

LABOUR HOURS

Top Tips

Key points for the **Overtime** element of Labour Hours.

Overtime

- Select the **days & times** you wish overtime to be payable.
- Enter the minimum criteria for working before overtime is paid - When an individual's shift must **start & end** to qualify for overtime. Can also add **a maximum** number of additional hours that can be worked each day.
- Set overtime **Multiplier, Rates & Minimum Hours** worked before they qualify for overtime.

Overtime 1

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Public Hol.
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid From	16:30 Clear	16:30 Clear	16:30 Clear	16:30 Clear	15:30 Clear	--:-- Clear	--:-- Clear	--:-- Clear
Paid Until	07:35 Clear	07:35 Clear	07:35 Clear	07:35 Clear	07:35 Clear	--:-- Clear	--:-- Clear	--:-- Clear

☒ Where shift starts
 ☒ Where shift ends

Before

After

08:00

Before

After

16:30

☒ Limit Additional Hours of Work

04:00

Hours

☒ Payable after

08:30

Hours

Normal Hourly Rate

Normal Hourly Rate + Shift Allowance

Normal Hourly Rate

In the day

Maximum Multiple *

Pay Multiple *

1.50

x

Maximum Multiple *

0.00

x

