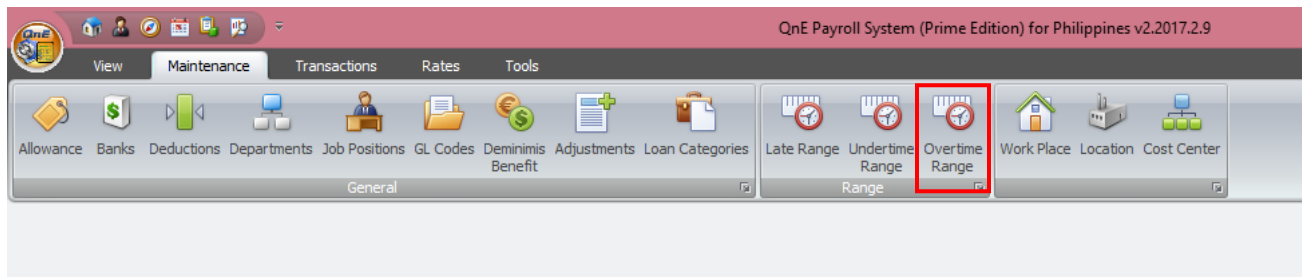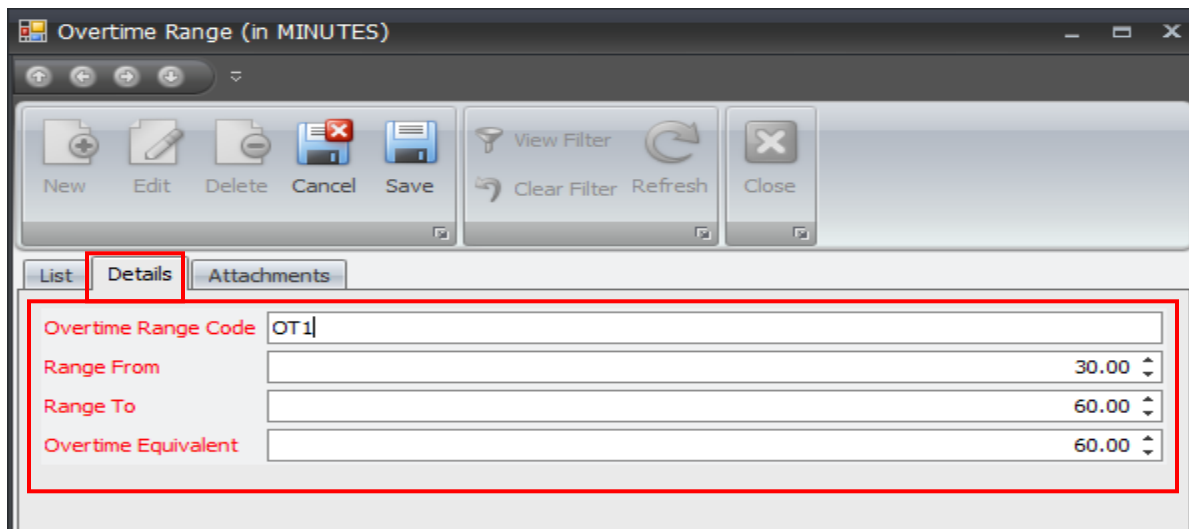Learn with us.
Grow with us.
QNE KNOWLEDGE BASE

HOW TO SETUP OVERTIME RANGE?

Overtime by default is computed by the System in minutes. Overtime Range can be used in order to setup the minutes in range, to have its equivalent time period such as accumulation of 30 minutes can have an equivalent of 60 minutes computation or as company's own discretion.

Under Maintenance, click Overtime Range, this is where user can set up the company's own policy for Overtime as additional compensation.

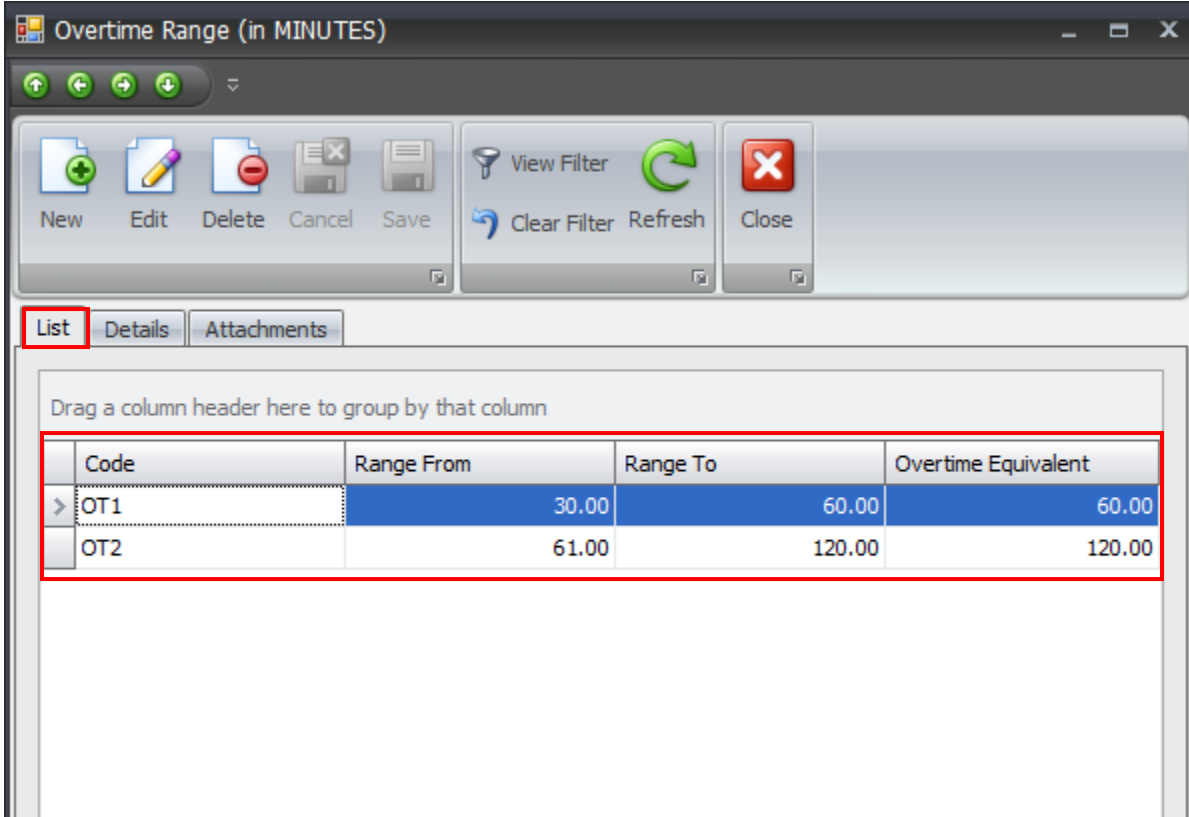Overtime Range window will show, click New then system will automatically enable Details tab.

Input,

➢ **Overtime Range Code** – short term or unique code for each Overtime range type created in the system

QPS-KB2018-015

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph

➢ **Range From/To** – field where to define the start and end of a specific Overtime range in minutes

➢ **Overtime Equivalent** – field where to define how many Overtime, in minutes, should a particular employee's additional compensation in a payroll process

Once done, you can see all created Overtime Range under List tab.

As stated in the sample OT Range,

If you have 30 – 60 minutes OT, you will have total OT Equivalent of 60 minutes.