

Adding Overtime

To add Overtime is done from the employee payslip screen

Overtime is paid at time and a half (1.5 x standard hourly rate)

1. Click "**Add**" and Select "**Overtime**"



A screenshot of a software interface showing a dropdown menu. The menu is open, displaying a list of options. The 'Add' button is circled in red. The 'Overtime Hours' option is also circled in red.

- Bonus
- Expenses
- Holiday Pay
- Lieu of Notice
- Nightshift Rate
- Overtime Hours
- Redundancy
- Regular Hours
- Statutory Adoption Pay
- Statutory Adoption Pay

2. Enter the number of hours in the box



A screenshot of a table with one row. The first column is labeled 'Overtime Hours'. The second column contains the value '7.0000' and is circled in red. The third column is labeled 'HOURS'. The fourth column contains the value '17.482518'. The fifth column contains the value '122.38'.

Overtime Hours	7.0000	HOURS	17.482518	122.38
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Revision #2

Created 24 May 2022 12:47:02 by Admin

Updated 25 May 2022 17:21:58 by Admin