

One Blue Hill Plaza, 16th Floor, PO Box 1546
Pearl River, NY 10965
1-800-PC-AMERICA, 1-800-722-6374
(Voice) 845-920-0800 (Fax) 845-920-0880

Time Clock Setup for Overtime

Employee Maintenance

Options **General Information For: Employee** Keyboard

Department Card Swipe ID



Employee ID Customer



Password Hourly Wage

Display Name Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee Require Clock-In Before Login

Permissions **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Job Code	Hourly Wage	Overtime Wage		


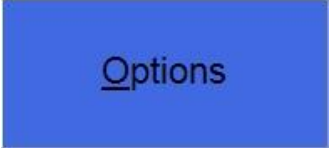
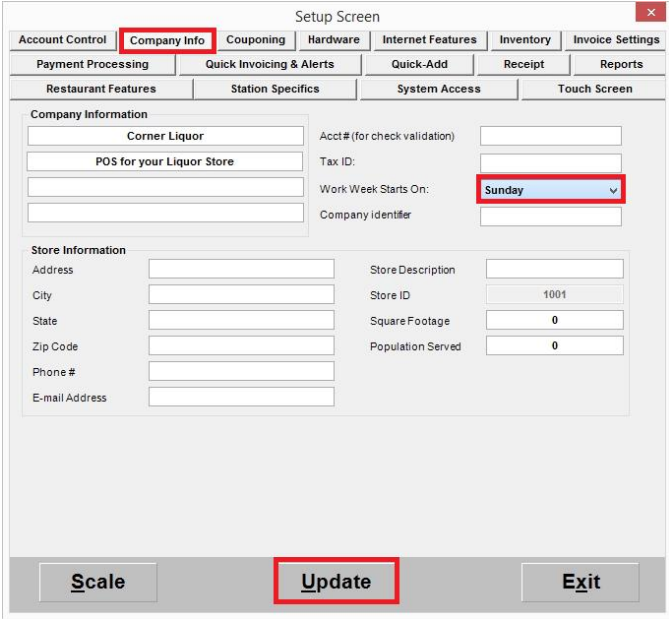
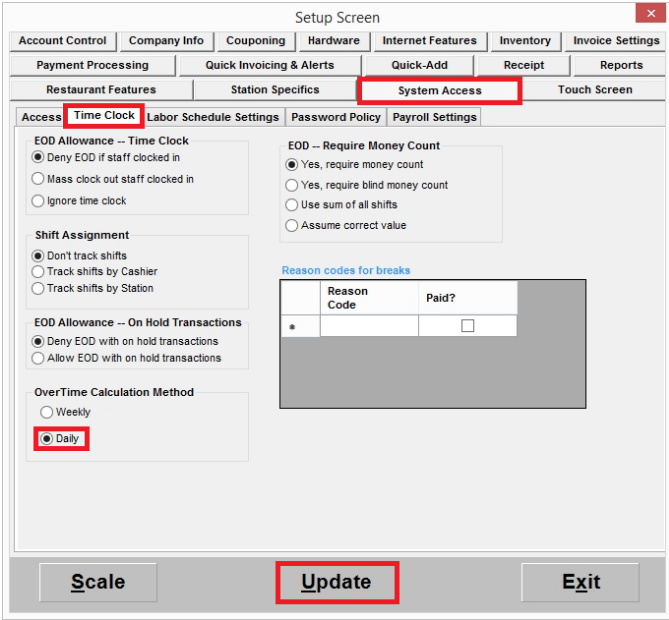
 

Overtime starts after this many hours:

Search by Employee ID

This guide will explain how to configure CRE to calculate your employee’s wages to work in accordance with California’s state laws for paying employees the correct rate.

Setup Daily Overtime Calculation Method

 	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Setup then, Setup Screen.
	<ol style="list-style-type: none"> 4. Select the Company Info tab. 5. Based on which day is selected for Work Week Starts On will determine the last day of the work week. So, in this case the seventh day is Sunday.
	<ol style="list-style-type: none"> 6. Select the System Access tab and then select the Time Clock tab. 7. Under Over Time Calculation Method select Daily. <p>When using the Daily Overtime calculation method, the employee will earn the configured overtime wage when they work more than 40 regular hours within the work week. They can also earn the overtime wage if they work more than the configured number of hours in the job code & wages screen within any given day.</p>

Configure Daily Overtime Hourly Requirement

Employee Maintenance

Options: **General Information For: Employee** Keyboard

Department Card Swipe ID

Employee ID 100102 Customer

Password Hourly Wage \$10.00

Display Name Employee Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee Require Clock-In Before Login

Permissions | Personal Info | **Job Codes & Wages** | Store Associations | Payroll Info

Job Code	Hourly Wage		
1001Cashier	\$10.00	Add	Change Hourly Wage
		Remove	Change Overtime Wage

Overtime starts after this many hours:

Search by Employee ID

100102 Add Employee Save Changes Job Code Setup Time Clock Management

Previous Next Help Duplicate Delete Exit

Employee Setup with Job Code:

If you are using Job Codes for your employees with an hourly wage enter **8** for **Overtime starts after this many hours**.

Employee Maintenance

Options: **General Information For: Employee** Keyboard

Department Card Swipe ID

Employee ID 100102 Customer

Password Hourly Wage \$10.00

Display Name Employee Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee Require Clock-In Before Login

Permissions | Personal Info | **Job Codes & Wages** | Store Associations | Payroll Info

Job Code	Hourly Wage		
		Add	Change Hourly Wage
		Remove	Change Overtime Wage

Overtime starts after this many hours:

Search by Employee ID

100102 Add Employee Save Changes Job Code Setup Time Clock Management

Previous Next Help Duplicate Delete Exit

Employee Setup without Job Code:

Enter an hourly wage for your employee and enter **8** for **Overtime starts after this many hours**.