

Quick Guide: Unique Timekeeping/Overtime Requirements



States with Unique Timekeeping/Overtime Requirements

Alaska	California	Colorado
Kentucky	Nevada	Rhode Island

Alaska

In addition to hourly employees being entitled to receive overtime for hours worked in excess of 40 within a workweek, hourly employees in Alaska are entitled to receive overtime for **any hours worked in excess of 8 in one day**.

In the example below, the Alaska employee worked a total of 30 hours within the week, however because they worked 10 hours on Thursday, the employee is entitled to 2 hours of overtime pay. Total payable for the week is 28 hours at their regular rate and 2 hours of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
> SUN Oct 1	+				0.00 hrs	0.00 hrs
✓ MON Oct 2 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ TUE Oct 3 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ WED Oct 4 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5 No Schedule	...	Choose...	e 08:00 am	e 12:00 pm	4.00	4.00
	...	Choose...	e 12:30 pm	e 06:30 pm	6.00	6.00
	+				10.00 hrs	10.00 hrs
✓ FRI Oct 6 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day						
					30.00 hrs Raw	30.00 hrs Calc
Counter						Total
Overtime						2.00
Overtime Premium						2.00
Regular						28.00

California

In addition to hourly employees being entitled to receive overtime for hours worked in excess of 40 within a workweek, hourly employees in California are entitled to receive:

1 - Overtime for **any hours worked in excess of 8 in one day**.

In the example below, the California employee worked a total of 34 hours within the week, however because they worked 9 hours on Thursday, the employee is entitled to 1 hour of overtime pay. Total payable for the week is 33 hours at their regular rate and 1 hour of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
✓ SUN Oct 1 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ MON Oct 2 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ TUE Oct 3 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ WED Oct 4 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	...	zTraining/00002 - Demo/ETST0006	e 01:30 pm	e 05:30 pm	4.00	4.00
	+				9.00 hrs	9.00 hrs
✓ FRI Oct 6 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs

Time Entry Exceptions Calc Detail **Calc Summary** Counters Summary By Day

34.00 hrs 34.00 hrs
Raw Calc

Counter	Total
Overtime	1.00
Overtime Premium	1.00
Regular	33.00

Regular rate + OT premium

Regular rate

2 – Double time for **any hours worked in excess of 12 in one day**.

In the example below, the California employee worked a total of 33 hours within the week, however because they worked 13 hours on Tuesday, 4 of the hours worked on Tuesday are payable as overtime and 1 hour is payable as double time. Total payable for the week is 28 hours at their regular rate, 4 hours of overtime (regular rate + one-half premium) and 1 hour of double time (regular rate + regular rate premium).

NOTE – you will see a 2nd unpaid and uninterrupted meal period was taken at 06:30 pm. This too is required and is covered below in #6.

> Date		Person Assignments	From	To	Raw Total	Calc. Total
> SUN Oct 1	+				0.00 hrs	0.00 hrs
✓ MON Oct 2	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ TUE Oct 3	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	...	zTraining/00002 - Demo/ETST0006	e 01:30 pm	e 06:30 pm	5.00	5.00
	...	zTraining/00002 - Demo/ETST0006	e 07:00 pm	e 10:00 pm	3.00	3.00
	+				13.00 hrs	13.00 hrs
✓ WED Oct 4	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ FRI Oct 6	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs

[Time Entry](#)
[Exceptions](#)
[Calc Detail](#)
[Calc Summary](#)
[Counters](#)
[Summary By Day](#)

33.00 hrs 33.00 hrs

Raw Calc

Counter	Total
DT Premium	1.00
Daily Double Time	1.00
Overtime	4.00
Overtime Premium	4.00
Regular	28.00

Regular rate + DT premium

Regular rate + OT premium

Regular rate

3 - Overtime for the first 8 hours worked on the seventh consecutive day of work in a workweek.

In the example below, the California employee worked a total of 35 hours within the week, however because they worked 7 consecutive days, the 5 hours worked on the 7th day are to be paid as overtime. Total payable for the week is 30 hours at their regular rate and 5 hours of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
✓ SUN Oct 1	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ MON Oct 2	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ TUE Oct 3	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ WED Oct 4	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ FRI Oct 6	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ SAT Oct 7	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs

Time Entry	Exceptions	Calc Detail	Calc Summary	Counters	Summary By Day
				35.00 hrs	35.00 hrs
				Raw	Calc
Counter					Total
Consecutive Day OT					5.00
Overtime Premium					5.00
Regular					30.00

4 – Double time for **any hours worked in excess of 8 on the seventh consecutive day** of work in a workweek.

In the example below, the California employee worked a total of 39 hours within the week, however because they worked 7 consecutive days, the first 8 hours worked on the 7th day are to be paid as overtime and the 9th hour is to be paid as double time. Total payable for the week is 30 hours at their regular rate, 8 hours of overtime (regular rate + one-half premium) and 1 hour of double time (regular rate + regular rate premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
✓ SUN Oct 1 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ MON Oct 2 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ TUE Oct 3 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ WED Oct 4 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ FRI Oct 6 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ SAT Oct 7 No Schedule	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
	...	zTraining/00002 - Demo/ETST0006	e 02:00 pm	e 06:00 pm	4.00	4.00
	+				9.00 hrs	9.00 hrs

39.00 hrs 39.00 hrs

Counter	Total
Consecutive Day DT	1.00
Consecutive Day OT	8.00
DT Premium	1.00
Overtime Premium	8.00
Regular	30.00

5 – An unpaid meal period of at least 30 minutes that is **to be completely uninterrupted and begin prior to the end of the employee's 5th hour of work**. For example, if someone works 7:00 am to 3:30 pm, their meal period must begin no later than 11:59 am.

Meal periods are in addition to paid rest breaks. If daily meals or breaks are not allowed to be taken on time, the employee is entitled to receive "penalty pay" equal to 1 hour of pay at their regular rate for each break or meal period that was not allowed to be taken.

In the example below, the California employee did not take their meal period prior to the end of their 5th hour of work. As such, they are entitled to receive 1 hour of “penalty pay” at their regular rate of pay (reflected as a missed meal).

<div> <div>TUE Oct 3</div> <div>No Schedule</div> </div>	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 02:00 pm	6.00	6.00
	...	zTraining/00002 - Demo/ETST0006	e 02:30 pm	e 04:30 pm	2.00	2.00
	+				8.00 hrs	8.00 hrs

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

8.00 hrs

8.00 hrs

Raw

Calc

Counter	Total
Missed Meal 1	1.00
Regular	8.00

Do not delete without consulting with Payroll or HRC

6 – A second unpaid meal period of at least 30 minutes that is **to be completely uninterrupted and begin prior to the end of the employee’s 10th hour of work**. This is in addition to paid rest breaks and the first required meal period of the day. If daily meals or breaks are not allowed to be taken on time, the employee is entitled to receive “penalty pay” equal to 1 hour of pay at their regular rate for each break or meal period that was not allowed to be taken.

In the example below, the California employee did not take either of their meal periods. As such, they are entitled to receive 2 hours of “penalty pay” at their regular rate of pay, one for each missed meal period. In addition, because they worked 13 hours in the day, they are eligible for overtime and double time pay as mentioned in #1 and #2 above. Total payable for this day is 8 hours at their regular rate, 4 hours of overtime (regular rate + one-half premium), 1 hour of double time (regular rate + regular rate premium) and 2 hours of “penalty pay” at their regular rate.

<div> <div>TUE Oct 3</div> <div>No Schedule</div> </div>	...	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 09:00 pm	13.00	13.00
	+				13.00 hrs	13.00 hrs

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

13.00 hrs

13.00 hrs

Raw

Calc

Counter	Total
DT Premium	1.00
Daily Double Time	1.00
Missed Meal 1	1.00
Missed Meal 2	1.00
Overtime	4.00
Overtime Premium	4.00
Regular	8.00

Do not delete without consulting with Payroll or HRC

Colorado

In addition to hourly employees being entitled to receive overtime for hours worked in excess of 40 within a workweek, hourly employees in Colorado are entitled to receive one and one-half times the regular rate of pay for **any hours worked in excess of 12 hours per workday, or 12 consecutive hours without regard to the starting and ending time of the workday**, whichever calculation results in the greater payment of wages.

In the example below, the Colorado employee worked 33 hours within the week. However, because they worked 13 hours on Monday, the employee is entitled to 1 hour of overtime pay. Total payable for the week is 32 hours at their regular rate and 1 hour of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
> SUN Oct 1	+				0.00 hrs	0.00 hrs
✓ MON Oct 2 No Schedule	...	zTraining/00002 - Demo/ETST0009	e 08:00 am	e 12:00 pm	4.00	4.00
	...	zTraining/00002 - Demo/ETST0009	e 01:00 pm	e 06:00 pm	5.00	5.00
	...	zTraining/00002 - Demo/ETST0009	e 06:30 pm	e 10:30 pm	4.00	4.00
	+				13.00 hrs	13.00 hrs
✓ TUE Oct 3 No Schedule	...	zTraining/00002 - Demo/ETST0009	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ WED Oct 4 No Schedule	...	zTraining/00002 - Demo/ETST0009	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5 No Schedule	...	zTraining/00002 - Demo/ETST0009	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ FRI Oct 6 No Schedule	...	zTraining/00002 - Demo/ETST0009	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs

Time Entry Exceptions Calc Detail **Calc Summary** Counters Summary By Day

33.00 hrs 33.00 hrs
Raw Calc

Counter	Total
Overtime	1.00
Overtime Premium	1.00
Regular	32.00

Regular rate + OT premium
Regular rate

Kentucky

In addition to hourly employees being entitled to receive overtime for hours worked in excess of 40 within a workweek, hourly employees in Kentucky are entitled to receive overtime for **any hours worked on the 7th consecutive day if the employee reaches 40 hours worked for the workweek on the 7th day**.

In the example below, the Kentucky employee worked a total of 42 hours within the week, however because they worked 7 consecutive days, and reached 40 hours of work on the 7th day, all hours worked on the 7th day (6 hours on Saturday) are payable as overtime. Total payable for the week is 36 hours at their regular rate and 6 hours of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
✓ SUN Oct 1 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs
✓ MON Oct 2 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs
✓ TUE Oct 3 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs
✓ WED Oct 4 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs
✓ THU Oct 5 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs
✓ FRI Oct 6 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs
✓ SAT Oct 7 No Schedule	...	zOverview/00003 - Informational/ETST0011	e 08:00 am	e 02:00 pm	6.00	6.00
	+				6.00 hrs	6.00 hrs

Time Entry Exceptions Calc Detail **Calc Summary** Counters Summary By Day

42.00 hrs 42.00 hrs
Raw Calc

Counter	Total
Consecutive Day OT	6.00
Overtime Premium	6.00
Regular	36.00

Regular rate + OT premium
Regular rate

Nevada

In addition to hourly employees being entitled to receive overtime for hours worked in excess of 40 within a workweek, hourly employees in Nevada are entitled to receive overtime for **any hours worked in excess of 8 in one day**.

In the example below, the Nevada employee worked a total of 30 hours within the week, however because they worked 10 hours on Thursday, the employee is entitled to 2 hours of overtime pay. Total payable for the week is 28 hours at their regular rate and 2 hours of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
> SUN Oct 1	+				0.00 hrs	0.00 hrs
✓ MON Oct 2 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ TUE Oct 3 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ WED Oct 4 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
✓ THU Oct 5 No Schedule	...	Choose...	e 08:00 am	e 12:00 pm	4.00	4.00
	...	Choose...	e 12:30 pm	e 06:30 pm	6.00	6.00
	+				10.00 hrs	10.00 hrs
✓ FRI Oct 6 No Schedule	...	Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs

Time Entry Exceptions Calc Detail **Calc Summary** Counters Summary By Day

30.00 hrs 30.00 hrs
Raw Calc

Counter	Total
Overtime	2.00
Overtime Premium	2.00
Regular	28.00

Regular rate + OT premium

Regular rate

Rhode Island

In addition to hourly employees being entitled to receive overtime for hours worked in excess of 40 within a workweek, hourly employees in Rhode Island are entitled to receive:

1 - One and one-half times the regular rate of pay **for any hours worked on a Sunday.**

In the example below, the Rhode Island employee worked a total of 30 hours within the week, however because they worked on Sunday, the employee is entitled to 5 hours of overtime pay for all hours worked on Sunday. Total payable for the week is 25 hours at their regular rate and 5 hours of overtime (regular rate + one-half premium).

> Date		Person Assignments	From	To	Raw Total	Calc. Total
▼ SUN Oct 1 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
▼ MON Oct 2 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
▼ TUE Oct 3 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
▼ WED Oct 4 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
▼ THU Oct 5 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs
▼ FRI Oct 6 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00
	+				5.00 hrs	5.00 hrs

Time Entry Exceptions Calc Detail **Calc Summary** Counters Summary By Day

30.00 hrs 30.00 hrs
Raw Calc

Counter	Total
Overtime	5.00
Overtime Premium	5.00
Regular	25.00

2 - One and one-half times the regular rate of pay for **any hours worked on the following holidays:**

New Year's Day Memorial Day Independence Day Victory Day Labor Day
Columbus Day Veterans Day Thanksgiving Day Christmas Day
(2nd Monday in August)

In the example below, because the Rhode Island employee worked 5 hours on Independence Day, the employee is entitled to overtime pay for all hours worked on the holiday. Total payable for that day is 8 hours of holiday at their regular rate of pay, 5 hours of overtime (regular rate + one-half premium), and 5 hours of holiday premium (VU policy).

▼ TUE Jul 4 No Schedule	...	zDemonstration/00001 - Teach/ETST0004	From am	To am	8.00	8.00	TUE Jul 4	Holiday
	...	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	5.00	5.00	TUE Jul 4	
	+				13.00 hrs	13.00 hrs		

Time Entry Exceptions Calc Detail **Calc Summary** Counters Summary By Day

13.00 hrs 13.00 hrs
Raw Calc

Counter	Total
Holiday	8.00
Holiday Premium	5.00
Holiday Worked	5.00
Overtime Premium	5.00