

Crucial Connections

HOURLY EMPLOYEE TIMECARD POLICY

OVERVIEW

Hourly non-exempt employees should enter their working hours on their timecard for the time spent traveling during normally scheduled hours. If the hours spent traveling are outside of their normal worked hours, those hours are not paid. Optional dinners are not paid hours. Time spent traveling to the airport is not paid, however, time spent waiting at the airport to board your flights are paid hours if they occur during your normal working hours. Please enter these hours as regular worked hours on your timecard.

ACTIVITY	EXPLANATION	LOG HOURS
Travel to/from airport	Worked hours/non-worked hours	No
Time at airport	During regular work hours	Yes
	Outside of regular work hours	No
Time on plane	During regular work hours	Yes
	Outside of regular work hours	No
Company Dinner	Mandatory event outside regular work hours	Yes
Optional Dinner	Optional event outside regular work hours	No

What if I start travel at 6 a.m. and finish travel at 4 p.m., but my workday is typically 9 a.m. to 5 p.m.?

You will track the hours of 9 a.m. until 4 p.m. on your timecard as worked time. If you work from 4 p.m. until 7 p.m., you will add those additional 3 hours on your timecard as well.

How is overtime paid?

Overtime is only counted for hours worked. If you use *Time Away Illness* or *Time Away Non-Illness*, these hours are not counted towards worked hours. If you are an employee working outside of California, and you work more than 40 hours from Saturday through Friday, the hours over 40 will be paid as overtime.

If you are a California employee, your overtime is calculated by the day. This means if you work more than 8 hours in a single day, you will be paid overtime for the hours in excess of 8 hours.

When will my overtime be paid?

If the week you encounter overtime is separated by two pay periods, the day you hit overtime indicates the pay period that you would be paid the overtime. For example, you work 43 hours Monday through Thursday, which ends the pay period. Then you work 5 hours on Friday, which falls into a new pay period. The 3 hours from Monday through Thursday would be paid on one paycheck, and then the 5 hours on Friday would be paid out for the following pay period that the Friday's date falls into.