

Overtime

Overtime rules can vary significantly by country, state, or region, as they are usually defined by labor laws. Employees who work more than a certain number of hours are eligible for overtime pay.

You can configure overtime or double overtime on a daily or weekly basis. The default overtime rate is 1.5 times, and the double overtime rate is 2 times. You can change these rates based on your requirement.

To configure overtime:

- 1. Click to the **Settings** icon in the top-right corner, which will open the *Settings* window.
- 2. Click **Pay Rules** in the **Time and Attendance** tab.
- 3. Select **Edit** on the specific pay rules you want to make changes to.
- 4. Click the **Overtime** tab and configure rate and hours for daily, weekly, or holiday, according to your needs.
- 5. Click Save.

Case 1: Daily overtime configuration

Daily Overtime after 8 hours in a day Overtime rate is 1.5

Shifts Dashboard	Employees Schedule	∽ Time	Off Tir	nesheets	Reports Messages						
Corganization Pay Rules > 8 hours day, 40 hours week											
General											
Schedules	Overtime Shift Differential										
Positions Job Sites											
Messages	Overtime rate	Double tir	ne rate								
🖻 Schedule	1.5 times		times								
Preferences	Daily										
Breaks Shift Templates		Overtime			Double Time						
es Employee	Monday	2 ofter	8	bours	after	hours					
Access Levels	Monuay	antei	0	nours	arter	nours					
Skills	Tuesday	🗹 after	8	hours	after	hours					
😂 Time Off	Wednesday	🗹 after	8	hours	after	hours					
Preferences	Thursday	🛃 after	8	hours	after	hours					
Blocked Days	Friday	🛃 after	8	hours	after	hours					
Holidays			-)							
() Time & Attendance	Saturday	✓ after	8	hours	after	hours					
Time Clock	Sunday	🗹 after	8	hours	after	hours					
Pay Rules Pavroll											
	Weekly				On 7th Consecutive Day						
	Overtime after	40	hours		Overtime after	hours					
	Double time after		hours		Double time after	hours					
	Save										
	Jave										

Example:

Let's say John works in a retail store. His base pay is \$30 per hour, and he works 10 hours on Monday. However, his retail store has fixed a special pay rate for working apart from the usual work hours. His store manager has a fixed overtime rate of 1.5. Calculate and analyze the total wage.

Calculations:

Hourly Rate: \$30 Total hours worked : 10 hrs on Monday Regular hours: 8 hrs Overtime hours: 2 hrs Regular wage = 8 hrs x \$30 = \$240 Overtime wage = 2 hrs x (\$30 x 1.5) = \$90 **Total wage =** \$330

Case 2: Weekly overtime configuration

Weekly overtime after 40 hours Overtime rate is 1.5

Shifts Dashboard	Employees Schedule V Time Off Timesheets Reports Messages Q	\$ O (
 Organization General Schedules Positions Job Sites Messages Schedule Preferences Breaks 	Pay Rules > 40 hours week 2	
Shift Templates Access Levels Skills Merferences Time Off Types Blocked Days Holidays Time Clock Pay Rules	MondayafterhoursafterhoursTuesdayafterhoursafterhoursWednesdayafterhoursafterhoursThursdayafterhoursafterhoursFridayafterhoursafterhoursSaturdayafterhoursafterhoursSundayafterhoursafterhours	
Payroll	Weekiy On 7th Consecutive Day Ø Overtime after 40 Ø Overtime after hours Ø Double time after hours Ø Double time after hours	

Example:

Let's say James works in a restaurant. His base pay is \$30 per hour, and he works 50 hours a week. However, his restaurant has fixed a special pay rate for working apart from the usual work hours. His restaurant manager has a fixed overtime rate of 1.5. Calculate and analyze the total wage.

The time split is as follows:

Days	Start Time	End Time	Total working hours
Monday	09:00 hrs	17:00 hrs	8 hrs
Tuesday	09:00 hrs	19:00 hrs	10 hrs
Wednesday	09:00 hrs	21:00 hrs	12 hrs
Thursday	09:00 hrs	19:00 hrs	10 hrs
Friday	09:00 hrs	19:00 hrs	10 hrs

Calculations:

Hourly Rate: \$30 Total hours worked: 50 hrs Reg hours: 40 hrs Overtime hours: 10 hrs Reg wage = 40 hrs x 30 = 1200Overtime wage = 10 hrs x (30×1.5) = \$450 **Total wage =** \$1650