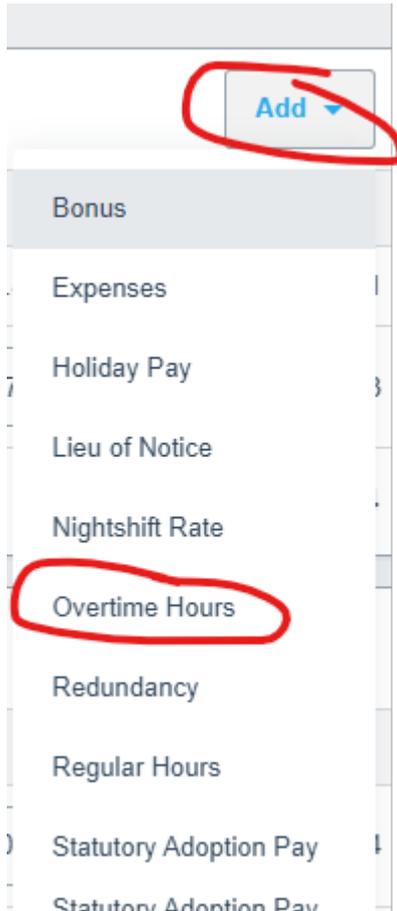# Adding Overtime

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"**

2. Enter the number of hours in the box