

How to add Overtime component and update Overtime units (OT)?

[Creation of Overtime Component](#)

[Update Overtime units](#)

To create of Overtime Component,

Go to **Payroll Settings >> Salary Components>> New**

Enter fields as shown in the below screen shot and click on **Save**

The screenshot shows the 'Payroll Settings' interface for configuring a new 'Salary Component'. The left sidebar lists various settings categories, with 'Salary Components' selected. The main area is divided into several sections:

- Company Profile:** A text field containing 'Over Time'.
- Configure Rules:** A text field for 'Abbreviation *' containing 'OT'.
- Locations:** A text field for 'Effective Date *' containing '01/04/2018' with a calendar icon.
- Banks:** A checked checkbox for 'Paid Component'.
- Holidays:** A dropdown for 'Pay Type *' set to 'Over Time'.
- PF Rules:** A dropdown for 'Tax Status' with 'Non taxable' selected.
- My Subscription:** A checked checkbox for 'Tax is distributed across the year'.
- Calculation Type *:** A dropdown set to 'Flat'.
- Value/Formula *:** A text field containing '0' and a 'Formula' button.
- Map to:** A dropdown menu set to '-- Select --'.
- Round off value *:** A dropdown menu set to 'Nearest to 1 Rs'.
- Component Type:** Radio buttons for 'Variable component' (selected) and 'Fixed component'.
- Additional Options:** A list of checkboxes: 'Is an FBP component', 'Attendance dependent', 'Part of CTC', 'Create dependent component', 'Active' (checked), 'Is an FFS component', and 'Payable if full month LOP'.
- Payable if an employee joined on or before:** A dropdown menu set to '-- Select --'.

At the bottom, there are tabs for 'Slab Based', 'Reimbursement', and 'Overtime', with 'Overtime' being the active tab.

Overtime calculation unit *

Hours

Max unit of over time *

0.5

To input **Over Time** units,

Go to **Transactions** >> under section **Leave/Time Management** >> click on **Over Time** link



To update Employee wise overtime details:

Select payout month in **Select Month** drop down field
 Select over time Components from **Select Pay** drop down field
 Search **Employee code/name** and click on Add
 Enter over time units in **Total Units**, click add and save.

To import OT units in bulk

Click on **Import** button
 Generate sample excel template
 Input the data in the template and save it in the local drive
 Browse & select file and import the same.

Over Time

💡 Update Employee wise overtime details or click on 'Import' for bulk over time updation

💡 Configure the overtime units-day/hours [here](#)

- Select Month :

- Select Pay :

- Code/Name :

Total Units :

OT Employees