

HOW TO HANDLE OVERTIME (OT) PAY

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate has built in incomes. Overtime is one of those built in incomes. You can add this income when you set up your employee or you add it to an existing employee by editing their profile.

Please note that Payroll Mate will not track you employee's overtime hours. You must keep track of this outside of Payroll Mate.

Add to an existing employee

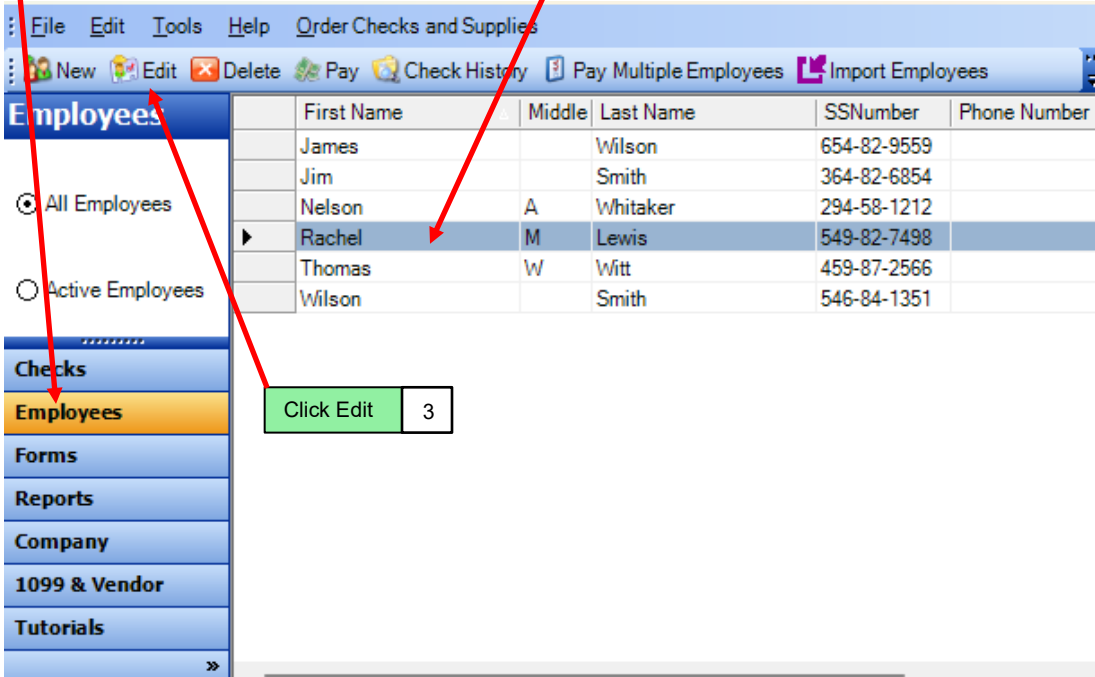
1. Click **Employees**
2. **Select the employee** you need to edit from the list
3. Click **Edit**

Click Employees

1

Select the employee

2



	First Name	Middle	Last Name	SSNumber	Phone Number
☐ All Employees	James		Wilson	654-82-9559	
☐ Active Employees	Jim		Smith	364-82-6854	
	Nelson	A	Whitaker	294-58-1212	
	Rachel	M	Lewis	549-82-7498	
	Thomas	W	Witt	459-87-2566	
	Wilson		Smith	546-84-1351	

Click Edit

3

4. Welcome to the Modify Employee Wizard dialog box will appear. Click **Next**

Modify Employee

Welcome to the "Modify Employee" Wizard!

This wizard will guide you through the process of modifying an existing employee.

To continue, please click "Next".

Click Next 4

Cancel < Back Next > Finish

Continue to click Next until you reach the **Incomes** screen

5. **Select the Overtime Hourly Pay** box
6. **Enter the Overtime Rate** for this employee
7. Click **Next**

Modify Employee

Incomes [How to Create an Income Category](#)

☒ Regular Hourly Pay [Per Hour] 20.0000

☐ Overtime Hourly Pay [Per Hour] 0.00

☐ Yearly Salary [Per Year] 0.00

☐ Double-Time [Per Hour] 0.00

☐ Mileage [Per Mile] 0.00

☐ Piece Work [Per Piece] 0.00

☐ Fringe Benefits [Fixed] 0.00

☐ Vacation Pay Hourly [Per Hour] 0.00

☐ Sick Pay Hourly [Per Hour] 0.00

☐ Bonus [Variable]

☐ Tips Received Directly by Employee [Variable]

☐ Tips Paid by Employer [Variable]

Enter the Overtime Rate 4

Click Next 4

Cancel < Back Next > Finish

Click Next for each subsequent screen until you get to the **Finish** screen

8. Click **Finish**

Modify Employee



Finish

Wizard completed, please click "Finish" to update this employee information.

Cancel

< Back

Next >

Finish

Click Finish

8