



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 Timesheets Reports Messages

Organization Pay Rules > 8 hours day, 40 hours week

Overtime Shift Differential

Overtime rate: 1.5 times Double time rate: times

Daily	Overtime	Double Time
Monday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours
Tuesday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours
Wednesday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours
Thursday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours
Friday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours
Saturday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours
Sunday	<input checked="" type="checkbox"/> after 8 hours	<input type="checkbox"/> after hours

Weekly: Overtime after 40 hours Double time after hours

On 7th Consecutive Day: Overtime after hours Double time after hours

Save

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

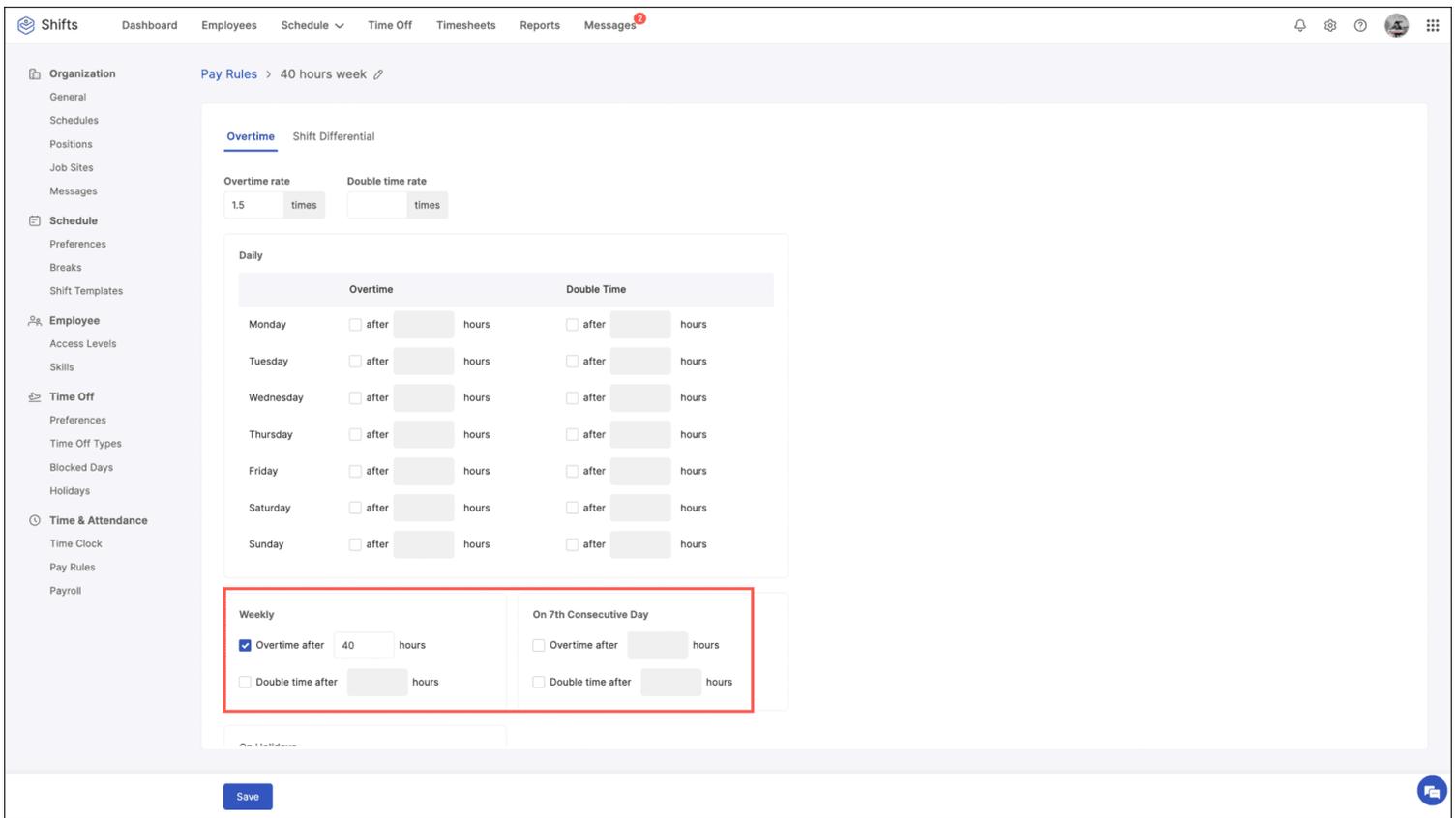
Overtime wage = 2 hrs x (\$30 x 1.5) = \$90

Total wage = \$330

Case 2: Weekly overtime configuration

Weekly overtime after 40 hours

Overtime rate is 1.5



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 = 1200\$

Overtime wage = 10 hrs x (\$30 x 1.5) = \$450

Total wage = \$1650

