

Counting Holiday Time Towards Overtime Calculations [automatically]

Summary:

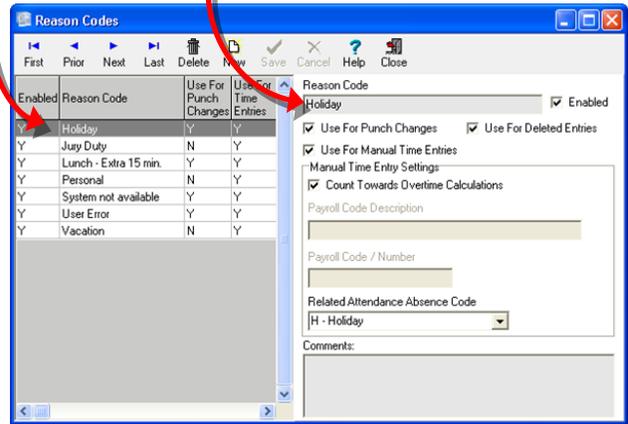
Counting Holiday Time towards Overtime Calculations

Problem / Goal:

Cause Holiday Time to **[Automatically]** Count Towards Overtime Calculations

Solution:

1. Click **Settings > Global Preferences > TimeClock > Edit**. Check **Override count towards overtime block**. Click **Save** and close out of Global Preferences. If this is already checked move on to step 3 below.
2. Close out of the program and reopen the program for the new Global Preferences setting to take effect.
3. Click **Settings > Work Schedules**. On the left, click on the work schedule that applies.
4. On the right side of the screen near the top, click on the **Overtime and Punch Schedules** tab.
5. Check **This Schedule Qualifies for Weekly Overtime after 40 hrs**. Click **Save** and **Close**.
6. Click **Settings > Reason Codes**. On the left, click on **Holiday**. On the right, **Holiday** will appear in the Reason Code field with the checkbox for **Enabled** checked.
7. You may check the following...
 - **Use For Punch Changes**
 - **Use For Deleted Entries**
8. You MUST check **Use For Manual Time Entries**.
9. Leave the checkbox for **Count Towards Overtime Calculations** unchecked. This feature only sets the default on the manual entry of time other than Holiday.
10. In the **Payroll Code Description** field enter **Holiday**.
11. In the **Payroll Code / Number** field enter **VAC** or whatever is appropriate for your organization.
12. Click **Save > Close**.



NOTE: When you run an Hours Worked Report or a Time Card Run for a date range that includes a Company Holiday, the holiday will [automatically] count towards overtime.

To [manually] cause Holiday Time to count toward overtime, do the following:

13. Click **TimeClock Entries > New > Enter Hours**. A pop-up will appear.
14. Click the down arrow for **Reason for Change**. From the drop-down list, click **Holiday**.
15. Enter the appropriate date and number of hours.
16. Check **Count towards overtime calculations**.

Note: This must be done each time Holiday hours count towards overtime.
17. Disregard **Shift** and **Job Codes** unless you need to specify this information in which case, it must be done manually for a particular holiday.

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