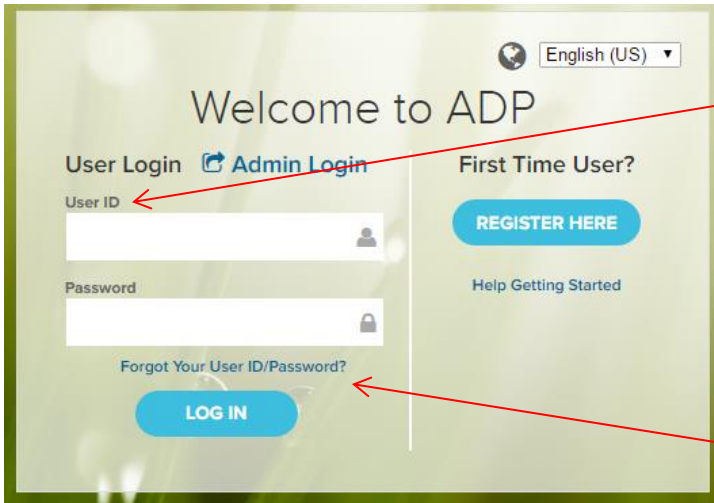


Exempt Employee Time Entry

Exempt employees (i.e. those who are salaried) need to enter time on an exception basis (i.e. an employee should enter a reason and amount of time away from work if not working their normal schedule). To begin time entry, log into ADP from the ADP Workforce Now Home Page (<https://workforcenow.adp.com>)



Enter User ID, which for most employees is their naropa.edu email address without a period between 'naropa' and 'edu.' For example, jsmith@naropaedu

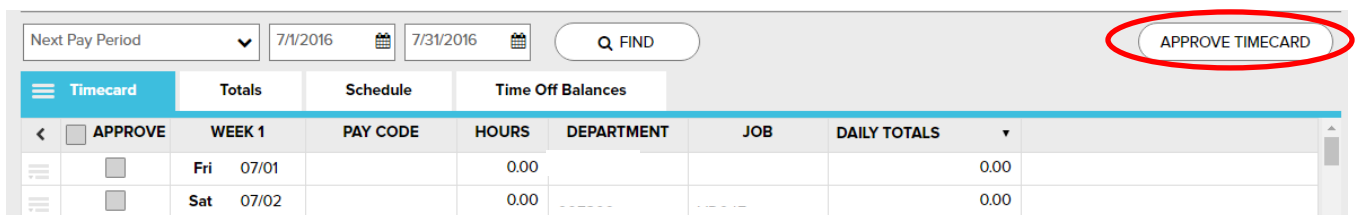
Your password was selected by you when you registered for ADP access. **Passwords are case sensitive.**

If you have forgotten your password, please select 'Forgot Your User ID / Password' or call the Human Resources Department at 303-245-4700.

Once logged into ADP, to request **time away from work** (i.e. vacation, sick, etc.), on the desired date, select the appropriate pay code (ex. vacation, sick, etc.) and number of hours. Note, a list of pay code options will appear when the pay code box is clicked on. Once you enter this information, your supervisor will receive a notification to review your request.

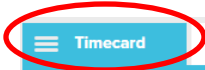
Timecard		Totals	Schedule	Time Off Balances				
<	APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	JOB	DAILY TOTALS	▼
	<input type="checkbox"/>	Fri 07/01	★	★			0.00	
	<input type="checkbox"/>	Sat 07/02		0.00			0.00	

At the end of the pay period, exempt employees should review their timecard to insure all time entries are accurate. After verifying the accuracy, an employee can **approve the timecard** by clicking on the "Approve Timecard" button located in the upper right side of the timecard.

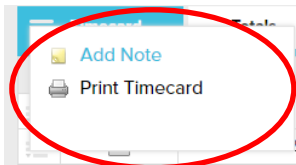


The monthly pay period for exempt employees ends on the 23rd of each month. An employee will need to forecast any anticipated leave time through the end of the month. All time entries and employee approvals must be completed at the end of the last work day for the pay period. Even if no leave time is taken and therefore, no time is entered into the timecard, an employee should still approve the timecard to signify they've reviewed the timecard and it is accurate.

You may **print your timecard**, by selecting the timecard menu and selecting 'print timecard.'



Timecard		Totals	Schedule	Time Off Balances				
<	APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	JOB	DAILY TOTALS	▼
	<input type="checkbox"/>	Fri 07/01		0.00			0.00	
	<input type="checkbox"/>	Sat 07/02		0.00			0.00	



Timecard		Totals	Schedule	Time Off Balances				
<	APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	JOB	DAILY TOTALS	▼
	<input type="checkbox"/>	Fri 07/01		0.00			0.00	
	<input type="checkbox"/>	Sat 07/02		0.00			0.00	

- Add Note
- Print Timecard