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

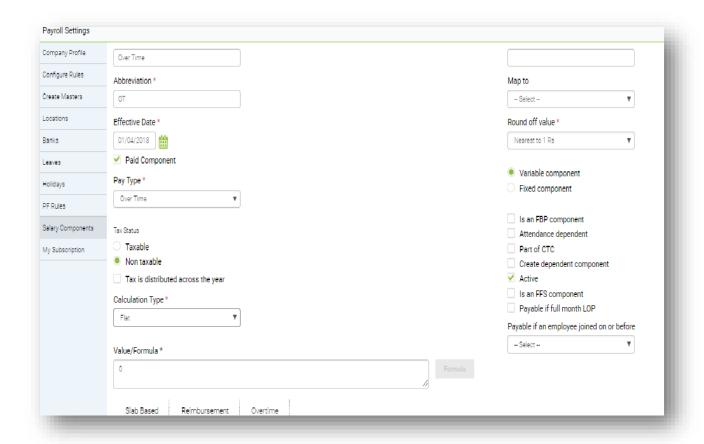[Creation of Overtime Component](#)

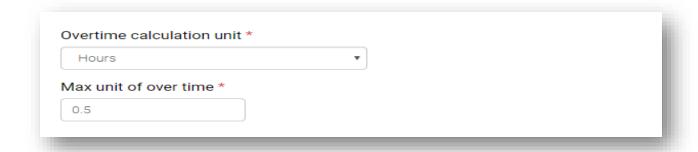[Update Overtime units](#)

To create of Overtime Component,

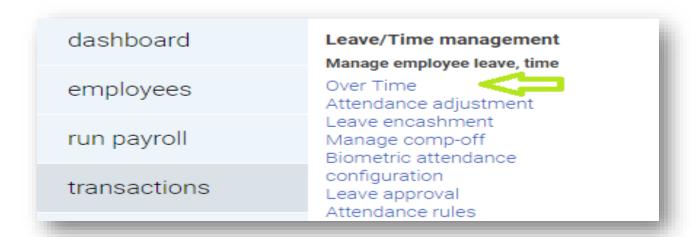Go to **Payroll Settings** >> **Salary Components>> New**

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

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 : January-2019 ▾

- Select Pay : Overtime ▾

- Code/Name : [   ]   Add

Total Units :💡 [   ]   Add

OT Employees

Save   List   Import