

Chronologic Training – Overtime 1/Overtime 2

1.0 Contents

Contents

| | |
|---|---|
| Chronologic Training – Overtime 1/Overtime 2 | 1 |
| 1.0 Contents | 1 |
| 1.1 Overtime 1 Overtime 2 Interaction Introduction | 1 |
| Why use one or both?..... | 1 |
| Overtime 1 | 2 |
| Overtime 2 | 2 |
| 1.2 When to use Both Overtime 1 and Overtime 2 | 3 |
| Why use Both Overtime 1 and Overtime 2? | 3 |
| To Reduce the Number of Target Exceptions | 3 |
| Reporting..... | 3 |
| 1.3 Overtime 1 settings for Reduced Target Hours Exceptions | 3 |
| 1.4 Overtime 2 settings for Reduced Target Hours Exceptions | 3 |
| 1.5 Exceptions | 4 |
| Target Exception Settings | 4 |
| Unauthorised Overtime Exception Settings..... | 4 |
| 1.6 Version Control | 4 |

1.1 Overtime 1 Overtime 2 Interaction Introduction

This document describes in the interaction between the Daily Rule Overtime 1 and Overtime 2 tabs.

Please see the Daily Rules and Schedules information document for general information on these two tabs.

UAOT here is a rate where all extra time is sent to be actively authorised so that it isn't ever paid by mistake. It stands for Unauthorised Overtime.

Why use one or both?

Normally Overtime 1 is used without needing Overtime 2 at all. This records time based on the time of the day and keeps things as simple as possible.

Because this method of recording time can create a lot of Target exceptions when employees are late or leave early, some users prefer to set up the system to look at all the time worked in the day and then decide how to apportion overtime.

Here follows an explanation of both tabs and what they do and how they interact. You MUST set something in Overtime 1 for Overtime 2 to have any hours to apportion.

Overtime 1

This allows the user to allocate hours based on the time of day and enables the setting of a minimum number of minutes for each time slot.

The minimum option enables some time to be ignored, normally pre and post shift, that is different from the rounding interval.

In this example, hours worked between midnight (00:00) and 08:30 will be recorded at rate 6: UAOT provided that at least 30 minutes have been accrued.

Basic will be accrued from 08:30-17:00 and then UAOT again between 17:00-18:00 provided that 30 minutes have been accrued and between 18:00-20:00 provided that 15 minutes have been accrued.

0830-1700

| | | | |
|------------|-----------|------------|----------|
| Short Code | Name | Start Time | End Time |
| DR01 | 0830-1700 | 08:30 | 17:00 |

Rate Bands

| From | To | Rate | Min |
|-------|-------|---------|-------|
| 00:00 | 08:30 | 6:UAOT | 00:30 |
| 08:30 | 17:00 | 1:Basic | 00:00 |
| 17:00 | 18:00 | 6:UAOT | 00:30 |
| 18:00 | 20:00 | 6:UAOT | 00:15 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |

General **Overtime-1** Overtime-2 Rounding Break Band
Break After Bonus Exceptions Script

Overtime 2

Allows the user to allocate hours based on duration. That is, after so many hours of one type of time, hours will then overflow into another rate.

In this 'Default' set up, where this option **isn't used and doesn't affect the way hours are accrued**, each rate just flows back into itself. Thus the settings on this tab have no effect on the hours accrued within the system.

This can be seen as the Flow to Rates are the same as the initial rates in each row. For example: 1: Basic Flows to Rate 1:Basic.

0830-1700

| | | | |
|------------|-----------|------------|----------|
| Short Code | Name | Start Time | End Time |
| DR01 | 0830-1700 | 08:30 | 17:00 |

Overflow Hours

| | After | Flow to Rate |
|----------|-------|--------------|
| 1: Basic | 07:30 | 1:Basic |
| 2: OT150 | 08:00 | 2:OT150 |
| 3: OT200 | 08:00 | 3:OT200 |
| 4: Hols | 08:00 | 4:Hols |
| 5: Sick | 08:00 | 5:Sick |
| 6: UAOT | 08:00 | 6:UAOT |

General Overtime-1 **Overtime-2** Rounding Break Band
Break After Bonus Exceptions Script

1.2 When to use Both Overtime 1 and Overtime 2

Why use Both Overtime 1 and Overtime 2?

When only Overtime 1 is used employee time is generally only ever reduced due to the settings, target exceptions occur whenever an employee arrives late or leaves early.

In this case, as only UAOT can be accrued outside the shift, any time lost due to a late arrival after 08:30 or leaving early prior to 17:00 will result in less time being accrued than expected (this is assuming that a target exception has been defined on the Exceptions tab of course!).

| Rate Bands | | | |
|------------|-------|---------|-------|
| From | To | Rate | Min |
| 00:00 | 08:30 | 6:UAOT | 00:30 |
| 08:30 | 17:00 | 1:Basic | 00:00 |
| 17:00 | 18:00 | 6:UAOT | 00:30 |
| 18:00 | 20:00 | 6:UAOT | 00:15 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |

To Reduce the Number of Target Exceptions

In order to reduce the number of target exceptions Overtime 1 can be set up as shown here. All time will be accrued to Basic in this example and the minimum periods will still stand. You may wish to reduce the minimum periods as they make less sense when accruing time like this. For example, if the employee comes in at 08:42, 12 minutes late, they may lose 15 minutes if 15 minute rounding is in place. If they work on 15 minutes to make this missing time up and leave at 17:15 the minimum setting of 30 minutes on the 17:00-18:00 line will mean that NO extra time is accrued and there will still be a Target Exception applied to the day.

| Rate Bands | | | |
|------------|-------|---------|-------|
| From | To | Rate | Min |
| 00:00 | 08:30 | 1:Basic | 00:30 |
| 08:30 | 17:00 | 1:Basic | 00:00 |
| 17:00 | 18:00 | 1:Basic | 00:30 |
| 18:00 | 20:00 | 1:Basic | 00:15 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |

If the minimum is reduced to 15 or removed altogether, then the employee would accrue time from 08:45-17:15 and they would NOT incur a Target Exception.

Reporting

Late arrivals can be reported on no matter what settings are set here as they are recorded separately to Target Exceptions.

1.3 Overtime 1 settings for Reduced Target Hours Exceptions

Here we can see that all hours will accrue to rate 1:Basic. No minimums are set and so only the rounding rules will be applied.

Working from 08:42 until 17:15 (assuming a 15 minute rounding) would result in target hours being met.

| Rate Bands | | | |
|------------|-------|---------|-------|
| From | To | Rate | Min |
| 00:00 | 08:30 | 1:Basic | 00:00 |
| 08:30 | 17:00 | 1:Basic | 00:00 |
| 17:00 | 18:00 | 1:Basic | 00:00 |
| 18:00 | 20:00 | 1:Basic | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |
| 00:00 | 00:00 | | 00:00 |

1.4 Overtime 2 settings for Reduced Target Hours Exceptions

Here the settings show that 'After 7:30 of Rate 1 : Basic' has been accrued time will then 'Flow to Rate 6:UAOT', Unauthorised Overtime.

Presuming that there is a Target Exception of More than 00:00 set for Rate 6 then any records that are affected by this rule will show up in Exceptions in the Unauthorised Overtime folder.

| Overflow Hours | | |
|----------------|-------|--------------|
| | After | Flow to Rate |
| 1 : Basic | 07:30 | 6:UAOT |
| 2 : OT150 | 08:00 | 2:OT150 |
| 3 : OT200 | 08:00 | 3:OT200 |
| 4 : Hols | 08:00 | 4:Hols |
| 5 : Sick | 08:00 | 5:Sick |
| 6 : UAOT | 08:00 | 6:UAOT |

1.5 Exceptions

Target Exception Settings

Here the Target Hours 1 line has been set up to create a Target Exception when the Condition is Less Than the Time, 07:30 at Rate 1:Basic.

If that is true then a Target Exception is recorded and can be found in the Exceptions folder labelled Targets.

Unauthorised Overtime Exception Settings

The Target Hours 2 Condition of More Than 00:00 (i.e. any) 6:UAOT would create an Unauthorised Overtime exception when any time is accrued to UAOT when this Daily Rule is in use and this would show in the Unauthorised Overtime folder in Exceptions.

The screenshot displays the configuration for a daily rule named '0830-1700'. At the top, it shows the Short Code (DR01), Name (0830-1700), Start Time (08:30), and End Time (17:00). Below this are three main sections:

- Target Exceptions:** A table with columns for Condition, Time, and Rate.

| | Condition | Time | Rate |
|--|-----------|-------|---------|
| <input checked="" type="checkbox"/> Target Hours 1 | Less Than | 07:30 | 1:Basic |
| <input checked="" type="checkbox"/> Target Hours 2 | More Than | 00:00 | 6:UAOT |
| <input type="checkbox"/> Target Hours 3 | More Than | 00:00 | 2:OT150 |
| <input type="checkbox"/> Target Hours 4 | Less Than | 00:00 | Any |
- Infringements:** A list of checkboxes for 'Late In', 'Break Late In', 'Early Out', and 'Break Early Out', all of which are checked.
- Options:** A list of checkboxes for 'Exception if absent', 'Work Day (for absence booking)', and 'Visible on Schedule', all of which are checked.

On the right side, a sidebar titled 'Exceptions' shows a tree view of categories: Absences (12), Targets (5), Worked Public Holiday (0), Worked Personal Holiday (0), Worked Default Shift (9), Unauthorised Overtime (12), Missing Clocking (3), Business Clocking (0), and Absence Request (4). The 'Targets (5)' and 'Unauthorised Overtime (12)' folders are highlighted with red boxes. At the bottom, there are tabs for 'General', 'Overtime-1', 'Overtime', 'Break After', 'Bonus', 'Exceptions', and 'Script', with 'Exceptions' currently selected.

1.6 Version Control

1.0 30.07.19

Initial Release