Employees: Check 1,250 Hour Limit

Employee instructions on checking total hours worked in a fiscal year

1. Log in to the Employee/Affiliate Access section of webBASIS using your UARK ID and password:
2. Select “Hourly Time” on the Main Menu

3. Select “Hourly Time Sheets”
4. Select the radio button “Total Hours Worked for a Fiscal Year” then click on any of the links in the Period End column of the Hourly Time Sheets table:
5. The Hours Worked\(^{(1)}\) column in the Total Hours Worked for Fiscal Year 20XX (current fiscal year) table will display the number of hours that have been paid in the current fiscal year. The total number of hours in this column cannot exceed 1,250 during any fiscal year (July 1 – June 30)

\[
\begin{array}{|c|c|c|}
\hline
\text{To be paid 02/25/15} & \text{Hours Worked}^{(1)} & \text{Other Hours} \\
\hline
0.00 & 0.00 & \\
\hline
\text{Paid from 10/24/14 through 02/10/15} & 438.25 & 16.00 \\
\hline
\end{array}
\]

\(^{(1)}\) Hours paid to an employee for being physically present at work. These Hours are distinguished separately from Other Hours (normally holiday) in order to determine whether overtime is paid at a straight time rate or an overtime rate.