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](https://uaccessemployee):
- UA Employee Main Homepage > Time > Enter Time
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

Weekly Time
03/29/21 - 04/04/21
Reported 0.000

Weekly Time Summary

Submit time for approval.

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

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