



## 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 [Fair Labor Standards Act \(FLSA\) and Overtime Policy](#) and [Salary vs. Hourly page](#).

### How To Report Time

Time is recorded using the [UAccess Time tile](#) (NetID login required). Follow the steps on the [Positive Reporters page](#) for complete guidance.

#### More Resources from Payroll Services

- Visit the [Time Reporting Deadlines page](#) for time/date deadlines to report your time.
- Visit the [UAccess Employee Time & Labor Tools page](#) for video guides.
- Review the "Definitions" section below for examples of **paid time** and **unpaid time**.

### Understanding Overtime

The FLSA uses the term "nonexempt employees." Although there are other factors, for the sake of simplicity, this just means "hourly employees." That means that you 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	A Supervisor Cannot
Require you to work more than your regular hours in a workweek.	Ask you to clock out and continue working.
Prohibit you from working more than your regular hours in a workweek.	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.
Require you to receive approval before working more than your regular hours in a workweek.	Prevent you from being compensated for overtime, even if you worked it without prior approval.
Require you to be compensated with either compensatory time or pay.	Make it more difficult to use compensatory time compared with other accrued time off.
Prohibit or limit paid rest periods if not established college or division practice.	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

<p><b>Paid Time</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Hours worked, paid time off and leave</li><li>• Travel between job sites during workday</li><li>• Work-related training if it is required and during regular work hours</li><li>• Short rest breaks (15 minutes or less)</li></ul>	<p><b>Unpaid Time</b></p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Meal periods: Uninterrupted 30 minutes or more</li><li>• Commute Time: Home-to-work travel</li></ul>
<p><b>Positive Time Reporters</b></p> <p>Hourly (overtime-eligible) employees must report all hours worked in a workweek. Hours cannot be averaged or transferred across workweeks.</p>	<p><b>Regular Hours</b></p> <p>Hours an employee is regularly scheduled in a workweek, based on Full Time Equivalency (FTE).</p>
<p><b>Time-and-a-Half Overtime</b></p> <p>When an hourly employee works more than 40 hours in a workweek, overtime is paid at 1.5 times the employee's regular rate.</p>	<p><b>Straight Overtime</b></p> <p>When an hourly employee works over their assigned hour but less than 40 hours in a workweek, overtime is paid at their regular hourly rate.</p>
<p><b>Workweek</b></p> <p>Begins on Monday at 12:01 a.m. and ends on Sunday at midnight.</p>	<p><b>Compensatory (Comp) Time</b></p> <p>Compensating employees for overtime hours with time off instead of pay.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• When comp time is used, it is paid at the employee's most recent rate of pay.</li><li>• 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).</li></ul>