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,](https://policy.arizona.edu/employment-human-resources/fair-labor-standards-act-and-overtime-policy) [Meal Periods](https://policy.web.arizona.edu/employmenthuman-resources/meal-periods-and-rest-periods-breaks) [and Rest Periods (Breaks) Policy](https://policy.web.arizona.edu/employmenthuman-resources/meal-periods-and-rest-periods-breaks) and the [Salary vs. Hourly webpage](https://hr.arizona.edu/salary-vs-hourly) for more information.
* Visit the [Payroll Services webpage](https://financialservices.arizona.edu/payroll) for calendars and deadlines for time approving.
* Visit the [Financial Services UAccess Employee Time & Labor Tools webpage](https://financialservices.arizona.edu/training/payroll) 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

* **Rest periods**: You may allow paid rest of up to 15 minutes for every four hours worked.
* **Meal periods**: You may allow unpaid mealtime of at least 30 uninterrupted minutes daily.
* **Travel time**: Is paid if between job sites if the job requires travel. This does not include travel between home and work

Overtime vs. Compensatory Time

* Overtime is hours worked beyond an employee's regular hours. Overtime can be compensated as pay, or as **Compensatory (comp) Time**.
* The employer can determine which option is used to compensate overtime.
* Typically, the max accrual of Comp Time is 120 hours

Time Reporting

* **Hourly (overtime eligible) employees** are Positive Time Reporters and must record all paid time worked, including overtime hours.
* **Salaried (exempt) employees** are Exempt Reporters and must only record non-working hours

Learn more in the [Key Facts for Hourly Employees section](https://hr.arizona.edu/salary-vs-hourly#KeyFacts) on the Salary vs. Hourly webpage.

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

Exception Reporters

* Salaried (exempt) employees must report only non-worked hours, such as vacation, sick time and other paid and non-paid time off

Regular Hours

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

Workweek

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

Overtime

* Hours worked beyond an hourly (overtime eligible) employee's regular hours

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

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

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)

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| **Paid Time**  **Examples**:   * Hours worked, paid time off and leave * Travel between job sites during the workday * Work-related training, if it is required and takes place during regular work hours * Short rest breaks (15 minutes or less) | **Unpaid Time**  **Examples**:   * Meal periods: Uninterrupted 30 minutes or more (The University typically provides a full hour.) * 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. | **Exception Reporters**  Salaried (exempt) employees must report only non-worked hours, such as vacation, sick time and other paid and non-paid time off. |
| **Regular Hours**  Hours an employee is regularly scheduled in a workweek, based on Full Time Equivalency (FTE). | **Workweek**  Begins on Monday at 12:01 a.m. and ends on Sunday at midnight. |
| **Overtime**  Hours worked beyond an hourly employee's regular hours. | **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. |
| **Time-and-a-Half Overtime**  When an hourly employee works more than 40 hours in a workweek, overtime is paid at 1.5 times the employee's regular rate. | **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). |