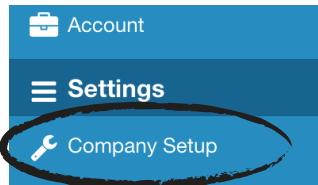


① Go to Company Setup



② Enter Your Criteria for Overtime

Each state may have different calculations for overtime. Some states have required overtime in one day in addition to weekly overtime. Zip Time Clock allows you to calculate both if you need.

Clock in time range (minutes) ?

Over time in one day ?

Over time in one week ?

Use 4 digit pin ☐ ON

Company Logo No file chosen

All hours worked more than this number is considered over time. '0.00' will not calculate over time.

You must click **Save** after entering your overtime criteria.

✓ Approve hours

Start date

End date

Manager

Keywords

Quick Dates

Employee

Status


Employee	Time Entries							
	Status	Day	Clock-in	Clock-out	Hours	OT	Qty	Lunc
Tyler Forster	●	Thu 19	07:19 PM TS: 07:19 PM	07:19 AM (05/20) TS: 07:19 PM	10.00	2.00		
					10.00	2.00	0.00	

Overtime has it's own column in the Approve Hours page.

The bottom of the Approve Hours page shows a total of all hours and any overtime.

		PM	PM

| Total Hours: 334.66 | Total OT: 2.00 | Total Quantity: 4 |


Payroll Report By Department

Payroll date
01/02/2016

Start date

End date

Quick Dates

Last

To-date

Filters
Departments

Keywords

Show pay rates
☐ OFF

Emp ID	Employee	Department	Hours	OT	Qty	Total
257	Allen, Brittney		51.00		3.00	54.00
		Coaching USAG	49.00	2.00		51.00
		Management			3.00	3.00

The payroll reports show the overtime totals for each employee in a separate column.