



# Supervisors Guide: Accurate Timekeeping – Hourly Employees

As a supervisor, you must ensure that your employees are paid accurately and in a timely manner. This guide provides tips and information to help you ensure employees accurately report their time.

The Fair Labor Standards Act is a federal law governing minimum wage and record-keeping requirements. It also defines the work required for a position to be exempt from overtime pay.

## Resources

- Review the University of Arizona [Fair Labor Standards Act and Overtime Policy](#), [Meal Periods and Rest Periods \(Breaks\) Policy](#) and the [Salary vs. Hourly webpage](#) for more information.
- Visit the [Payroll Services webpage](#) for calendars and deadlines for time approving.
- Visit the [Financial Services UAccess Employee Time & Labor Tools webpage](#) for video guides.
- Review the "Definitions" section (page 3 of this document) for help understanding terms.

## Supervisor Responsibilities

- Ensure your direct reports understand overtime policies, procedures and expectations.
- Authorizing overtime in advance of hours being worked.
- Authorize overtime only after exploring all alternatives, such as changing priorities, reassigning work, or offsetting excess hours with reduced hours in another day in the same workweek.
- Pay employees for hours worked even if unplanned or unapproved overtime occurs.
- Remedy and prevent situations where employees continually work unapproved overtime.

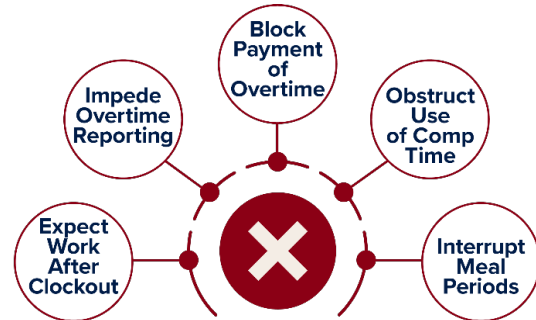
## Key Things to Remember

Rest, Meals and Travel	Overtime vs. Compensatory Time	Time Reporting
<p><b>Rest periods:</b> You may allow paid rest of up to 15 minutes for every four hours worked.</p> <p><b>Meal periods:</b> You may allow unpaid mealtime of at least 30 uninterrupted minutes daily.</p> <p><b>Travel time:</b> Is paid if between job sites if the job requires travel. This does not include travel between home and work.</p>	<p>Overtime is hours worked beyond an employee's regular hours. Overtime can be compensated as pay, or as <b>Compensatory (comp) Time</b>.</p> <p>The employer can determine which option is used to compensate overtime.</p> <p>Typically, the max accrual of Comp Time is 120 hours.</p>	<p><b>Hourly (overtime eligible) employees</b> are Positive Time Reporters and must record all paid time worked, including overtime hours.</p> <p><b>Salaried (exempt) employees</b> are Exempt Reporters and must only record non-working hours.</p>

Learn more in the [Key Facts for Hourly Employees section](#) on the Salary vs. Hourly webpage.



## Supervisor Can and Cannot: Overtime



A Supervisor Can	A Supervisor Cannot
Require employees to work more than their regular hours in a workweek.	Ask employees to clock out and continue working.
Prohibit employees from working more than their regular hours	Pressure employees into an unspoken "don't ask, don't tell" situation in which they implicitly know they are expected to work more than their regular hours without overtime pay (e.g., answering emails/calls).
<p>Require employees to receive approval before working more than their regular hours in a workweek.</p> <p>Discipline employees for working more than their regular hours in a workweek without receiving prior approval.</p>	Prevent employees from being compensated for overtime, even if they worked more than their regular hours without prior approval.
Require employees 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 department, college, or division practice.	Require employees to work an 8-hour workday without an uninterrupted meal period of at least 30 minutes (unless there is a specific departmental exception).

For more information, visit the [Salary vs. Hourly webpage](#).



## 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 the workday</li><li>• Work-related training, if it is required and takes place 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 (The University typically provides a full hour.)</li><li>• Travel 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>Exception Reporters</b></p> <p>Salaried (exempt) employees must report only non-worked hours, such as vacation, sick time and other paid and non-paid time off.</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>Workweek</b></p> <p>Begins on Monday at 12:01 a.m. and ends on Sunday at midnight.</p>
<p><b>Overtime</b></p> <p>Hours worked beyond an hourly employee's regular hours.</p>	<p><b>Straight Overtime</b></p> <p>When an hourly employee works over their assigned hours but less than 40 hours in a workweek, overtime is paid at their regular rate.</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>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>