

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 form showing the 'Overtime Hours' input field. The value '7.0000' is entered in the box, which is circled in red. The unit 'HOURS' is displayed next to the input field. The calculated overtime pay is shown as 17.482518, and the total pay is 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