

CA WAGE AND HOUR SUPERVISORY TRAINING

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TRAINING OBJECTIVES

- Understand key California wage and hour laws and the pay types
- Learn how to support compliant timekeeping and payroll
- Identify common wage and hour risks
- Review supervisor responsibilities and payroll best practices



WHY IT MATTERS

- Accurate payroll and budgeting
- Legal risks (penalties, lawsuits, audits)
- Supervisors act on behalf of the Institute in wage and hour compliance



KEY CA WAGE AND HOUR LAWS

- [California Labor Code](#)
- [Wage Orders, Industrial Welfare Commission \(IWC\)](#)
- Fair Labor Standards (FLSA) – [interaction with CA Labor Code](#)
 - Non-exempt employees are not exempt from the FLSA overtime and minimum wage protections, and must receive overtime pay for extra hours worked.
- [Division of Labor Standards Enforcement \(DLSE\) Enforcement and Guidance](#)

BIWEEKLY PAYROLL SCHEDULE

- KGI's workweek **begins at 12:00 am on Saturday morning and ends at 11:59 pm on Friday night.**
- Human Resources sends a reminder to hourly employees every two weeks on the Thursday before the pay period ends to verify that their hours are complete. Supervisors receive a reminder to approve timecards every two weeks on the Friday before the pay period ends.

2025 Biweekly Payroll Schedule

Begin:	End:	Pay Date:	Approve By:
12/14/2024	12/27/2024	1/3/2025	12/27/2024
12/28/2024	1/10/2025	1/17/2025	1/10/2025
1/11/2025	1/24/2025	1/31/2025	1/24/2025
1/25/2025	2/7/2025	2/14/2025	2/7/2025
2/8/2025	2/21/2025	2/28/2025	2/21/2025
2/22/2025	3/7/2025	3/14/2025	3/7/2025
3/8/2025	3/21/2025	3/28/2025	3/21/2025
3/22/2025	4/4/2025	4/11/2025	4/4/2025
4/5/2025	4/18/2025	4/25/2025	4/18/2025
4/19/2025	5/2/2025	5/9/2025	5/2/2025
5/3/2025	5/16/2025	5/23/2025	5/16/2025
5/17/2025	5/30/2025	6/6/2025	5/30/2025
5/31/2025	6/13/2025	6/20/2025	6/13/2025
6/14/2025	6/27/2025	7/3/2025	6/27/2025
6/28/2025	7/11/2025	7/18/2025	7/11/2025
7/12/2025	7/25/2025	8/1/2025	7/25/2025
7/26/2025	8/8/2025	8/15/2025	8/8/2025
8/9/2025	8/22/2025	8/29/2025	8/22/2025
8/23/2025	9/5/2025	9/12/2025	9/5/2025
9/6/2025	9/19/2025	9/26/2025	9/19/2025
9/20/2025	10/3/2025	10/10/2025	10/3/2025
10/4/2025	10/17/2025	10/24/2025	10/17/2025
10/18/2025	10/31/2025	11/7/2025	10/31/2025
11/1/2025	11/14/2025	11/21/2025	11/14/2025
11/15/2025	11/28/2025	12/5/2025	11/28/2025
11/29/2025	12/12/2025	12/19/2025	12/12/2025
12/13/2025	12/26/2025	1/2/2026	12/26/2025

KEY TYPES OF PAY

- **Regular Pay:** Compensation for standard hours worked, up to 8 hours a day and 40 hours a week
- **Overtime Pay:** Additional pay at 1.5 times the regular rate, for hours worked beyond 8 hours a day and 40 hours a week
- **Double Time:** Pay at twice the regular rate when an employee works more than 12 hours in a workday or works more than 8 hours on the 7th consecutive day of work in a workweek
- **Compensable Time:** Any time an employee is considered working and must be paid
- **Premium Pay for Missed Breaks:** Additional pay at employee's regular hourly rate given whenever a required meal break is missed
- **Final Pay/Waiting Time Penalties:** Additional pay equal to employee's daily wage for each day final payment is late, up to a maximum of 30 days

REGULAR, OVERTIME, AND DOUBLE TIME

- **Regular Pay:** Be mindful that regular pay (paid at the employee's hourly rate) covers up to 8 hours per day and up to 40 hours per week.
- **Overtime Pay:** Any time worked beyond 8 hours a day and 40 hours in a week must be paid at 1.5 times the regular rate, up to 12 hours a workday.
- **Double Time:** Any time worked beyond 12 hours in a day or over 8 hours on the 7th consecutive day of work in a workweek.

Hive Hack: When assigning weekend event coverage, be mindful of where it falls in their workweek.



COMPENSABLE TIME

- **Compensable Time:** Any time an employee is considered working and must be paid, even if outside normal hours or not pre-approved.
- Examples:
 - Answering **calls, emails, or texts after hours**. If an hourly employee responds to a supervisor, faculty member, or external contact outside scheduled hours, the time must be paid.
 - If called in or asked to handle something **urgently outside of their usual schedule**, such as unlocking a room, processing time-sensitive paperwork, or assisting during an unprecedented event, all time is compensable.
 - **Travel time** is also compensable and depends on how far the hourly employee travels.
 - **Covering an event**, orientation, or reception is paid time, including set up and teardown.
 - **Hourly employees covering events are compensated for all time worked.**
 - **Commuting to and from work is not compensable.**

Hive Hack: Reach out to Human Resources for assistance with calculating compensable time.



CA MEAL BREAKS

- California wage and hour law requires hourly employees to receive a minimum of a 30-minute, **uninterrupted**, meal break before the end of the fifth hour of work.
 - For example, if an employee starts at 8:00 am, their meal break must begin no later than 1:00 pm.
- If this required meal break is missed, not provided on time, or not taken for the full 30 minutes, **employees are entitled to premium pay at their regular hourly rate.**
- Additionally, employees who work more than 10 hours in a day are entitled to a second 30-minute meal break, no later than the end of the employee's tenth hour of work.
- Employees may waive their meal break only if their shift is **six hours or less** and they have signed a valid meal period waiver. A second meal period may be waived only if the total shift is **no more than twelve hours, the first meal break was taken**, and a valid waiver has been signed.
 - However, **KGI discourages waiving breaks to ensure employees receive necessary rest.**
- 10-minute paid rest break required for every 4 hours worked

Hive Hack: Schedule employee lunches at the 4- or 4.5-hour mark.



GUIDELINES FOR HOURLY EMPLOYEES WORKING EVENTS

- Hourly employees both support and volunteer to cover various events, which requires careful scheduling and accurate time tracking.
- Evening or weekend events can either be recorded as **overtime or regular hours through an approved schedule change**.
 - Please consult with your Cabinet-Level Supervisor to determine the best option for your department.
 - Schedule changes are made at your discretion; however, the **employee should enter a note on the event date's time entry, and the supervisor must approve it**, indicating that the schedule adjustment is approved and weekly hours are complete.
- Ensure employees take their first **30-minute, uninterrupted** meal break before the end of their fifth hour of work when scheduled for more than five hours.
 - For shifts exceeding 10 hours, confirm employees receive a second meal break as required.
- Keep in mind that **set up, tear down, and all event-related work time** is compensable and must be included in the employee's scheduled start time and total shift duration for accurate meal and rest break allocation.

Hive Hack: Plan ahead to determine if “volunteer” or required event hours will be overtime or a schedule change.



BEAKER'S TIMECARD (WEEKEND EVENT COVERAGE)





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Sat, 7/26 Total: 4		Sun, 7/27 Total: 0		Mon, 7/28 Total: 4		Tue, 7/29 Total: 8		Wed, 7/30 Total: 8		Thu, 7/31 Total: 8		Fri, 8/1 Total: 8		JUL 26 - AUG 1, 2025	
7 AM															
8 AM															
9 AM															
10 AM	Worked Hours 10:00am - 2:00pm 4 Hours <input type="radio"/> Not Submitted		Worked Hours 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Hours 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Hours 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Hours 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Hours 8:00am - 12:00pm 4 Hours <input type="radio"/> Not Submitted								
11 AM															
12 PM															
1 PM					Worked Hours 1:00pm - 5:00pm 4 Hours <input type="radio"/> Not Submitted	Worked Hours 1:00pm - 5:00pm 4 Hours <input type="radio"/> Not Submitted	Worked Hours 1:00pm - 5:00pm 4 Hours <input type="radio"/> Not Submitted	Worked Hours 1:00pm - 5:00pm 4 Hours <input type="radio"/> Not Submitted	Worked Hours 1:00pm - 5:00pm 4 Hours <input type="radio"/> Not Submitted						
2 PM															
3 PM															
4 PM															
5 PM															
6 PM															
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OVERTIME APPROVAL

- KGI uses an Overtime Approval Form to be mindful of staffing costs.
- If overtime is required of an hourly employee, the supervisor is responsible for the completion of the Overtime Approval Form **in advance of the overtime being worked** and submitting it to Human Resources prior to the end of the applicable pay period.
- When requesting overtime approval, **be sure to provide clear justification** and include the reason both in your discussion with your Cabinet-Level Supervisor and on the Overtime Request Form.
- Human Resources will follow up on outstanding forms.

Overtime Approval Form

This form is to be used to approve all overtime. Your Supervisor and Cabinet-Level Supervisor must approve overtime PRIOR to the beginning of overtime work.

Name of Employee:

Division/Department:

Date of Overtime Work:

Number of Hours:

Project or Budget to be Charged:

Reason for Overtime:

Overtime Approval Policy:

- I. **Purpose:** The purpose of this policy is to be mindful of staffing costs by managing the expense of overtime pay for non-exempt employees.
- II. **Compliance:** KGI pays time and one-half to non-exempt employees who exceed 8 hours a day or 40 hours of work time in a workweek.
 - a. Paid leave, such as holiday, sick, or vacation pay, does not apply toward work time.
 - b. The workweek begins at 12:00am on Saturday morning and ends at 11:59pm on Friday night.
- III. **Overtime Approval:** Supervisors are required to obtain approval from cabinet-level supervisors prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule.
- IV. **Overuse of Overtime:** Supervisors who authorize staff members to work overtime without prior approval from their cabinet-level supervisor, particularly after consecutive reminders, may be subject to disciplinary action.
- V. **Unauthorized Overtime:** Employees who fail to obtain prior approval prior to working hours that extend beyond their normal 8-hour day or 40-hour workweek, particularly after consecutive reminders, may be subject to disciplinary action.

Form Instructions: This form must be completed in its entirety. The Supervisor or Cabinet-Level Supervisor must complete it and send it to HR@kgi.edu before the end of the applicable pay period. Forms will be maintained in the employee's personnel file in Human Resources.

Supervisor Signature: 

Cabinet-Level Supervisor Signature: 

Date:

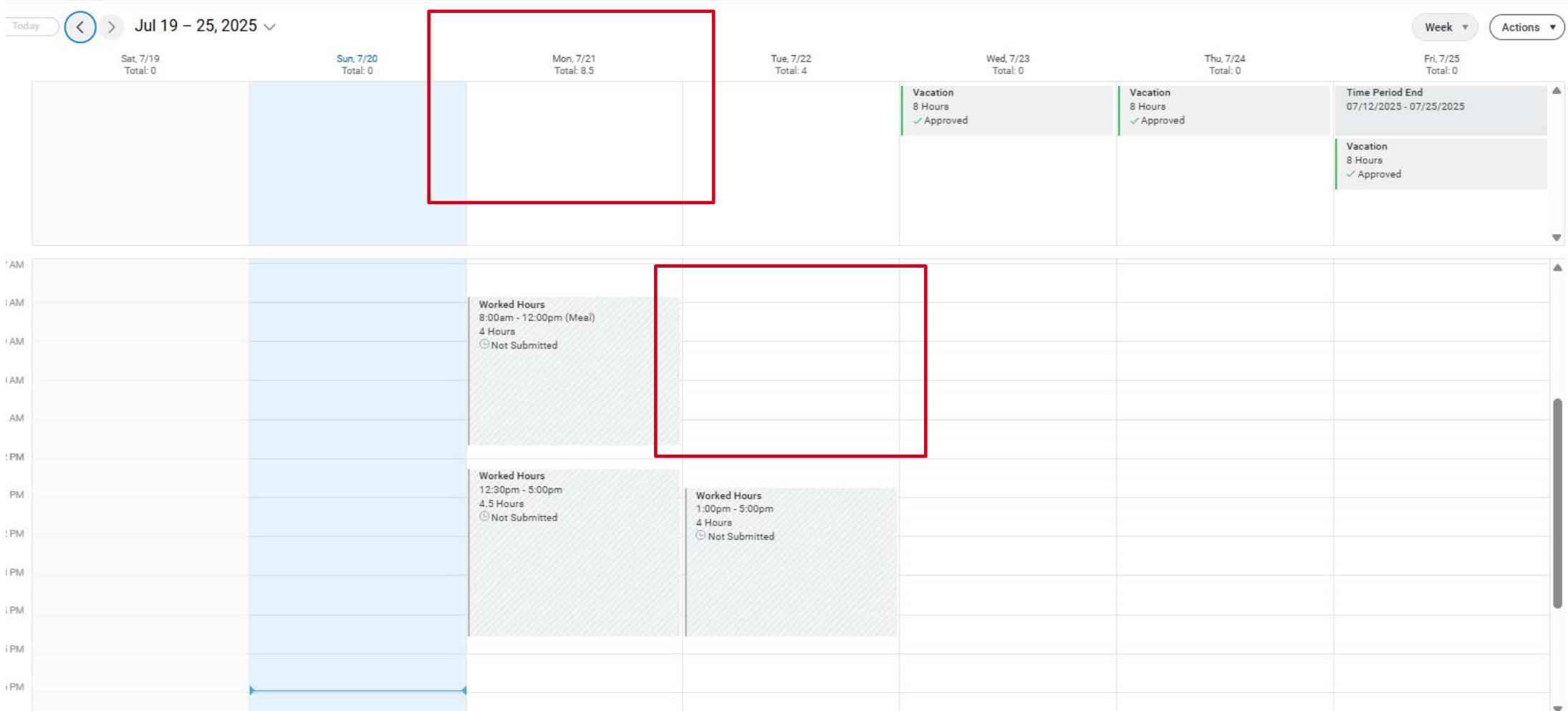
LET'S PRACTICE

Beaker Bee, your hourly employee, has submitted their timecard and it is ready for your approval.

What are some red flags/follow-up items that would require your follow-up?



BEAKER'S TIMECARD (WEEK 2)



FINAL PAY, EXTENSIONS & SEPARATION NOTIFICATIONS

- Final pay refers to the **employee's last paycheck, which includes all wages owed to the employee up to their last day worked**, including all compensable hours such as regular pay, overtime, accrued vacation (if applicable), and any other earned wages.
- Final payment must be issued on the employee's last day if KGI receives advance notice of the separation.
- California law requires timely payment to avoid waiting time penalties, which are additional wages owed if the final pay is late, equal to the employee's daily wage for each day delayed, up to 30 days.
 - As a supervisor, you represent KGI as a California employer and put KGI at risk of penalties if you do not alert Human Resources in time for us to process final pay.

To Avoid Final Pay Delays, Supervisors Should:

- Notify Human Resources promptly of temporary assignment extensions to avoid delays in final pay processing.
- Inform Human Resources immediately upon employee separation to ensure timely final payment.
- If employee resigns without prior notice, final pay must be issued within **72 hours of departure**.

PROHIBITING OFF-THE-CLOCK WORK

- Off-the-clock work is any time an employee works but is not compensated, which is illegal.
- Employers must ensure that employees are paid for all time worked, including activities before or after scheduled shifts, **and during meal breaks if work is performed.**
 - Encourage employees to disconnect during unpaid breaks fully; even a small work-related question can trigger a meal penalty.
 - If an employee prefers eating lunch at their desk, suggest they log out, put up an “Out to Lunch” sign, or notify you via Teams to indicate they are beginning their lunch.
- Employees should not perform work tasks before clocking in or after clocking out **unless properly authorized and compensated.**
- To reduce wage and hour risk, discourage hourly employees from installing Microsoft Teams or other work apps on personal phones, as they may indirectly prompt off-the-clock work.
- Failure to pay for off-the-clock work can lead to wage claims and penalties.



TROESTER V. STARBUCKS CORPORATION (2018)

Douglas Troester was a shift supervisor at a Starbucks store in California.

After clocking out each day, he routinely completed closing tasks:

- Activated the store alarm
- Locking the front door
- Walking coworkers to their car for safety

These tasks took approximately 4 to 10 extra minutes per shift.

Troester filed a lawsuit claiming he should be paid extra for this time.

Starbucks argued the time was too minimal (“de minimis”) to be compensable under federal law.

A U.S. District Court sided with Starbucks, saying the time was too trivial.



LEGAL OUTCOME: CALIFORNIA'S POSITION

However, the **California** Supreme Court reversed this decision.

The Court emphasized:

- Under California law, all time worked must be paid.
- Time is compensable, even if it is only a few minutes, as long as it is:
 - Regular
 - Required
 - Performed for the employer's benefit

The ruling made it clear: small amounts of daily unpaid work can add up and are not legally trivial.

SUPERVISOR RESPONSIBILITIES

- Payroll records, including timecards, **are considered legal documents**, and supervisors are responsible for ensuring the timecard is accurate by verifying that:
 - Hourly employees accurately record daily start and end times, reflecting actual time worked.
 - Any changes to an employee's schedule are documented by the employee adding a comment to the relevant time entry, and that the entry is approved in Workday.
 - Meal breaks of at least 30 minutes are recorded for any shifts over five hours and taken no later than the fifth hour of work.
 - Any overtime is approved **in advance of being worked** (including approval from their Cabinet-Level Supervisor), and Overtime Approval Form(s) have been submitted to Human Resources.
 - Any bereavement, jury duty, or sick leave of five or more consecutive days is properly recorded, and the employee has been referred to Human Resources for any required documentation prior to the end of the pay period.
- Once timecards are closed, Human Resources may conduct **courtesy follow-ups for missing entries or approvals**, but must adhere to strict processing deadlines.
 - **All entries must be approved and finalized by end of day Friday, one week before the Friday pay date.**

Hive Hack: Reach out to Human Resources in advance for guidance on resolving timecard discrepancies.



SUPERVISOR BEST PRACTICES: KEY TAKEAWAYS

- Encourage hourly employees to submit their hours daily to prevent errors.
- Ensure Overtime Request Forms are submitted to Human Resources by the end of the pay period.
- **Ensure that timecards are complete by accounting for all hours in the workweek, including regular hours, sick time, and vacation, and refer employees to Human Resources to submit any required documentation.**
- Discourage off-the-clock work by reminding hourly employees to perform tasks only during paid hours, take their full, uninterrupted meal breaks, and fully disconnect during breaks and after work.
- Ensure employees get their unpaid meal breaks if they work more than five consecutive hours.

Q&A

