Hourly Employee Guide: Accurate Timekeeping

As an hourly (overtime-eligible) employee, you are a **positive time reporter** and must record all paid time worked, including overtime hours. This guide provides information to help you accurately report time. Bolded terms are defined in the "Definitions" section on the second page.

Visit the University of Arizona [Fair Labor Standards Act and Overtime Policy](https://policy.arizona.edu/employment-human-resources/fair-labor-standards-act-and-overtime-policy) and [Salary vs. Hourly page.](https://hr.arizona.edu/salary-vs-hourly)

# How To Report Time

Time is recorded using the [UAccess Time tile](https://employee851.uaccess.arizona.edu/psc/uazhrprd/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=HC_TL_EMP_DYN_DB) (NetID login required). Follow the steps on the [Positive](https://financialservices.arizona.edu/payroll/employees/timesheet/reporter-positive) [Reporters page](https://financialservices.arizona.edu/payroll/employees/timesheet/reporter-positive) for complete guidance.

**More Resources from Payroll Services**

* Visit the [Time Reporting Deadlines page](https://financialservices.arizona.edu/payroll/departments/time-reporting-deadlines) for time/date deadlines to report your time.
* Visit the [UAccess Employee Time & Labor Tools page](https://financialservices.arizona.edu/training/payroll) for video guides.
* Review the “Definitions” section below for examples of **paid time** and **unpaid time**.

# Understanding Overtime

The Fair Labor Standards Act uses the term "nonexempt" in reference to hourly employees. That means that you are not exempt from being paid for all hours worked, and are eligible for overtime pay.

Overtime refers to hours worked beyond an hourly employee's **regular hours**. All overtime must be approved by your supervisor/time approver prior to being worked. Review the "Definitions" section below for more information about how overtime is paid.

A Supervisor CAN

* Require you to work more than your regular hours in a workweek
* Prohibit you from working more than your regular hours
* Require you to receive approval before working more than your regular hours in a workweek
* Require you to be compensated with either compensatory time or pay
* Prohibit or limit paid rest periods if not established college or division practice

A Supervisor CANNOT

* Ask you to clock out and continue working
* Pressure you into an unspoken "don't ask, don't tell" situation in which you implicitly know you are expected to work more than your regular hours without overtime pay
* Prevent you from being compensated for overtime, even if you worked more than your regular hours without prior approval
* Make it more difficult to use compensatory time compared with other accrued time off
* Require you to work an 8-hour workday without an uninterrupted meal period of at least 30 minutes (unless there is a specific departmental exception)

Definitions

Paid Time (Examples)

* Hours worked, paid time off and leave
* Travel between job sites during workday
* Work-related training if it is required and during regular work hours
* Short rest breaks (15 minutes or less)

Unpaid Time (Examples)

* Meal periods: Uninterrupted 30 minutes or more
* Travel Time: Home-to-work travel

Positive Time Reporters

* Hourly (overtime-eligible) employees must report all hours worked in a workweek. Hours cannot be averaged or transferred across workweeks

Regular Hours

* Hours an employee is regularly scheduled in a workweek, based on Full Time Equivalency (FTE)

Time-and-a-Half Overtime

* When an hourly (overtime eligible) employee works more than 40 hours in a workweek, overtime is paid at 1.5 times the employee's regular rate

Straight Overtime

* When an hourly employee works over their assigned hours but less than 40 hours in a workweek, overtime is paid at their regular rate

Workweek

* Begins on Monday at 12:01 a.m. and ends on Sunday at midnight

Compensatory (Comp) Time

* Compensating employees for overtime hours with time off instead of pay
  + Comp Time is accrued at either the straight overtime or time-and-a-half overtime rates, depending on the employee's regular hours and number of hours worked in the workweek
  + When comp time is used, it is paid at the employee's most recent rate of pay
  + Accrual of comp time above a balance of 120 hours (prorated by FTE) must receive written exception from college/division leadership. The max comp time balance is 240 hours (prorated by FTE)