

UNIVERSITY *of* WASHINGTON

Employee Information Session: Managing Your Time & Absence in Workday

AGENDA

- > **FLSA and WMWA quick overview**
- > **Understanding the FLSA workweek**
- > **What is meant by 'hours worked'**
- > **Meals and other breaks**
- > **Working overtime (and 'comp time' considerations)**
- > **Work schedules, flexing hours**
- > **Hours not worked and partial day absences**
- > **Getting OT approval per dept policy**
- > **System instructions for the topics above**
- > **Additional resources and training**

FLSA AND WMWA QUICK OVERVIEW

Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA)

> Federal and state laws that establish minimum wage, overtime pay, and other standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

All three of the following requirements must be met for a position to be exempt from the FLSA and WMWA overtime payment requirement:

- > The position must be paid on a **salary (not hourly) basis**, except for certain computer workers.
- > The position must be paid at least the **salary threshold**, regardless of percent time worked. This minimum salary requirement applies to both full-time and part-time employees.
 - 2024: \$5,644/mo
 - **2025: \$6,498/mo**
- > The position's job duties must meet the **duties test** for one or more of the FLSA/WMWA exemption categories.

UNDERSTANDING THE FLSA WORKWEEK



The FLSA and the WMWA require overtime pay of 1.5 times the regular pay rate for all hours worked **over 40 hours in a 7-day workweek**



UW's workweek begins **Monday, 12:00 a.m.** and ends the following **Sunday at 11:59 p.m.**

WHAT IS MEANT BY 'HOURS WORKED'

Hours worked means all hours during which the employee is authorized or required to be on duty at their duty station, including:

- > Travel Time
 - All management-required travel time related to work is compensable regardless of the number of hours or when the travel takes place. It also includes any time necessary to get to an airport, train station, or other transit center necessary to complete the out-of-town travel.
- > Required Training and Meeting Time
 - All time spent attending lectures, meetings, training periods and similar activities required by the employer.
- > On-Call Time
 - Time spent by employees who are required to remain on or so close to their duty station that they cannot use the time effectively for their own purposes.
- > Rest Periods

TIME TRACKING AND POLICY

- > Moving from exempt to nonexempt status isn't just about tracking time; it starts with a **behavior change**
 - Don't work through lunches
 - Take your rest breaks (as outlined by bargaining unit agreements where applicable)
 - Leave the office/log off at the end of your scheduled workday
 - Work during your scheduled work hours
 - Account for missed time (e.g., late arrivals/tardiness)
 - Follow documented guidelines for the department when it involves overtime

MEAL AND REST PERIODS



MEALS (NOT PAID)

- > Overtime eligible employees working more than five consecutive hours in a work shift/day, are entitled to an unpaid meal period of at least 30 minutes, starting between the second and fifth hour of their work shift/day.
- > Meal periods are 30 – 60 minutes after the 2nd hour and BEFORE the 5th hour

BREAKS (PAID)

- Overtime eligible employees are entitled to a paid rest period of at least ten minutes (15 minutes under most CBAs) for every four hours of working time.
- Rest periods are to be scheduled as near as possible to the midpoint of the work period. No employee can be required to work more than three hours without a rest period.

WORKING OVERTIME



PAY RATE

- > **Weekly overtime:** Overtime is paid at 1.5 times the regular rate of pay for hours worked over 40 in a Monday–Sunday FLSA workweek.
- > **Daily overtime:** Overtime may also be paid at 1.5 times the straight time rate of pay for hours worked outside of the employee’s work schedule as specified in CBAs for contract covered employees or in WAC 357-28-255 for CNU employees.
- > Hospital employees have additional overtime rules.

WORKING OVERTIME

IMPACT OF HOLIDAYS AND TIME OFF

Employment Program	Impact of Holidays and Time Off
Salaried Professional Staff	Paid time off and holidays are not considered time worked when calculating overtime. Extra hours worked beyond weekly scheduled hours that are not eligible for overtime will be paid as additional straight time hours.
Most Regular Employees Under Campus Collective Bargaining Agreements	Paid time off and holidays are considered time worked when calculating overtime **check the CBA**
Salaried Classified Non-Union Staff	Paid holidays, including the personal holiday and the use of holiday credit, are considered time worked. Paid time off is not.

WORKING OVERTIME

CALCULATION

- > Workday automatically calculates overtime as long as both the hours worked (from Workday Time Tracking) and hours not worked (from Workday Absence) are entered for a given workweek.
- > Workday will automatically pay any overtime calculated unless Compensatory time is flagged.

It is critical that both the timesheet and any absences (holidays, unpaid time off, paid time off) are entered ON TIME for a given workweek.

WORKING OVERTIME



OVERTIME PREAPPROVAL

Policy: “Many departments require that employees get approval before working any overtime hours. Follow your department’s overtime authorization process to obtain preapproval.”

Follow your department’s documented policy for the overtime authorization process.

WORK SCHEDULES AND FLEX TIME

- > Everyone has a work schedule, even if it is a default schedule (e.g., Monday – Friday, 8 a.m. – 5 p.m.)
 - > Employees who work outside a default schedule, may have other impacts
 - > **Daily overtime:** Classified employee takes M, T, W, and Th off using vacation time off but works 9 hours on their scheduled 8-hour day on Friday. Employee will receive 1 hour of daily overtime.
 - > **Holiday credit:** A Professional staff employee works four, ten-hour days. One of their scheduled days is a holiday. The holiday is only equal to 8 hours of work at 1.0 FTE. They would need to make up the other 2 hours on the day of the holiday to be paid.
- > Flex Work
 - > Flex work is the ability to “flex” around one’s daily schedule in order to avoid daily overtime.
 - > Scenario: an employee wants to leave two hours early to attend a Seahawks game. For that day they would record they only worked 6 hours. On the day they ‘make up’ the two hours missed, that should be reflected in Workday.
 - > Indicate approval for temporary schedule adjustment (“flex work”) in Workday by entering:
 - > **Flex Time Worked** Time Entry Code

HOURS NOT WORKED, PARTIAL DAY ABSENCES

If you are overtime eligible, you must use appropriate paid time off to cover a partial-day absence. If you do not have accrued time off, your absence will be unpaid.

- > If an overtime eligible employee leaves early, has an appointment, or arrives late, it must be accounted for in Workday.
- > If an employee works less than their FTE in the workweek, it must be recorded in Workday.

The partial day absence policy does not apply to overtime eligible employees.

COMPENSATORY TIME

Employees can receive compensatory time instead of overtime pay if their manager approves. **However, managers may not require employees to accept compensatory time instead of overtime pay.**

- > **Calculation:** Same as overtime (1.5x or 1.0 if straight time).
- > **Deadline:** Must be used or paid by June 30.
- > **Maximum accrual:** 240 hours of compensatory time, unless as CBA states otherwise.
- > **Transferring departments or Leaving UW employment:** Employees are paid for any unused compensatory time before transferring to another UW department. Payment is based on your regular hourly rate at the time of your transfer/separation.

Department overtime policy should include time off request procedures for using compensatory time.

FLEX TIME

- > When you get approval in advance from your manager to alter your regular work schedule
 - > Ex. 8 hours M-F to 8 hours M-W, 10 Th, and 6 Fri
- > Hours must be flexed in the same week, Monday-Sunday
 - > Cannot flex over multiple work weeks
- > Flex Time is its own time entry code

TIME ENTRY

This Timesheet is intended for use by authorized University of Washington employees only. Unauthorized use or dissemination of any information is prohibited, and doing so will result in appropriate disciplinary action. In order to protect the privacy and integrity of Timesheet records, exit your web browser when you are finished.

ment management. Unauthorized use or dissemination of any information is

Enter Time

12/09/2024

Time Type *

Hours *

Details

Cost Center

Fund

Function

Earn Compensatory Time/Suspended Operations Makeup Time

Additional Worktags

Comment

Today < > Dec 9 - 15, 2024

Mon, 12/9
Hours: 0

Tue, 12/10
Hours: 0

Enter Time

Pay date
11/16/2024 - 11/30/2024

Period Calendar

Actions

1 Alert

Sun, 12/15
Hours: 0

Time Period End
12/01/2024 - 12/15/2024

Summary

Dec 9 - 15, 2024

Hours Worked	0
S/T	0
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	0

TIME ENTRY

This Timesheet is intended for use by authorized University of Washington employees and is not to be used for personnel management. Unauthorized use or dissemination of any information is prohibited, and doing so will result in appropriate disciplinary action. In order to protect the privacy and integrity of Timesheet records, exit your web browser when you are finished.

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Enter Time

12/09/2024

Time Type * Hours Worked (Hours Only) - Do Not Pass To Payroll

Search

← Time Entry Codes

Hours Worked (Hours Only) - Do Not Pass To Payroll

Flex Time Worked

Details

Cost Center

Fund

Function

Earn Compensatory Time/Suspended Operations Makeup Time

Additional Worktags

Comment

OK Cancel

Period Calendar Actions

Sun, 12/15
Hours: 0

Time Period End
12/01/2024 - 12/15/2024

Summary

Dec 9 - 15, 2024

Hours Worked	0
S/T	0
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	0

TIME ENTRY

Today < > Dec 2 - 8, 2024

Week Period Calendar Actions

Mon, 12/2 Hours: 8	Tue, 12/3 Hours: 8	Wed, 12/4 Hours: 10	Thu, 12/5 Hours: 8	Fri, 12/6 Hours: 6	Sat, 12/7 Hours: 0	Sun, 12/8 Hours: 0
Hours Worked (Hours Only) - Do Not 8 Hours Submitted	Hours Worked (Hours Only) - Do Not 8 Hours Submitted	Time Period Lockout 11/16/2024 - 11/30/2024	Hours Worked (Hours Only) - Do Not 8 Hours Submitted	Hours Worked (Hours Only) - Do Not 6 Hours Submitted		
		Flex Time Worked 2 Hours Submitted				
		Hours Worked (Hours Only) - Do Not 8 Hours Submitted				

Summary

Dec 2 - 8, 2024

Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	40

TIME ENTRY

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Today < > Dec 9 – 15, 2024

Mon, 12/9
Hours: 0

Tue, 12/10
Hours: 0

Enter Time Pay date
11/16/2024 - 11/30/2024

Enter Time



12/09/2024

Time Type *

Hours *

Details

Cost Center

Fund

Function

Earn Compensatory Time/Suspended Operations Makeup Time

Additional Worktags

Comment

OK Cancel

1 Alert

Period Calendar Actions

Sun, 12/15
Hours: 0

Time Period End
12/01/2024 - 12/15/2024

Summary

Dec 9 – 15, 2024

Hours Worked	0
S/T	0
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	0

TIME BLOCK ENTRY-Compensatory Time

This Timesheet is intended for use by authorized University of Washington employees or contractors. Unauthorized use or dissemination of any information is prohibited, and doing so will result in appropriate disciplinary action. In order to protect the privacy and integrity of Timesheet records, exit your web browser when you are finished.

ment management. Unauthorized use or dissemination of any information is

Today < > Dec 9 - 15, 2024

Mon, 12/9	Tue, 12/10
Hours: 0	Hours: 0
Pay date 11/16/2024 - 11/30/2024	

Enter Time

12/12/2024

Time Type *

Hours *

Details

Cost Center

Fund

Function

Earn Compensatory Time/Suspended Operations Makeup Time

Additional Worktags

Comment

1 Alert

Period Calendar Actions

Sun, 12/15
Hours: 0

Time Period End
12/01/2024 - 12/15/2024

Summary

Dec 9 - 15, 2024

Hours Worked	0
S/T	0
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	0

TIME BLOCK ENTRY-View Details

Enter Time (Close)

12/06/2024

Status: Not Submitted

Time Type *

Hours *

Details

Cost Center

Fund

Function

Earn Compensatory Time/Suspended Operations Makeup Time

Additional Worktags

Comment

[View Details](#)

[OK](#) [Delete](#) [Cancel](#)

Summary

Dec 2 – 8, 2024

Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	2
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	42

TIME BLOCK ENTRY – REPORTED TAB

The screenshot displays a web application interface for time entry. A modal window titled "Time Block" is open, showing details for a reported time block. The background shows a calendar view for December 2-8, 2024, and a summary table on the right.

Time Block Modal Details:

- Title:** 10 Hours on 12/06/2024
- Worker:** [Redacted]
- Date:** 12/06/2024
- Status:** Not Submitted
- Reported Tab:** Active (underlined)
- Reported Quantity:** 10 Hours
- Time Entry Code:** Hours Worked (Hours Only) - Do Not Pass To Payroll
- Source:** User Entered
- Time Block Comment:** (empty)
- Earn Compensatory Time/Suspended Operations Makeup Time:** Compensatory Time Earned

Summary Table (Right Side):

Summary	
Dec 2 – 8, 2024	
Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	2
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	42

TIME BLOCK ENTRY – CALCULATED TAB

Enter Time

This Timesheet is intended for use by authorized University of Washington employees. Any use for purposes other than time management is prohibited, and doing so will result in appropriate disciplinary action. In order to protect the privacy and integrity of Timesheet records, exit your web browser when you are finished.

Today < > Dec 2 – 8, 2024

Mon, 12/2 Hours: 8	Tue, 12/3 Hours: 8	Time Period 11/16/2024 8 Hours Submitted
Hours Worked (Hours Only) - Do Not Submit 8 Hours Submitted	Hours Worked (Hours Only) - Do Not Submit 8 Hours Submitted	Hours Worked (Hours Only) - Do Not Submit 8 Hours Submitted

10 Hours on 12/06/2024

Worker [Redacted]

Date 12/06/2024

Status Not Submitted

Reported **Calculated** History

Calculated Date	12/06/2024
Calculated Quantity	2
Time Calculation Tag	Compensatory Time Earned - 1.5 (Absence Accrual)
Earn Compensatory Time/Suspended Operations Makeup Time	Compensatory Time Earned

Calculated Date	12/06/2024
Calculated Quantity	8
Time Calculation Tag	Regular (Do Not Pass to Payroll)
Earn Compensatory Time/Suspended Operations Makeup Time	Compensatory Time Earned

Period Calendar Actions

Sun, 12/8
Hours: 0

Summary
Dec 2 – 8, 2024

Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	2
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	42

TIME BLOCK ENTRY – CALCULATED TAB

Time Block PDF X X

10 Hours on 12/06/2024

Worker [Redacted]

Date 12/06/2024

Status Not Submitted

Reported **Calculated** **History**

Calculated Date 12/06/2024

Calculated Quantity 8

Time Calculation Tag Regular (Do Not Pass to Payroll)

Calculated Date 12/06/2024

Calculated Quantity 2

Time Calculation Tag FLSA Overtime (Weekly)

at the discretion of department management. Unauthorized use or dissemination of any information is

Week Period Calendar Actions

Sat, 12/7 Hours: 0 Sun, 12/8 Hours: 0

Summary

Dec 2 – 8, 2024

Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	2
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	42

Additional Resources and Training



Resources

[WMWA impact to UW FAQs](#)

[FLSA and WMWA overtime eligibility and exemption](#)

[Overtime compensation](#)

[Overtime compensatory time](#)

[Flex work policy and process](#)

[Meal periods and rest periods](#)

['Hours Worked' Administrative Policy](#)

[Partial-day absences](#)

[Time Entry](#)

[Payroll and Workday Approval Deadline Calendar](#)



Training

[Overtime Concepts for Time Entry in Workday](#)

[Enter Time User Guide](#)

[Enter Time Quick Guide](#)