Hourly employees that work in the state of California must report their hours accurately to follow the labor laws of California.

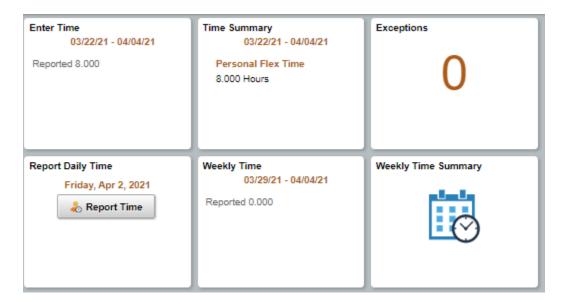
What do I need to do?

- Hours must be reported on the actual day worked and all hours must be approved by your supervisor/time approver each pay period.
- You must get pre-approval from your supervisor to work more than your scheduled FTE.
- You are eligible for paid overtime for:
 - All hours worked more than 40 each week (at a rate of time and a half).
 - All hours worked more than 8 hours per day regardless of total hours worked per week (at a rate of time and a half).
 - All hours worked more than 12 hours in a day regardless of total hours worked per week (at a rate of double time).
 - Any hours worked after working 7 consecutive days (at a rate of double time).

How do I report hours worked hours for 8 hours a day or less?

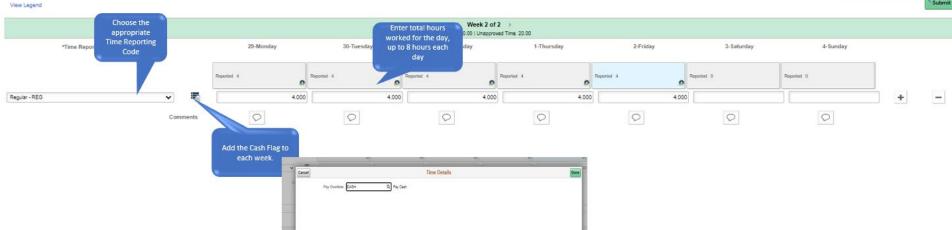
Log into UAccess Employee:

• UA Employee Main Homepage> Time> Enter Time





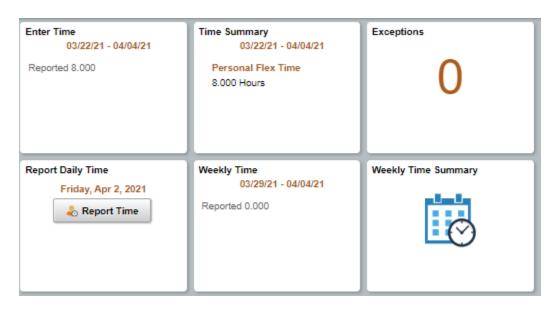
Reported 40 Hours

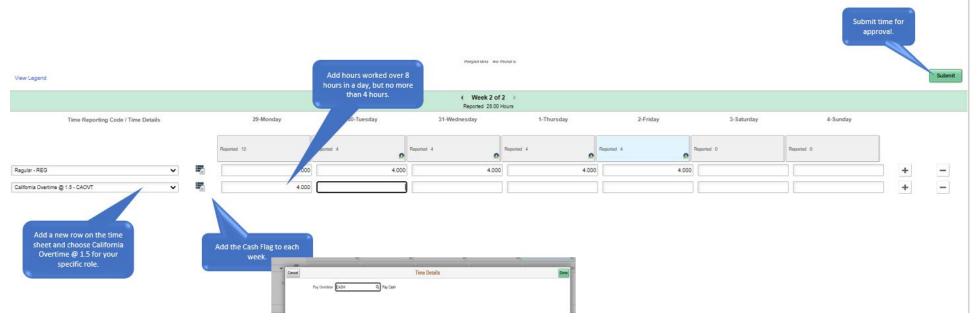


How do I report hours worked over 8 hours in a day?

Log into <u>UAccess Employee</u>:

• UA Employee Main Homepage> Time> Enter Time





How do I report hours worked over 12 hours in a day?

Log into <u>UAccess Employee</u>:

• UA Employee Main Homepage> Time> Enter Time

