

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Paid From	16:30	16:30	16:30	16:30	15:30	--:--	--:--
	Clear	Clear	Clear	Clear	Clear	Clear	Clear
Paid Until	07:35	07:35	07:35	07:35	07:35	--:--	--:--
	Clear	Clear	Clear	Clear	Clear	Clear	Clear

Where shift starts Where shift ends

Before	After	08:00	Before	After	16:30
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Limit Additional Hours of Work

04:00	Hours
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Payable after

08:30	Hours	Normal Hourly Rate	In the day
Pay Multiple *	x	Normal Hourly Rate + Shift Allowance	Maximum Multiple *
1.50	x	Normal Hourly Rate	0.00