(Pay code PTO)- <https://eagle.northwestu.edu/internal/staff-manual/bereavement-leave/>
- **Emergency Closures**(Pay Code PTO) - <https://eagle.northwestu.edu/internal/employee-manual/emergency-closure/>
- **Holidays**(Pay Code HOLIDAY) - <https://eagle.northwestu.edu/internal/employee-manual/holidays/> - Holiday hours are automatically entered by payroll.
- **Jury Duty**(Pay Code JURY) - <https://eagle.northwestu.edu/internal/employee-manual/civic-duty/>
- **State Paid Leave** – Employees working outside of WA, may be eligible for paid leave programs within their home state.

Unpaid Federal Leaves:

- **Military Leave**- <https://eagle.northwestu.edu/internal/employee-manual/leaves-of-absence/#military>
- **Family and Medical Leave (FMLA)**- <https://eagle.northwestu.edu/internal/employee-manual/leaves-of-absence/#family-medical>

Leave Expectations

- **Full-time employees are expected to work their regularly scheduled hours unless they are on an approved leave. (Sick/Personal/PFML/Other)**
- In rare and exceptional circumstances, when an employee has exhausted all available leave options, supervisors may consider granting unpaid time off. These situations require careful review and are not common. Going forward, the supervisor must get written approval from their VP and Human Resources prior to granting the employee's request.

ADP Timecard Review

ADP Timecards



Timecards should be completed by the employee each day at the end of their shift.



Electronic timecards should reflect the actual hours the employee worked.



Timecards should reflect the taking of a meal period (clock-in/out) during the mid-point of their shift as they are unpaid.



Rest breaks are not recorded on the timecard as they are paid but must be taken each shift.

ADP Timecards

- ✓ Employees are responsible for ensuring their timecards are accurate and completed each day.
- ✓ Employees not recording their actual hours worked are subject to disciplinary action, up to immediate termination.
- ✓ The Staff and Employee Manuals have multiple policies that speak to these requirements. Specifically:
 - Timecards (Staff Manual)
 - Remote Access and Overtime Policy (Staff Manual)
 - General Standards of Conduct (Employee Manual)

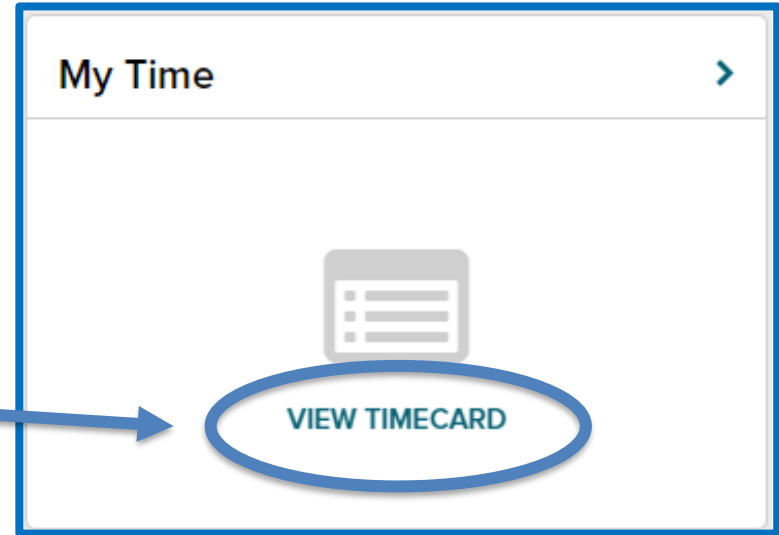
ADP Timecards – Actual Hours Worked

- Actual hours worked should:
 - Vary on timecards like shown in the example below as the actual start and end time vary from day to day.
 - Should reflect the clocking out/in for a meal period mid-shift.
- When timecards are audited, it is a major flag to see someone clocking in/out on the hour (8:00 am to noon and 1:00 pm to 5:00 pm) every day.

Timecard		Totals		Schedule		Supplemental Pay Codes	
☰	☐	Mon	09/22	07:59 AM	- 12:31 PM		4.53
☰	☐		09/22	01:30 PM	- 04:58 PM		3.47
☰	☐	Tue	09/23	07:58 AM	- 12:28 PM		4.50
☰	☐		09/23	01:29 PM	- 03:00 PM		1.52
☰	☐	Wed	09/24	08:00 AM	- 12:25 PM		4.42
☰	☐		09/24	01:22 PM	- 05:00 PM		3.63
☰	☐	Thu	09/25	08:00 AM	- 12:00 PM		4.00
☰	☐		09/25	01:00 PM	- 04:58 PM		3.97

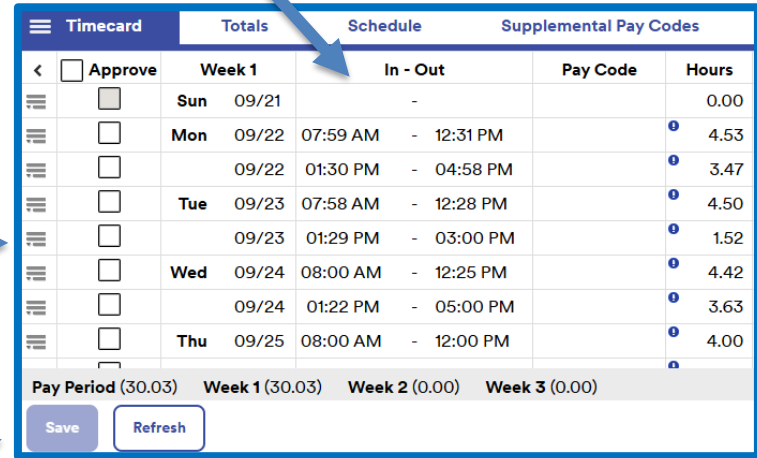
Accessing your Timecard

To access your timecard, log into ADP and click on **View Timecard** on your home page.



Completing your Timecard

- To complete your timecard, enter your actual hours worked each day using the **IN-OUT** section. Rest breaks (10 min.) are not recorded in ADP, but you do need to clock out and back in for meal periods.
- Add an additional line to the day to reflect punching in and out for meal periods. Do this by clicking on the three lines to the left of the date and selecting **add blank row**. Any time you work more than 5 consecutive hours you will need to take and record a lunch break on your timecard.
- Be sure to **save** your entries.



The screenshot shows the 'Timecard' interface with four tabs: 'Timecard', 'Totals', 'Schedule', and 'Supplemental Pay Codes'. The 'Timecard' tab is active, displaying a table with columns for 'In - Out', 'Pay Code', and 'Hours'. The table is organized by 'Week 1' (09/21 to 09/25). Annotations include a blue arrow pointing to the 'In - Out' column header, another pointing to the 'Add blank row' icon (three horizontal lines) next to the date 09/22, and a third pointing to the 'Save' button at the bottom left.

		Week 1	In - Out	Pay Code	Hours
<	☐ Approve	Sun 09/21	-		0.00
	☐	Mon 09/22	07:59 AM - 12:31 PM		4.53
	☐	09/22	01:30 PM - 04:58 PM		3.47
	☐	Tue 09/23	07:58 AM - 12:28 PM		4.50
	☐	09/23	01:29 PM - 03:00 PM		1.52
	☐	Wed 09/24	08:00 AM - 12:25 PM		4.42
	☐	09/24	01:22 PM - 05:00 PM		3.63
	☐	Thu 09/25	08:00 AM - 12:00 PM		4.00

Pay Period (30.03) Week 1 (30.03) Week 2 (0.00) Week 3 (0.00)

Save Refresh

Timecards – ADP PAY CODES

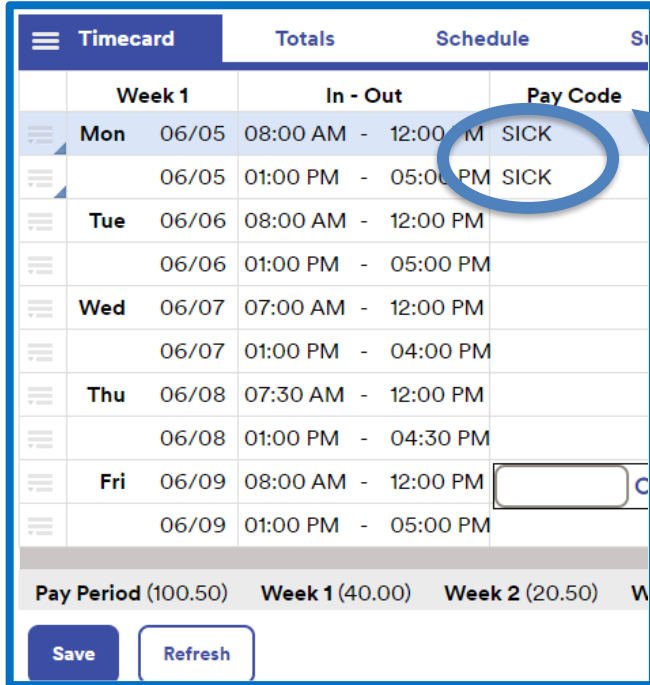
Ensuring proper PAY CODES are used:

- **LEAVE:** staff personal leave (vacation – not PFML or FMLA)
- **SICK:** staff state sick leave (see policy in Employee Manual for approved uses)
- **PTO:** staff paid time off by NU (commonly used for approved bereavement leave, University closures, etc.)
PTO IS NOT USED FOR VACATION TIME.
- **JURY:** jury/civic duty
- **HOLIDAY:** NU Closures due to approved holidays as noted in the Employee Manual, this is usually pre-populated by Payroll

The screenshot shows the ADP Individual Timecard interface. The top navigation bar includes links for HOME, RESOURCES, MYSELF, TEAM, PEOPLE, PROCESS, REPORTS, and SETUP. The main section is titled 'Individual Timecard' and includes a search bar for 'Employee's Name' and a status filter set to 'Active'. The 'Current Pay Period' is 11/21/2020 to 12/4/2020. The interface displays a table with columns for 'APPROVE', 'WEEK 1', 'IN - OUT', 'PAY CODE', 'HOURS', 'DEPARTMENT', and 'DAILY TOTALS'. A blue arrow points to the 'PAY CODE' column, and a blue circle highlights the 'HOLIDAY' pay code entries for the week of 11/25-11/27.

APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
	Sat 11/21	-		0.00	930000	0.00
WEEK 1 TOTALS						
						0.00
	Sun 11/22	-		0.00	930000	0.00
	Mon 11/23	08:00 AM - 12:30 PM		4.50	930000	
	11/23	01:30 PM - 05:00 PM		3.50	930000	8.00
	Tue 11/24	08:00 AM - 12:30 PM		4.50	930000	
	11/24	01:30 PM - 05:00 PM		3.50	930000	8.00
	Wed 11/25	08:00 AM - 12:00 PM		4.00	930000	
	11/25	08:00 AM - 12:00 PM	HOLIDAY	4.00	930000	8.00
	Thu 11/26	08:00 AM - 04:00 PM		8.00	930000	8.00
	11/26	08:00 AM - 04:00 PM	HOLIDAY	8.00	930000	8.00
	Fri 11/27	08:00 AM - 04:00 PM		8.00	930000	8.00
	11/27	08:00 AM - 04:00 PM	HOLIDAY	8.00	930000	8.00
	Sat 11/28	-		0.00	930000	0.00
WEEK 2 TOTALS						
						0.00

USING ADP PAY CODES ON TIMECARDS



Timecard		Totals	Schedule	St
	Week 1	In - Out	Pay Code	
Mon	06/05	08:00 AM - 12:00 PM	SICK	
	06/05	01:00 PM - 05:00 PM	SICK	
Tue	06/06	08:00 AM - 12:00 PM		
	06/06	01:00 PM - 05:00 PM		
Wed	06/07	07:00 AM - 12:00 PM		
	06/07	01:00 PM - 04:00 PM		
Thu	06/08	07:30 AM - 12:00 PM		
	06/08	01:00 PM - 04:30 PM		
Fri	06/09	08:00 AM - 12:00 PM		
	06/09	01:00 PM - 05:00 PM		

Pay Period (100.50) Week 1 (40.00) Week 2 (20.50) W

Save Refresh

When you need to record personal or sick leave, holidays, jury duty, etc. please use the Pay Code section.

When you click on the row's Pay Code box all the Pay Code options will populate.
Please select the appropriate code.



Time and Attendance Quick Guide

1. Register your ADP Account:

1st time users please follow the directions below to register your ADP account.

- Go to <https://workforcenow.adp.com>,
- Click on **Create Account**, then select **Find Me**,
- Enter an email address or mobile # you shared with NU & verify with your SSN or DOB; or
- Enter your information -- first name, last name, date of birth, SSN,
- Enter the verification code sent to your email address or cell phone,
- Add your primary contact information for account notifications and verification of identity,
- Continue following the onscreen prompts.

2. Log into ADP

- Once registered, please log in by using your User ID and Password.
- The system will lock if the wrong information is entered 3 or more times.

•To get your username or to reset your password please select the **Forgot your User ID/Password**.

If you are unable to gain access to ADP, please contact:

Nancy Redfield, Payroll Administrator
Phone: 425.889.4206
Email: nancy.redfield@northwestu.edu

3. Access your Timecard

- To access your timecard, log into ADP and click on **View Timecard** on your home page.

ADP Time and Attendance Quick Guide

You can find this resource on the:

- Human Resources Eagle page
- Employee Resources & Training
- **ADP Time and Attendance Quick Guide**



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ADP Time and Attendance Quick Guide

This resource includes directions on:

- Registering your ADP account
- Logging into ADP
- Accessing your Timecard
- Completing your Timecard
- Using Pay Codes
- Working in multiple departments
- Requesting Time Off



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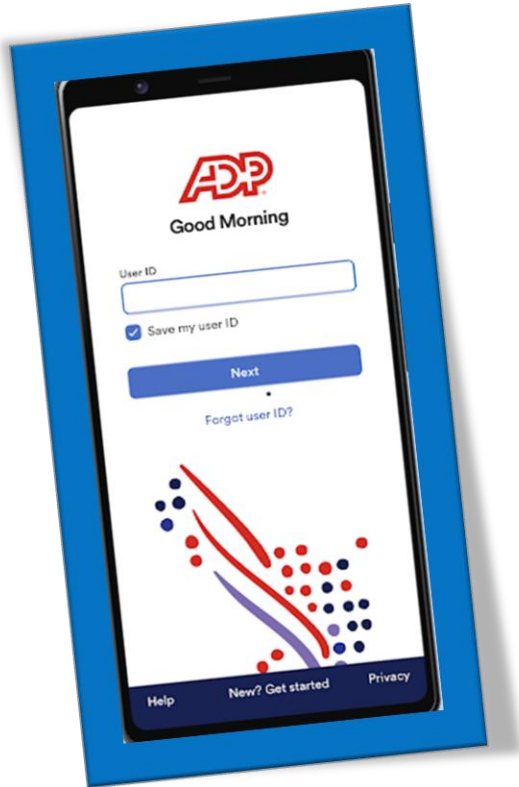
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Timecards – ADP Mobile Solutions App



- You may also use the ADP phone app to record your hours worked.
- Best Practice: Before you leave for the day, record your actual hours worked in ADP. Doing it right away ensures you won't forget your start and end times.

Those who are going to be newly non-exempt, please begin completing your timecards for actual hours worked on **December 21st**, the first day of the pay period that is paid in the new calendar year.

Questions ?

Contact Nancy Redfield, our Payroll Administrator, or Human Resources.

ADP and Timecards





WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

The guidance provided by DOL and ADP for timecards are not optional.

This is the **law** and NU policy!

Employees who do not properly complete their timecards are subject to disciplinary action, up to immediate termination.



Eagle: Staff Manual Resources

Rest Breaks

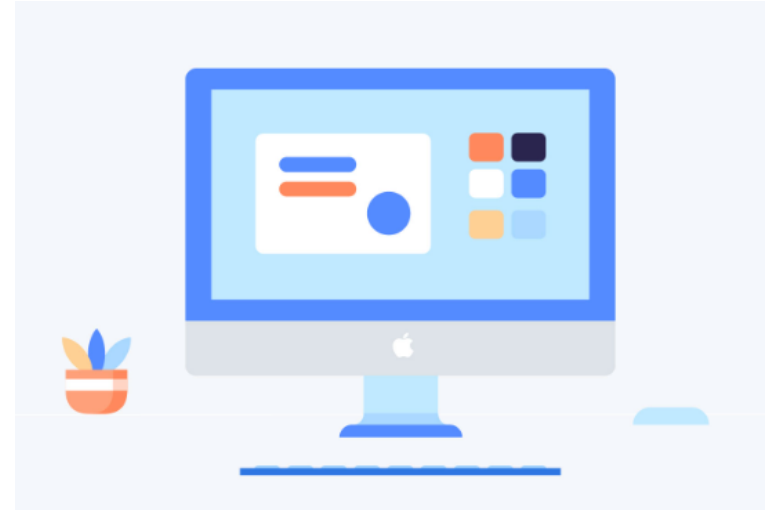
Meal Periods

Overtime Work

Timecards

Travel Policy – Non-exempt Employees

Remote Access



Questions?

Amanda Bowman
Director of Human Resources

Rose Bryson
Senior HR Generalist

Nancy Redfield
Payroll Administrator

