

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 30.00 hrs													
Raw Calc													
<table border="1"> <thead> <tr> <th>Counter</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Overtime</td> <td>2.00</td> </tr> <tr> <td>Overtime Premium</td> <td>2.00</td> </tr> <tr> <td>Regular</td> <td>28.00</td> </tr> </tbody> </table>						Counter	Total	Overtime	2.00	Overtime Premium	2.00	Regular	28.00
Counter	Total												
Overtime	2.00												
Overtime Premium	2.00												
Regular	28.00												
Regular rate + OT premium													
Regular rate													

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	08:00 am	01:00 pm	5.00	5.00
MON Oct 2 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00 hrs	5.00 hrs
TUE Oct 3 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
WED Oct 4 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
THU Oct 5 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
	zTraining/00002 - Demo/ETST0006	01:30 pm	05:30 pm	4.00	4.00
				9.00 hrs	9.00 hrs
FRI Oct 6 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	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 Regular rate + OT premium

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 No Schedule	zTraining/00002 - Demo/ETST0006	e 08:00 am	e 01:00 pm	5.00	5.00
TUE Oct 3 No Schedule				5.00 hrs	5.00 hrs
				5.00	5.00
				5.00	5.00
				3.00	3.00
				13.00 hrs	13.00 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

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

33.00 hrs 33.00 hrs

Raw Calc

Counter		Total
DT Premium	Regular rate + DT premium	1.00
Daily Double Time		1.00
Overtime	Regular rate + OT premium	4.00
Overtime Premium		4.00
Regular	Regular rate	28.00

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 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
				5.00 hrs	5.00 hrs

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	08:00 am	01:00 pm	5.00	5.00
MON Oct 2 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
TUE Oct 3 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
WED Oct 4 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
THU Oct 5 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
FRI Oct 6 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
SAT Oct 7 No Schedule	zTraining/00002 - Demo/ETST0006	08:00 am	01:00 pm	5.00	5.00
	zTraining/00002 - Demo/ETST0006	02:00 pm	06:00 pm	4.00	4.00
				9.00 hrs	9.00 hrs

39.00 hrs 39.00 hrs

Raw Calc

Counter	Total
Consecutive Day OT	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).

▼ TUE Oct 3 No Schedule	...	zTraining/00002 - Demo/ETST0006	<input type="checkbox"/> 	e 08:00 am	 	e 02:00 pm	 	6.00	6.00
	...	zTraining/00002 - Demo/ETST0006	<input type="checkbox"/> 	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

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.

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 X Eq	e 08:00 am @	e 12:00 pm @	4.00 4.00
	...	zTraining/00002 - Demo/ETST0009 X Eq	e 01:00 pm @	e 06:00 pm @	5.00 5.00
	...	zTraining/00002 - Demo/ETST0009 X Eq	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 X Eq	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 X Eq	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 X Eq	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 X Eq	e 08:00 am @	e 01:00 pm @	5.00 5.00
	+			5.00 hrs	5.00 hrs

	33.00 hrs	33.00 hrs	
Counter	Raw	Calc	Total
Overtime		Regular rate + OT premium	1.00
Overtime Premium			1.00
Regular		Regular rate	32.00

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	Regular rate + OT premium	6.00
Overtime Premium		6.00
Regular	Regular rate	36.00

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
TUE Oct 3 No Schedule	+			5.00 hrs	5.00 hrs
WED Oct 4 No Schedule	... Choose...	e 08:00 am	e 01:00 pm	5.00	5.00
THU Oct 5 No Schedule	+			5.00 hrs	5.00 hrs
... 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

Regular rate + OT premium

Regular rate

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 (2 nd Monday in August)	Labor Day
Columbus Day	Veterans Day	Thanksgiving Day	Christmas Day	

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).

Date	Person Assignments	From	To	Raw Total	Calc. Total
TUE Jul 4 No Schedule	zDemonstration/00001 - Teach/ETST0004	e 08:00 am	e 01:00 pm	8.00	8.00
				5.00	5.00
				13.00 hrs	13.00 hrs

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

Regular rate + OT premium