

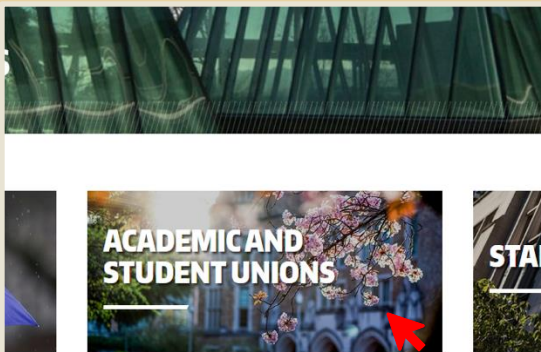


OVERTIME ELIGIBLE UAW POSTDOCS: Requirements of Recording and Approving Accurate Time Tracking

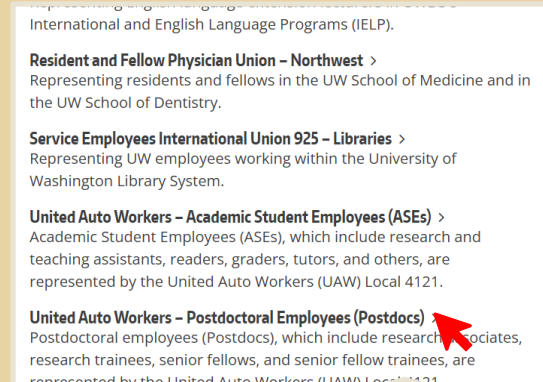
UNIVERSITY *of* WASHINGTON

KNOW YOUR RESOURCES: POSTDOC CONTRACT

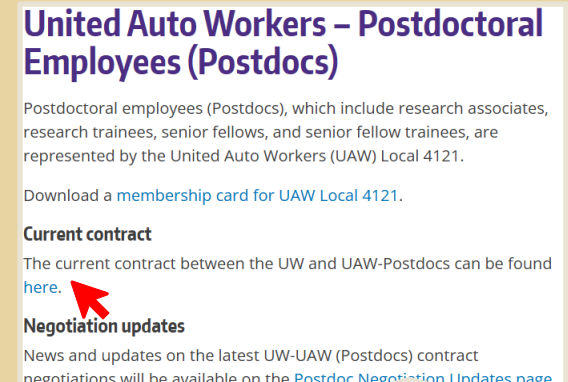
Found on the labor relations website (<https://hr.uw.edu/labor/>)



Academic & Student Unions



UAW – Postdoctoral Employees



United Auto Workers – Postdoctoral Employees (Postdocs)

Current contract

The current contract between the UW and UAW-Postdocs can be found [here](#).

Negotiation updates

News and updates on the latest UW-UAW (Postdocs) contract negotiations will be available on the [Postdoc Negotiation Updates page](#).

Current Contract

Bookmark the contract, found here: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-postdocs/uaw-postdoc-contract>



FLSA & WMWA OVERVIEW

- > The Fair Labor Standards Act (FLSA) and the Washington State Minimum Wage Act (WMWA) require that non-exempt/overtime eligible workers receive minimum overtime pay of 1.5 times the employee's regular pay rate for all hours worked over 40 hours in a seven-day workweek.
 - UW's workweek begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.
 - Hours worked means all hours during which the employee is authorized or required to be on duty on employer's premises or at a prescribed workplace.



FLSA EXEMPT VS NON-EXEMPT

- > FLSA and WMWA guidelines determine whether or not a position is eligible for overtime.
 - Exempt (E) employees are those who are not eligible to earn overtime.
 - Non-Exempt (NE) employees are those who are eligible to earn overtime.
- > Employees in FLSA nonexempt positions are required to track their time in Workday.



POSTDOC SPECIFIC HOURS WORKED

A typical FTE split between research and professional development across a postdoc appointment period is usually around:

- > **80% dedicated to research activities**
 - engaging in scholarly investigation, conducting experiments, data analysis and interpretation, writing publications
- > **20% allocated to professional development**
 - activities like attending conferences, networking, grant writing, teaching, leadership training, mentorship, and career planning
- > The exact ratio may vary given the Postdoc's work is directed by their individual supervisor



POSTDOC SPECIFIC HOURS WORKED CONTINUED

Primary focus on research:

The majority of a postdoc's time should be spent actively contributing to research projects as outlined in their appointment letter, developing new skills within their field, and generating publishable data and/or results.

Individualized approach:

Postdocs should discuss their professional development goals with their mentor to create a personalized plan that aligns with their career aspirations.



PROFESSIONAL DEVELOPMENT ACTIVITIES: EXAMPLES

Networking: Attending conferences and research seminars, giving research seminars at other institutions and to industry, collaborating with visiting researchers or industry representatives, engaging with industry in learning opportunities or engagement activities, participating in industry internships, attending career fairs, meeting representatives of funding agencies, joining and participating in professional organizations, meeting scholars within the institution (local networking) and building relationships with researchers in their field.

Grant writing: Learning how to write competitive grant proposals to secure research funding.

Entrepreneurship activities: Participating in business competitions, Participating in entrepreneurship, business or other startup activities. Attending entrepreneurship events, entrepreneurship education or making company pitches.



PROFESSIONAL DEVELOPMENT ACTIVITIES: EXAMPLES CONTINUED

Teaching experience: Assisting in undergraduate or graduate courses to develop teaching skills, attending workshops or courses on teaching.

Leadership training: Participating in workshops or programs to enhance leadership abilities.

Mentorship: Seeking guidance from senior researchers to navigate career decisions; mentoring trainees – undergraduate and/or graduate students.

Career planning workshops: Attending sessions focused on job applications, job search in academia or industry, CV writing and interview preparation.



MOU - OVERTIME



Overtime eligible employees must be paid for all hours worked whether overtime has been approved or not.



However, employees who work unauthorized overtime hours may be subject to corrective action.



More information can be found in [MOU Overtime](#) under the Postdoc contract.

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.



*Learn more on the Finance, Planning, and Budgeting website.
<https://finance.uw.edu/travel/netid-GroundTransportation>*

REST AND MEAL BREAKS

Rest Breaks

- Overtime eligible workers must be allowed a paid rest break, free from duties, of at least 10 minutes for every 4 hours worked. No employee can be required to work more than 3 hours without a rest break.
- If the work allows, workers may instead take several "mini" breaks in each 4 hours of working time. If these mini breaks total 10 minutes, they substitute for a scheduled 10-minute rest break.

Meal Breaks

- Overtime eligible workers must be allowed an unpaid meal period of at least 30 minutes if more than 5 consecutive hours in a work shift.
- A meal period cannot begin earlier than the second hour nor later than the fifth hour of the work day
- The unit is not required to pay for meal periods if workers are free from any duties for their entire meal period. Workers must be paid for meal periods if they are:
 - Required to remain on duty;
 - Required to remain on-call on the premises or at the work site, even if they are not called back to duty; or
 - Called back to work, interrupting the meal period.
- For more information: <https://hr.uw.edu/policies/meal-periods-and-rest-periods/>

COMPENSATORY TIME

- > Overtime-eligible employees shall receive monetary payment as compensation for overtime worked; however,
 - **Employees may request and may be granted compensatory time** off accrual at one and one-half (1.5) times the overtime hours worked in lieu of monetary payment.
 - Granting of compensatory time is at the employing official's discretion.



COMPENSATORY TIME DETAIL

- > **Compensatory time must be used or cashed out by the end of the employee's appointment period.**
- > The employee's unused compensatory time balance will be cashed out at the end of the employee's appointment period or when the employee leaves University employment for any reason.
- > The employee's compensatory time balance may also be cashed out if required by the timeline of the funding source(s) as determined by the Employer or when:
 - The employee transfers within their department to a position with different funding sources,
 - The employee transfers to a position in another department, or
 - Funding for employee changes such that the new source cannot cover the cost of the compensatory time pay out.



COMPENSATORY TIME USE

- > Use of accrued compensatory time **shall be approved by the employing official with consideration being given to the work requirements of the department and the wishes of the employee.**
- > Compensatory time off may be scheduled by the employee's supervisor during the final sixty (60) days of the appointment period.



GUIDANCE FOR UNITS WITH OVERTIME ELIGIBLE EMPLOYEES

- > Ensure that your unit has **written policy or practice** requiring that overtime eligible employees obtain prior supervisory approval before working overtime.
- > Make sure that you know which positions in your unit are overtime eligible, and that the **employees in those positions understand their overtime eligibility status.**
- > Ensure that the time and absence approver is reviewed and updated if necessary and is aware of their responsibility.
- > Establish a policy regarding compensatory time accumulation and use that addresses the following:
 - When compensatory time may be accumulated and that manager approval for compensatory time off accumulation is required;
 - Whether you will require employees to use accumulated compensatory time before you will approve use of vacation time off;
 - Whether your unit wishes to establish its own cap on compensatory time accumulation to minimize possible financial liability for payment.



APPROVING TIME AND ABSENCE ENTRIES IN WORKDAY

Need more help? Course is available online:

<https://employeehelp.workday.uw.edu/support-resources/workday-training/learning-library/>



[TAA 300] Approving Time and Absence Entries in Workday

This course reviews the key concepts Time and Absence Approvers (TAA) need to approve time and absence(s). This includes: an overview of roles, responsibilities, and deadlines; payroll processes; and approving/sending back time and absence entries.

Duration: 10 mins | **Skill Level:** Level 3

| **Updated On:** Dec 14, 2021



ADDITIONAL HOW TO GUIDES

Overtime Concepts for Time Entry in Workday:

- > <https://uw.bridgeapp.com/learner/courses/96d951ec/enroll>

Enter time user guide:

- > https://employeehelp.workday.uw.edu/user-guides/enter_time/



GUIDANCE FOR UNITS ON TIME ENTRY BEST PRACTICES

- 1. Set Your Own Internal Time Sheet Submission Deadlines/Practices**
 - > This allows you time to review/approve prior to the payroll calendar time and absence approval deadline
 - > Ideal time entry submission frequency based on your business needs
 - Weekly vs Pay Period
- 2. Run Reports During the Payroll Calculation Window to Ensure Accurate Time and Absence Entries**
 - > <https://employeehelp.workday.uw.edu/admin-corner/workday-reports/payroll-impacting-reports-by-security-role/>
- 3. Communicate Regularly with Employees/Administrators/Time and Absence Initiate**
 - > Minimizes Discrepancy in Time and Absence Entries
 - > Helps Ensure Accurate Pay Related to Time sheets

For detailed information please see:

<https://employeehelp.workday.uw.edu/workday-payroll-calendar/>

2025 TIMESHEET APPROVAL DEADLINES

Month	First Deadline	Second Deadline
January	Monday, January 6, 2025	Friday, January 17, 2025
February	Tuesday, February 4, 2025	Wednesday, February 19, 2025
March	Tuesday, March 4, 2025	Wednesday, March 19, 2025
April	Friday, April 4, 2025	Monday, April 21, 2025
May	Monday, May 5, 2025	Monday, May 19, 2025
June	Wednesday, June 4, 2025	Wednesday, June 18, 2025
July	Thursday, July 3, 2025	Monday, July 21, 2025
August	Tuesday, August 5, 2025	Tuesday, August 19, 2025
September	Thursday, September 4, 2025	Friday, September 19, 2025
October	Monday, October 6, 2025	Monday, October 20, 2025
November	Tuesday, November 4, 2025	Wednesday, November 19, 2025
December	Thursday, December 4, 2025	Thursday, December 18, 2025

First Deadline is for pay period ending on the last day of the prior month for paycheck on the 10th of the month.
Second Deadline is for pay period ending on the 15th of the current month for paycheck on the 25th of the month.
For more information: <https://employeehelp.workday.uw.edu/workday-payroll-calendar/>

ADDITIONAL RESOURCES

Most of this information can be found:

- <https://employeehelp.workday.uw.edu/your-time-absence/time-entry/>
- <https://hr.uw.edu/comp/overtime-for-non-academic-staff/>

MOU Overtime:

- <https://hr.uw.edu/labor/academic-and-student-unions/uaw-postdocs/uaw-postdoc-contract#memoranda-of-understanding>

Overtime Concepts for Time Entry in Workday:

- <https://uw.bridgeapp.com/learner/courses/96d951ec/enroll>

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