Overtime Allocations

Introduction

This job aid describes how to set up Overtime Rules in your Profile for hourly employees that will calculate their overtime automatically.

Locate Timecard Settings

Use the following steps to locate the Profile Timecard Settings:

Step	Action
1	Click on **Configure**, then select **Profiles**.
2	Double-click on the Repair Facility profile. The **Profile Settings** window displays.
3	Scroll down in the left panel to locate and click on **Timecard Settings**. The **Timecard Settings** view displays in the right panel.
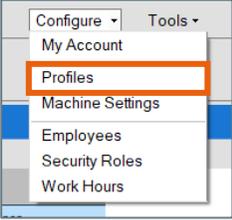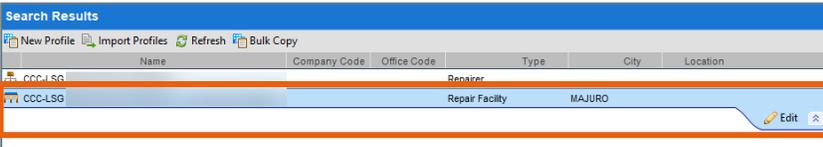
Locate Timecard Settings, continued

You can have two sets of **Overtime Rules** based on hours and wage multipliers that you determine.

Note: Overtime rules can ONLY be edited when there are NO pending Pay Periods.

In the example below, we created a set of **Overtime Rules** for 10 hours overtime and another for over 10 hours per week. You can also specify what day of the week overtime begins when using **Weekly after**.
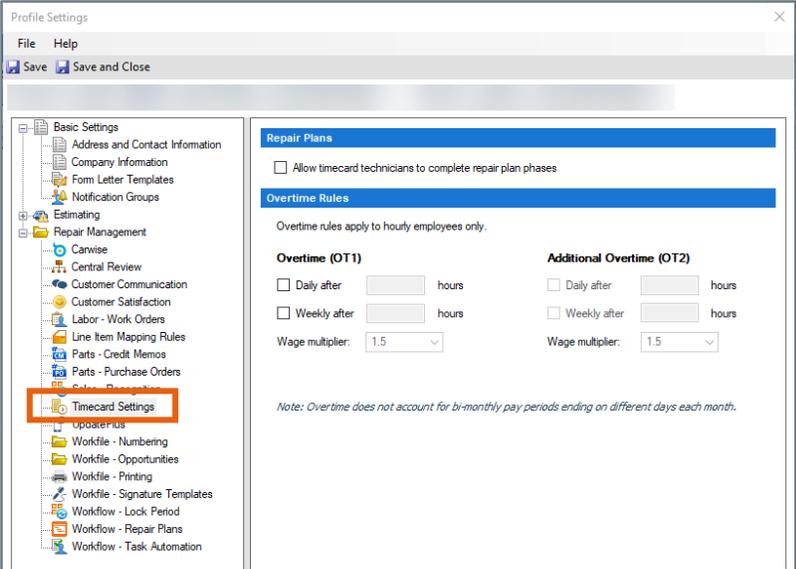
Overtime Allocations, Continued

Create Overtime Rules

Use the following steps to create Overtime Rules that will calculate hourly employee overtime automatically on the paysheet.

Step	Action
1	Locate **Overtime (OT1)**. Click **Daily after**, **Weekly after**, or both.
2	Enter the number of hours AFTER which overtime should be calculated. Example: Start counting overtime after 8 hours or after 40 hours per week.
3	Select a **Wage multiplier** from the drop-down list.
4	Select the day of the week after which overtime should be calculated in the **For weekly overtime week begins on** drop-down list.
5	Repeat the steps for **Additional Overtime (OT2)**.
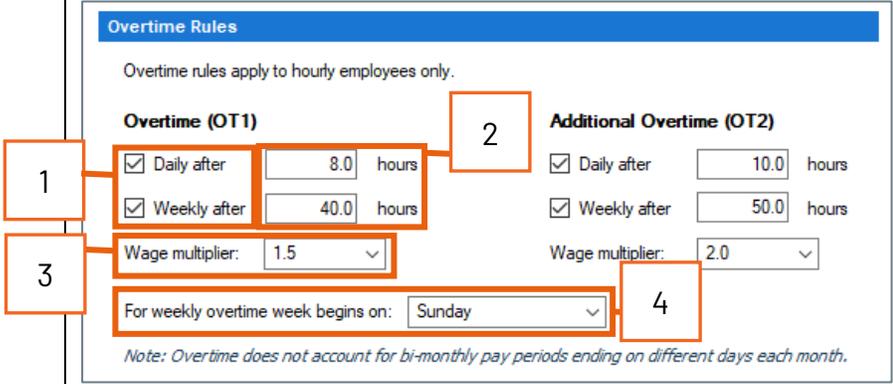
Paysheet Calculations

Overtime will be automatically calculated on the Paysheets and Pay Periods.