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
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