

Overtime Settings

Description: In this topic, the user will learn about overtime settings. The overtime settings page provides a listing of the overtime rules that were configured for the organization based on information provided during implementation. The values on this page are not editable. If changes to the overtime rules are required, please create a support ticket for DCI.

Role Required: Super User

Permission Required: N/A

View Overtime Settings

1. Log in with personal profile
2. Select **Settings** on the main menu
3. Select **Payroll** on the submenu
4. Select **Overtime Settings** on the flyout menu
5. Use the filters to narrow results:
 - a. Select Rule Type: Select State, or State Relationship
 - b. Type funding source name to search for a specific funding source
 - c. Select State: Choose the applicable state
6. Click **Search**
7. View results and optionally export by clicking the **Export** button

Payroll Containers

There are two types of payroll containers, Instance or Client. These containers represent how overtime hours in each instance count toward overtime for payroll processing.

- **Instance:** All of an employee's punches count toward the OT calculation regardless of which client the employee works with. This is the standard for an instance running in service provider security mode.
- **Client:** An employee's punches are grouped by client and then evaluated for OT. This is only available for instances running in fiscal intermediary security mode.

Overtime Rule Types

There are four overtime rule types:

- Funding Source
 - Has the highest priority
 - Defined for a funding source
 - Will only be present in the OT Rules table in FI mode
 - If present will supersede company and state rules unless an employee works both under and outside a funding source in the same pay week
 - Is based on the employee's relationship to the client (kinship, live-in caregiver, none) so there will always be three funding source rules for a funding source ID
 - If an employee works under multiple funding sources, the most employee-friendly rule is used.
 - If in a payroll batch, an employee works under a funding source but also works outside of a funding source (i.e., admin, training, residential, day, parenting, drive) then a company or state rule should be used
- Company
 - Has the second highest priority behind the funding source overtime rule type
 - Defined for a state
 - Can be more or less employee-friendly than a state or state relationship exemption rule
- State Relationship Exemption
 - Has the third highest priority but only when it fully and exclusively applies
 - Defined for a state
 - Based on employee relationship to client. Currently only the state of CA has this type of rule, and it applies only to live-in caregivers.
 - If a state relationship exemption rule is present, the employee works in only that state, and all of their employee service accounts are live-in caregiver, this rule should be selected. If the employee works in another state or has employee service accounts for which they are not live-in caregivers, then a state rule would be selected.
- State
 - Has the lowest priority and is the fallback rule since every state in the United States must at least have a state rule that follows the federal 40 weekly overtime rule
 - Defined for a state

Overtime Types

The term overtime describes when an employee is required to be paid above their standard pay rate because they have exceeded a working threshold. The amount above their standard pay rate is referred to as a multiplier and is most commonly 1.5x or 2x their normal pay rate. There are several scenarios in which an employee becomes eligible for overtime pay. Below is a table listing the current types of overtime in the United States.

<u>Name</u>	<u>Description</u>

Weekly Overtime	Achieved when an employees exceeds a defined number of hours in a pay week
Daily Overtime	Achieved when an employee exceeds a defined number of hours in a calendar day. Some states (i.e., CA) have two limits.
24-Hour Period Overtime	Achieved when an employee exceeds a defined number of consecutive hours in a 24-hour period
Seven Consecutive Day Overtime	Achieved when an employee works seven consecutive days
Domestic Worker Overtime	Achieved when an employee designated as a domestic worker doesn't receive at least one 24-hour period of rest (day off) in a pay week

Related articles

- [Payroll Module - Admin Guide](#)
- [What is a payroll entry?](#)
- [What are previously paid entries?](#)
- [Payroll Batch Automation](#)
- [When is overtime calculated?](#)