Automatic overtime

SmoothPay's built-in timesheet input form can automatically deal with excess hours and treat them as overtime (or any other time type from your *Codes..Time* settings), and as well it can allocate time worked on Saturday and Sunday as a specified time type (weekend work).
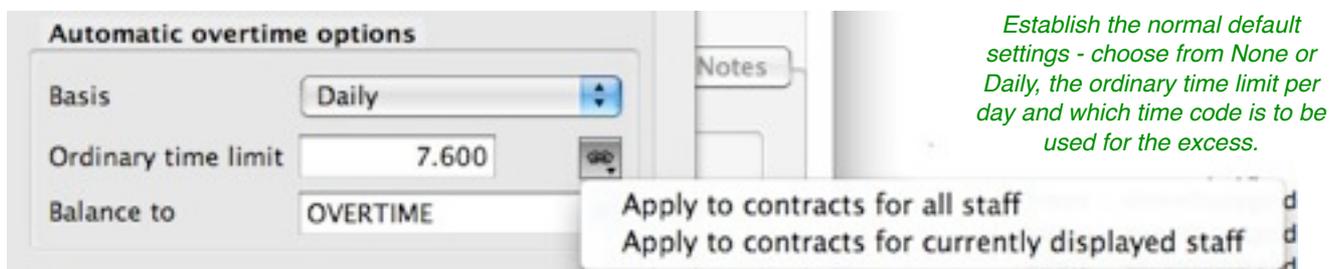
A note about pay input entries and available methods

Time entries can be captured in a variety of ways using SmoothPay.

- The simplest method is to enter the total, consolidated, time entries directly in the Pay section (*or to rely on the Standard Pay entries with appropriate modifications for time variances and other pay variations such as deductions, allowances etc*). This method would usually apply where default cost centres are appropriate, or no accounting integration is required. Note though that you will have to enter overtime etc as additional entries in the Time input screen, so in many respects it's easier to use the Timesheet input method.

- The next simplest method is to use the built-in Timesheet (Ctrl+T or ⌘+T) to enter the total hours worked each day. Again, this method is suitable only for simplistic cost analysis (using the employee's default cost centre info) or where no accounting integration is required. Of course, you can edit the entries once they have been captured, however re-selecting Timesheet will undo any changes as everything will be consolidated for display by day, then re-analysed into ordinary and overtime using default cost centres.

- SmoothPay also provides for a variety of other more extensive time capture facilities, such as: CSV file (created by Excel or various time and attendance applications), WorkFlowMax (web-based job time and billing), and direct integration with a networked CS TimeClock and/or timeclock USB files and/or TNA (Time & Attendance) processed files. Guides for each of these methods are available on our website.

This document deals solely with the Automatic overtime and weekend work options utilised by the built-in timesheet.

Config..Options..Automatic Overtime

Establish the normal default settings - choose from None or Daily, the ordinary time limit per day and which time code is to be used for the excess.

These options provide basic tailoring of your automatic overtime requirements (when used with the Simple Timesheet entries provided by SmoothPay), as well as the ability to *push* these settings out to employee contract settings.

Set this up to your defaults as required, then apply to all (or currently displayed) staff. You can tailor individual staff settings afterwards (if necessary) in *Staff..Contract..Overtime/ RDO's*

Staff..Contract..Overtime/RDO's

Automatic overtime options

Basis	Daily
Ordinary time limit	7.600

Tailor the settings to suit individual employees if you need to

Individual staff contracts can be tailored differently to the default settings.

Timesheet example

The timesheet entries for this example (using the above 7.6 hour threshold settings) show the total time worked each day - the 18th and 19th exceed the daily threshold and the excess will be regarded as overtime.

Ordinary+OT Timesheet:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13	14	15	16
0.000	0.000	0.000	0.000	0.000	0.000	0.000
17	18	19	20	21	22	23
0	8.000	9.000	7.600	4.000	3.000	0.000
24	25	26	27	28	29	30
0.000	0.000	0.000	0.000	0.000	0.000	0.000
31	1	2	3	4	5	6
0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	8	9	10	11	12	13
0.000	0.000	0.000	0.000	0.000	0.000	0.000

Time total 31.600 (Cancel) (Save)

This is a variation on the timesheet screen used where auto-overtime is not being used, in that it consolidates all time (*not leave*) entries for each day and displays them as single daily totals. Its not restricted to just the Ordinary Time input totals, but total time per day. When you *Save*, the daily totals are analysed and produce the following entries:

Ordinary and Overtime entries are automatically created for each day.

Edit these directly if needed, or alter the totals in the Timesheet screen again

And here's how the entries will appear on the employee's pay advice:

This shows that overtime has been created automatically for the 18th and 19th according to the rules established for the employee.

Saturday and Sunday (weekend work)

SmoothPay also provides the ability to automatically code work done on Saturday and/or Sunday using a specific time type (*e.g. Overtime on Saturday, Double Time on Sunday*).

These settings are established in *Config..Timesheets*:

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.