

Non-Exempt Computer/Mobile Time & Leave Request Entry

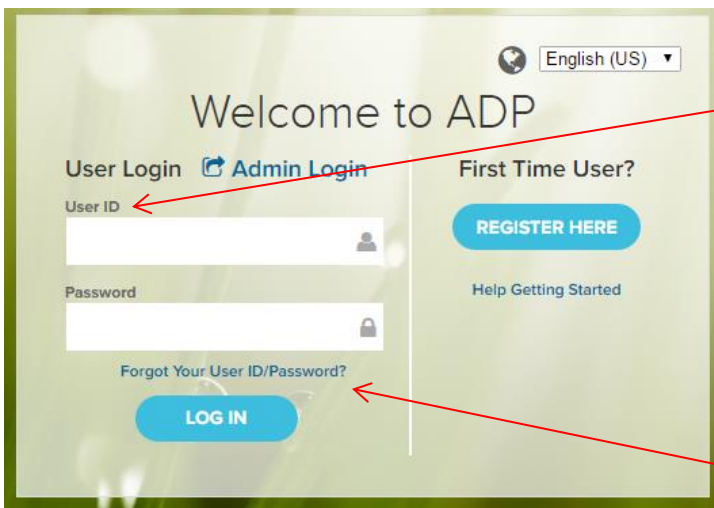
All non-exempt employees (i.e. hourly paid) must record all work and meal break hours each day in Naropa’s timekeeping system, ADP.

Our pay periods are as follows:

Time Entry Period	Time Approval Date	Pay Day
24 th to the 7 th	7 th	15 th of the month, or the preceding Friday, if the 15th occurs on a weekend
8 th to the 23 rd	23 rd	Last business day of the month

For example, an employee enters all work and leave hours from the 24th of September through the 7th of October and is paid for these hours on Friday, October 14th, 2016.

To begin time entry, log into ADP from the ADP Workforce Now Home Page (<https://workforcenow.adp.com>)



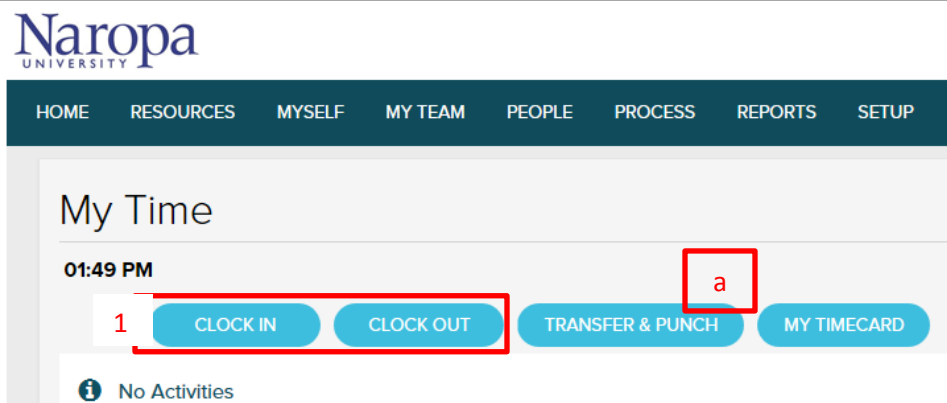
Enter user id, which for most employees is their naropa.edu email address without a period between ‘naropa’ and ‘edu.’ For example, jsmith@naropaedu.

Your password was selected by you when you registered for ADP access.

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

You may **enter your time** using one of the two following methods:

- 1.) Log into ADP and use the ‘Clock In’ and ‘Clock Out’ buttons. Selecting one of the buttons enters the current time in your time sheet as your time in or out.
 - a) Employees with a 2nd position will need to transfer their work hours from their default job code / department to another preset authorized job code/department by using the ‘Transfer and Punch’ button.



2.) Download and log into the ADP Mobile Solutions app. Employees can then use the 'Clock in' and 'Clock out' buttons within the app, when located on campus.

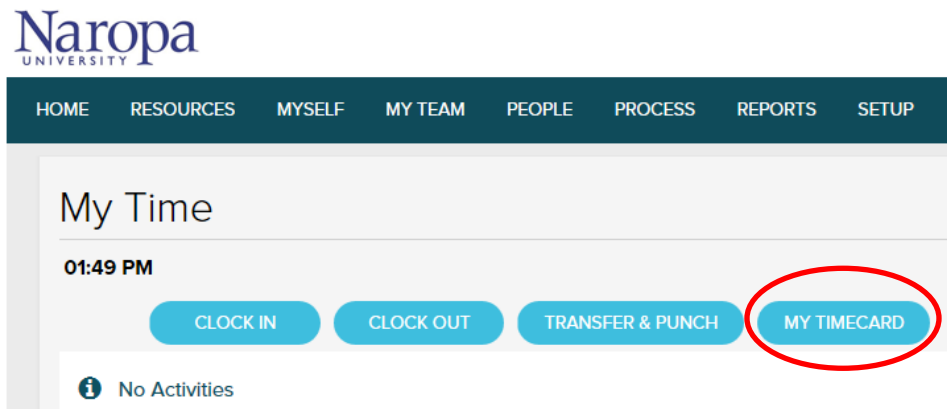
a) The timekeeping feature is only functional in the Mobile Solutions app when you are directly on one of our 3 campuses, Alaya Preschool or specific community work-study sites.

b) Employees who work a 2nd position will only be able to transfer the department number and will need to notify their 2nd supervisor to edit the job code.

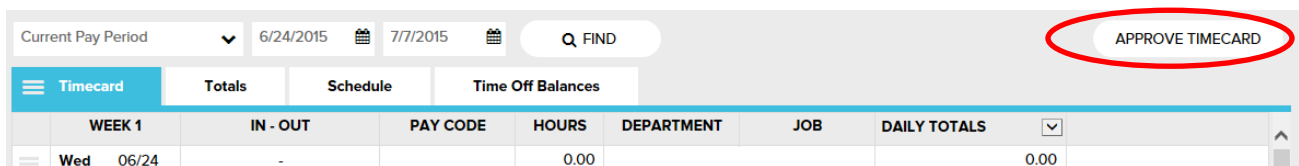
**If an employee finds an error in their timecard or misses clocking in or out, the employee should email their supervisor or timesheet approver to request an adjustment to their timecard.

At the end of each pay period, employees must review and **approve their timecard**.

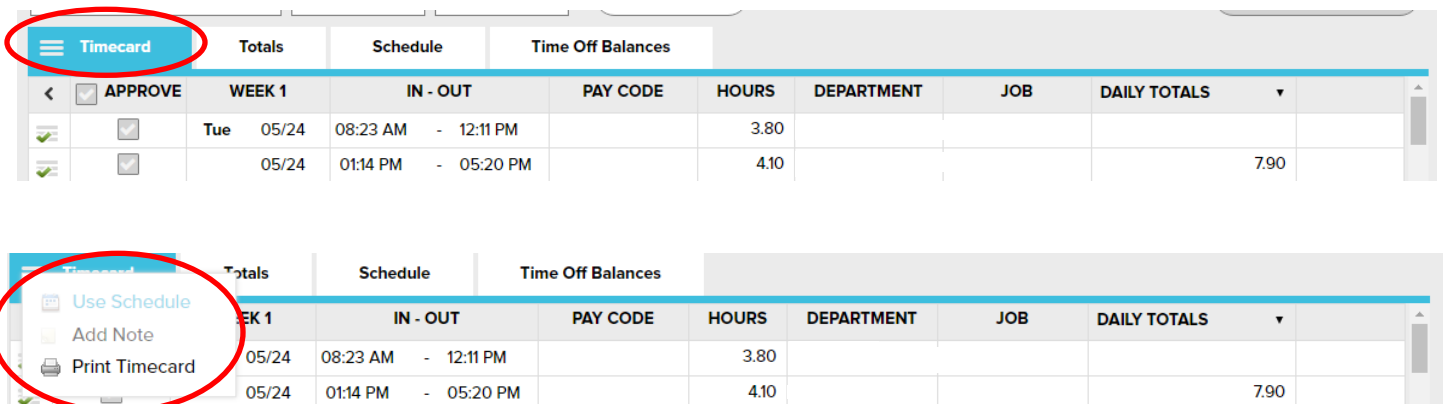
Employees can access their timecard by clicking on the 'My Timecard' button on the ADP landing page.



Once in the timecard, an employee can approve it by clicking on the "Approve Timecard" button located in the upper right side of the timecard.

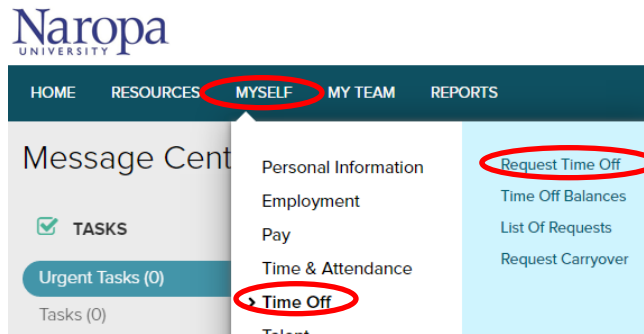


An employee may **print their timecard**, by selecting the timecard menu and selecting 'print timecard.'

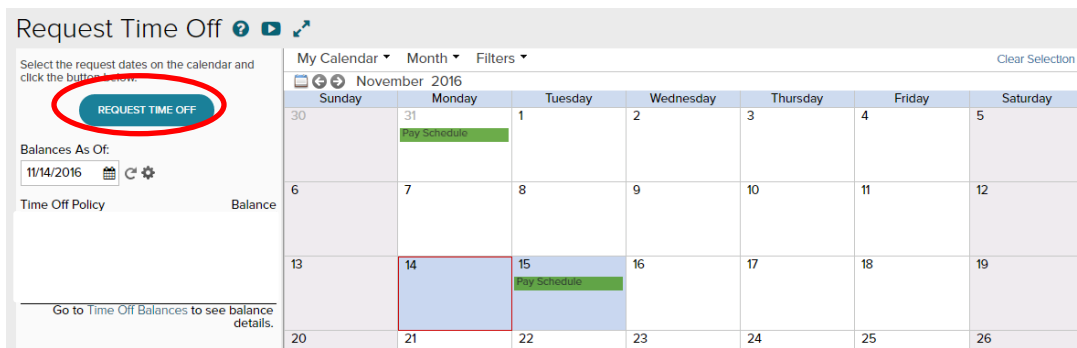


All **Leave Time** must be requested through the leave request function within ADP.

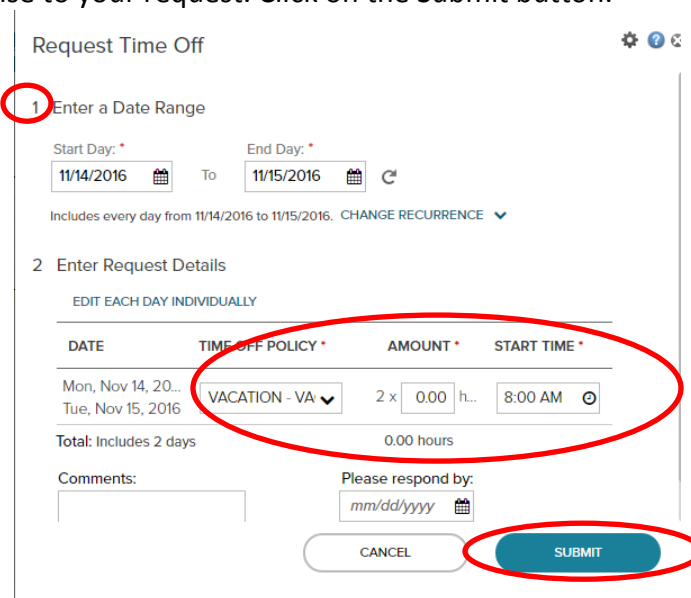
To request leave, once you've logged into ADP, go to Myself > Time Off > Request Time Off.



Choose the dates of your leave from the calendar and select the blue 'request time off button' from the left side of the screen.



In the pop-up window, adjust your leave dates as needed, use the drop down arrow in the Leave Policy box to choose the leave type*, enter the number of hours to be used for the day, and input the start time for the leave to begin. If needed, enter a comment to your supervisor about concerning your request and/or enter the date needed for a response to your request. Click on the Submit button.



*If using more than one type of leave for your request, each type will need to be individually requested.