

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

The screenshot displays a grid of six panels for time reporting. The top row includes 'Enter Time' (03/22/21 - 04/04/21) showing 8.000 hours reported, 'Time Summary' (03/22/21 - 04/04/21) showing 8.000 hours of Personal Flex Time, and 'Exceptions' showing 0. The bottom row includes 'Report Daily Time' for Friday, Apr 2, 2021, with a 'Report Time' button; 'Weekly Time' (03/29/21 - 04/04/21) showing 0.000 hours reported; and 'Weekly Time Summary' with a calendar and clock icon.

Reported 40 Hours

Submit time for approval.

Submit

View Legend

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.

*Time Report

Week 2 of 2
0.00 | Unapproved Time 20.00

	29-Monday	30-Tuesday	31-Wednesday	1-Thursday	2-Friday	3-Saturday	4-Sunday
Reported 4	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							

Time Details

Pay Overtime 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 <input type="button" value="Report Time"/>	Weekly Time 03/29/21 - 04/04/21 Reported 0.000	Weekly Time Summary

View Legend

Submit time for approval.

← 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		
Regular - REG	Reported 12 4.000	Reported 4 4.000	Reported 4 4.000	Reported 4 4.000	Reported 4 4.000	Reported 0	Reported 0	+	-
California Overtime @ 1.5 - CAOVT	4.000							+	-

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.

Time Details
Pay Overtime 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 <input type="button" value="Report Time"/>	Weekly Time 03/29/21 - 04/04/21 Reported 0.000	Weekly Time Summary

View Legend

4 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
Regular - REG	Reported 16 8.000	Reported 4 4.000	Reported 4 4.000	Reported 4 4.000	Reported 0 4.000	Reported 0
California Overtime @ 1.5 - CAOVT	4.000					
California Overtime @ 2.0 - CAOT2	4.000					

Submit time for approval.

Submit

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.

Time Details
Pay Overtime [X] Pay Cash