Hourly Employees Time Entry and Approval

Hourly employees are responsible for entering their hours into the system every Friday before payday and obtaining supervisor approval by the deadline for each pay period. A reminder email will be sent to hourly employees and supervisors advising them of the deadline. No additional reminders will be sent.

**Best Practice: Enter the number of hours worked daily.**

**Enter time in this manner:**

- Employee worked 2 hours and 30 minutes = 2.5 entered for that date.
- Do not enter 0.0 if no hours were worked on that date.
- Do not combine hours in a subsequent pay period if they were not entered in the correct pay period. Contact the DTA if you have back hours to be submitted.

Supervisor approval is required before the submitted hours will be approved in the system. It is the employee’s responsibility to obtain this approval by the pay period deadline. These are the acceptable methods for submitting approved hours:

1. Print out the screen showing the total hours entered. Both the employee and supervisor sign the screen print. Turn the printout with signatures in to the SST front desk or DTA by pay period deadline.
2. Embed the screen shot showing the total hours entered in an email to the supervisor. The supervisor forwards to SSTtime@asu.edu indicating the hours shown are approved.
3. Attach a document showing the screen with the total hours entered to an email to the supervisor. The supervisor forwards the attachment to SSTtime@asu.edu indicating the hours shown are approved.

*If approved time is not received by the pay period deadline, your pay will be delayed until the following pay date (3 weeks).*

Hourly employees are not authorized to work any hours over the hours specified at the time of hire without prior approval from the SST Manager.

Hourly employees cannot exceed 8 hours worked in a day. They must take at least a 30 minute (unpaid) lunch break, and are entitled to a morning and afternoon 15 minute paid break when working an 8 hour day.

Hourly employees are entitled to a 15 minute paid break if working 4 consecutive hours in a day.

Contact the DTA if you have any problems or questions.