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

![Image showing UAccess Employee interface]
Choose the appropriate Time Reporting Code

Enter total hours worked for the day, up to 8 hours each day

Add the Cash Flag to each week

Submit time for approval
How do I report hours worked over 8 hours in a day?

Log into UAccess Employee:

- UA Employee Main Homepage > Time > Enter Time
How do I report hours worked over 12 hours in a day?
Log into UAccess Employee:
- UA Employee Main Homepage > Time > Enter Time