

Harmony T&A - Overtime Rules (obsolete)

WARNING: This article outlines obsolete overtime rules that no longer apply to Harmony. Please refer to the new Overtime Rules help page for more information.

There are two ways (and a combination of the two) to set up your overtime rules in Harmony's Time & Attendance module.

Daily Overtime

Daily overtime refers to overtime that is calculated based on the number of hours worked per day. For example, if your employees work more than 8 hours per day, all worked time in excess of 8 hours per day will be considered as daily overtime.

Weekly Overtime

Weekly overtime refers to overtime that is calculated based on the number of hours worked per week. For example, if your employees work more than 45 hours per week, all worked time in excess of 45 hours per week will be considered as weekly overtime.

Bi-Conditional Overtime

Bi-conditional overtime combines both daily and weekly overtime. Both rules will be considered, but only that which is higher will be accepted and paid. Let's take a look at a few examples.

For the purpose of the following examples, assume:

- The timesheet period type is weekly
- Working more than 8 hours per day is considered overtime
- Working more than 45 hours per week is considered overtime

Example 1: Daily Overtime is Higher

John works 9 hours from Monday through Friday, and also 2 hours on Sunday. This is what their timesheet looks like:

Day of Week	Hours Worked	Daily Overtime	Weekly Overtime
Sunday	2	0	
Monday	9	1	
Tuesday	9	1	
Wednesday	9	1	
Thursday	9	1	
Friday	9	1	
Saturday	0	0	
Total	47	5	2

Let's add up the daily overtime hours first. Since from Monday through Friday, John worked more than 8 hours, there is 1 hour of daily overtime for each of these days. There is a total of 5 hours of daily overtime.

Next, let's look at weekly overtime. The total time worked is 47 hours. This means that there are 2 hours that can be considered as weekly overtime (in excess of 45 hours). These 2 hours are considered as weekly overtime.

Since 5 hours is greater than 2 hours, that means 5 hours of overtime will be paid.

Example 2: Weekly Overtime is Higher

John works 9 hours from Monday through Friday, and also 5 hours on both Saturday and Sunday. This is what their timesheet looks like:

Day of Week	Hours Worked	Daily Overtime	Weekly Overtime
Sunday	5	0	
Monday	9	1	
Tuesday	9	1	
Wednesday	9	1	
Thursday	9	1	

Friday	9	1	
Saturday	5	0	
Total	55	5	10

Let's add up the daily overtime hours first. Since from Monday through Friday, John worked more than 8 hours, there is 1 hour of daily overtime for each of these days. There is a total of 5 hours of daily overtime.

Next, let's look at the weekly overtime. The total time worked is 55 hours. This means that there are 10 hours that can be considered as weekly overtime (any hours in excess of 45).

Since 10 hours is greater than 5 hours, that means 10 hours of overtime will be paid.