When is overtime calculated?

Overtime is only calculated if enabled on the service code. The default setting for all service codes is overtime exempt, meaning not eligible for overtime. When enabled, the system will calculate overtime based on the organization's system settings by applying the overtime rate to the entry that qualifies for overtime. Overtime settings may not be edited. Please contact DCI with any questions. If a code is eligible for overtime, edit the service code to reflect this setting.

Enable Overtime on a Service Code

1. Log in to DCI
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Use the filters to search for the funding source and click **Search**
5. **Click anywhere on the funding source row** to open the details page
6. Scroll down and **click anywhere on the service code row** to open the details page
7. Click **Actions**
8. Select **Edit Service Code** from the drop-down menu
9. Click the blue **plus sign (+)** next to Payroll Details to expand the section
10. Locate the Overtime Exempt field and click **No**
11. Click **Save** to continue and **Yes** to confirm

Overtime is now allowed on this service code.

Overtime Settings

Overtime settings are set during implementation. These settings cannot be changed without contacting DCI. In order to view current overtime settings:

1. Log in to DCI
2. Select **Settings** from the main menu
3. Click **Payroll** on the submenu
4. Click **Overtime Settings** on the flyout menu
5. Use the filters to search by rule type (state or state relationship), funding source name, and/or state, and click **Search**.

View overtime setting results in the results table. Export if needed by clicking **Export** to download to an Excel-compatible CSV file.

Related articles

- Business Rules
- Business Rule List
- Create a Vendor Payment Entry - Employer & Client - FI Mode Only
- Service Codes - Create, View, Edit, or Deactivate
- Authorization Remaining Balances as Time in the Mobile App