



Overview

In pay rules, you can configure how overtime and special pay rates are calculated in the payroll report. You can also set different pay rules for different employees. Create a pay rule and assign it to the employees' profiles, then run a payroll report.

You can configure:

- **Overtime** - Employees who work more than a certain number of hours are eligible for overtime pay. [Learn more](#)
- **Shift differential** - Shift differential is extra compensation paid to employees who work odd hours, such as evening and night shifts, holiday shifts, and weekend shifts. [Learn more](#)

To configure pay rules:

1. **Sign in** to your Zoho Shifts account.
2. Click to the **Settings** icon in the top-right corner.
3. Click **Pay Rules** in the **Time and Attendance** tab.
4. Click + **Add Pay Rule**. The *Add Pay Rule* window will appear, where you can name your pay rule.
5. Click **Save** and run the payroll report.