Hourly employees that work in the state of California must report their hours accurately to follow the labor laws of California.
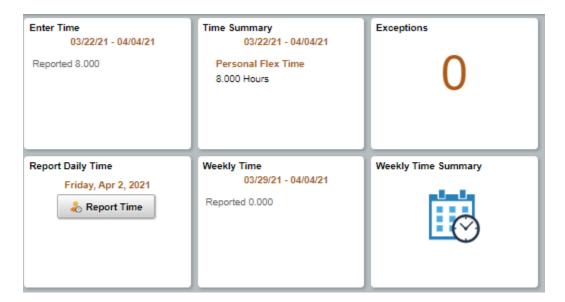
What do I need to do?

- 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

Enter Time 03/22/21 - 04/04/21	Time Summary 03/22/21 - 04/04/21	Exceptions
Reported 8.000	Personal Flex Time 8.000 Hours	0
Report Daily Time Friday, Apr 2, 2021 🔾 Report Time	**Weekly Time** 03/29/21 - 04/04/21 Reported 0.000	**Weekly Time Summary**

Submit time for approval.

Reported 40 Hours

View Legend

Submit

Choose the appropriate Time Reporting Code

Week 2 of 2
0.00 | Unapproved Time 20.00

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

*Time Repor		29-Monday	30-Tuesday	day	1-Thursday	2-Friday	3-Saturday	4-Sunday
		Reported 4	Reported 4	Reported 4	Reported 4	Reported 4	Reported 0	Reported 0
Regular - REG		4.000	4.000	4.000	4.000	4.000		
Comments		○	○	○	○	○	○	○

Add the Cash Flag to each week.

Cancel	Time Details	Done

Pay Overtime CASH Pay Cash

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

Log into UAccess Employee:
- UA Employee Main Homepage> Time> Enter Time

Enter Time
03/22/21 - 04/04/21

Reported 8.000

Time Summary
03/22/21 - 04/04/21

Personal Flex Time
8.000 Hours

Exceptions

0

Report Daily Time

Friday, Apr 2, 2021

[Report Time]

Weekly Time
03/29/21 - 04/04/21

Reported 0.000

Weekly Time Summary

Submit time for approval.

View Legend

Add hours worked over 8 hours in a day, but no more than 4 hours.

Submit

Reported 40 Hours

◄ Week 2 of 2 ►
Reported 28.00 Hours

Time Reporting Code / Time Details	29-Monday	30-Tuesday	31-Wednesday	1-Thursday	2-Friday	3-Saturday	4-Sunday
	Reported 12	Reported 4	Reported 4	Reported 4	Reported 4	Reported 0	Reported 0
Regular - REG	.000	4.000	4.000	4.000	4.000		
California Overtime @ 1.5 - CAOVT	4.000						

Add a new row on the time sheet and choose California Overtime @ 1.5 for your specific role.

Add the Cash Flag to each week.

Cancel   **Time Details**   Done

Pay Overtime CASH   Pay Cash

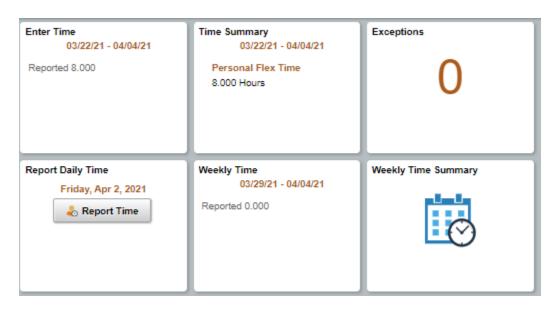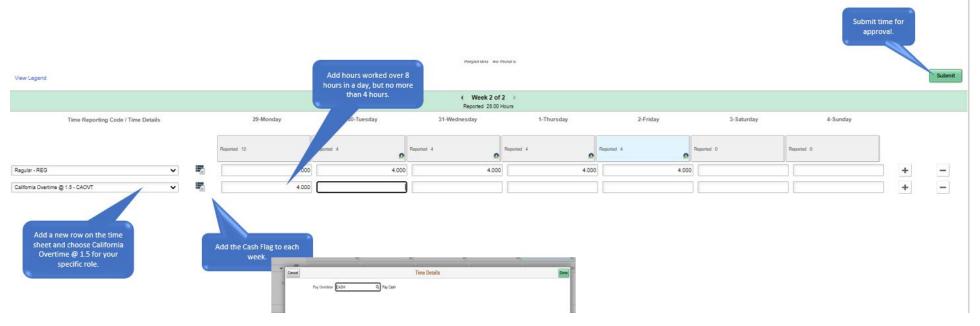## How do I report hours worked over 12 hours in a day?

Log into UAccess Employee:

- UA Employee Main Homepage> Time> Enter Time

Enter Time 03/22/21 - 04/04/21 Reported 8.000	Time Summary 03/22/21 - 04/04/21 **Personal Flex Time** 8.000 Hours	Exceptions 0
Report Daily Time Friday, Apr 2, 2021 👤 Report Time	Weekly Time 03/29/21 - 04/04/21 Reported 0.000	Weekly Time Summary

Submit time for approval.

Reported 40 Hours

View Legend

Submit

	◄ Week 2 of 2 ►							
	Reported 32.00 Hours							
Time Reporting Code / Time Details	29-Monday		31-Wednesday	1-Thursday	2-Friday	3-Saturday	4-Sunday	
	Reported 16	Reporte	Reported 4	Reported 4	Reported 0	Reported 0		
Regular - REG	8.000		4.000	4.000	4.000	4.000		+ —
California Overtime @ 1.5 - CAOVT	4.000							+ —
California Overtime @ 2.0 - CAOT2	4.000							+ —

Add hours worked over 12 hours in a day.

Add a new row on the time sheet and choose California Overtime @ 2.0 for your specific role.

Add the Cash Flag to each week.

Cancel	Time Details	Done
	Pay Overtime CASH 🔍 Pay Cash	