

Advanced Tracker Technologies Inc

Early Weekly Overtime Bonus

Overview

This document outlines the setup and operation of the “Early Weekly Overtime Bonus” policy modification for Employee Tracker.

Notes

Any reference to menu items within Employee Tracker assumes that the user is logged into the software with a properly privileged account.

Items laid out in this document have been deemed mandatory and failure to follow any of the steps mentioned will not allow for the modifications to work as expected.

The software makes no reparations for incorrect use.

Setup

The Policy

The first step is to enable the policy, via the menu Utilities->Policies. Select the "Calculations" category on the left and double click the "Early Weekly Overtime Bonus" to toggle the policy on or off.

Here is a screen shot of the setup for the Custom Weekly Policy for Employee Tracker. This can be located within Employee Tracker under the menu Utilities->"Cu17 – Custom Options (Overtime Policy)".

The "Activate..." switch will allow for dataset specific activation.

Custom Setup (attiCu17)

☒ **Activate this Custom Weekly Overtime policy**

Absent codes which count as hours worked for overtime purposes:

<input type="checkbox"/> 001	SICK-UNPAID
<input type="checkbox"/> 002	SICK-PAID
<input checked="" type="checkbox"/> VAC	VACATION

Standard work day by Status

Code	Description	Time
A8	** Added **	8:00
ACTIVE	FULL TIME ACTIVE STATUS	7:30
LONG	LONG TERM DISABILITY	0:00
SHORT	SHORT TERM DISABILITY	0:00

Ok **Exit <<**

Next we choose the absent codes which count as attended days.

Last is definition, based on status code, for the minimum acceptable hours per day (Monday-Friday).

Time Calculation Rules

The time calculation rules will need to be adjusted a bit.

Here we see a portion of the “Daily and Weekly” overtime tab of a typical rule. The “after.....hours to 1.5” value has been adjusted for best-case.

The installation of the new policy will add 2.5 hours to this value if the employee fails to work the standard hours per day, and the entire week will get re-distributed with the new values.

The screenshot shows a configuration window for 'Weekly Overtime' with two radio buttons at the top: 'Weekly Overtime' (selected) and 'Bi-Weekly Overtime'. Below the title bar, there is a section titled 'Do you calculate WEEKLY overtime?' with a checked checkbox. Under this, there are three rows of time allocation rules, each with an 'After' label, a time input field, and a description: 'After 37:30 Hours/minutes allocate hours to 1.5', 'After 48:00 Hours/minutes allocate hours to 2.0', and 'After 99:00 Hours/minutes allocate hours to 3.0'. Below these rules are four checkboxes: 'Do you want to include ABSENT time in the WEEKLY overtime calculation?' (unchecked), 'Do you want to include HOLIDAY time in the WEEKLY overtime calculation?' (checked), 'Does the WEEKLY overtime calculation include DAILY overtime?' (unchecked), and 'Ignore Daily In Weekly For "Stat Weeks"' (unchecked). At the bottom, there is a label 'The work week starts on' followed by a dropdown menu showing 'Saturday'.

After	Hours/minutes allocate hours to
37:30	1.5
48:00	2.0
99:00	3.0

Do you calculate WEEKLY overtime? ☒

Do you want to include ABSENT time in the WEEKLY overtime calculation? ☐

Do you want to include HOLIDAY time in the WEEKLY overtime calculation? ☒

Does the WEEKLY overtime calculation include DAILY overtime? ☐

Ignore Daily In Weekly For "Stat Weeks" ☐

The work week starts on **Saturday**

Operation

Once setup and activated, the policy is in effect. Any changes to the calculations will be evident in realtime.

Conclusion

Following the steps laid out herein should allow for Employee Tracker to completely follow the specifications outlined during the initial stages of this project. Should the end-results not meet the customers' expectations, please review that all items in this document are followed prior to contacting Advanced Tracker Technologies.