



Overtime Eligible Time Reporting in Workday

Beginning on July 1, UCF will utilize Workday, a cloud-based computer system, to ensure a complete and accurate record of all hours worked by overtime eligible (hourly) employees [as required by federal law](#).

All overtime hours must be **PRE-Approved** by your manager/supervisor.

The Workday system will help UCF ensure that all overtime eligible employees (including overtime eligible A&P, overtime eligible USPS, and overtime eligible OPS) will be paid accurately for hours actually worked and any applicable paid time off. This new system requires that all overtime eligible employees record every “in” and “out” time, including meal periods, in order to receive an accurate paycheck each pay period.

In the new system, it is important for overtime eligible employees to record their actual work time/hours as they will no longer be automatically paid based upon their “standard hours” This means that if an overtime eligible employee does not record their work time/hours in Workday, they will *not* receive payment for those hours on the next scheduled pay day. A delayed payment of any missed hours can only be issued after the time is appropriately entered and processed in Workday. Supervisors will continue to be responsible for monitoring and approving employees’ hours recorded in Workday and the UCF Human Resources Payroll team is responsible only for processing those recorded hours for payment.

As a reminder, employees in positions designated as overtime eligible must be paid overtime at the rate of 1.5 times their regular rate of pay for all hours worked beyond 40 in the designated work week (Friday through Thursday). Paid time off and paid holidays do not count toward the calculation of hours worked unless required by university procedure or collective bargaining agreement.

If you have any questions regarding your classification (exempt or overtime eligible), please contact your immediate supervisor.