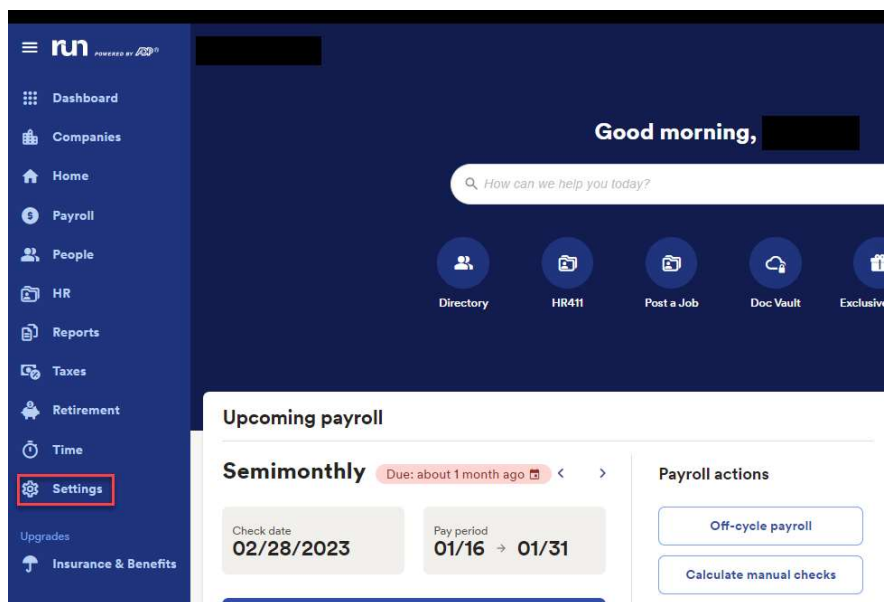
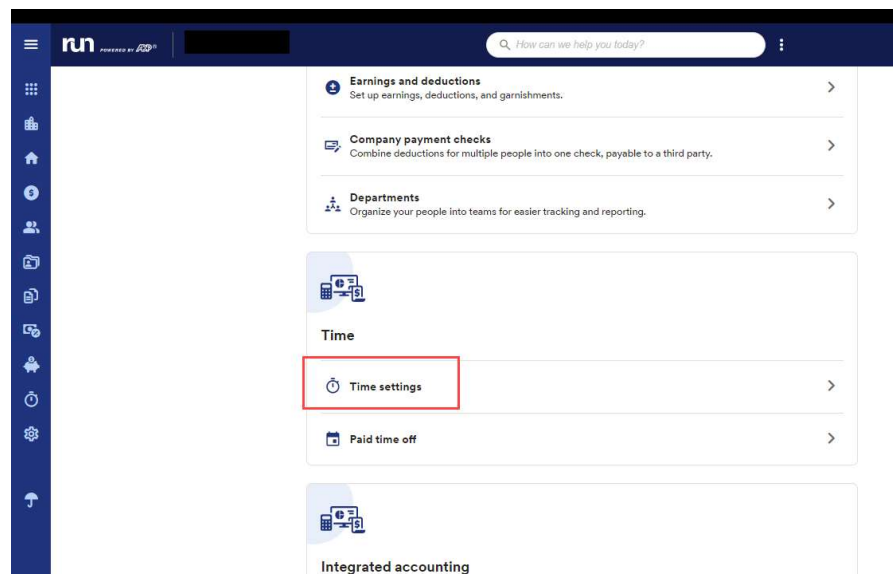


Overtime Policies

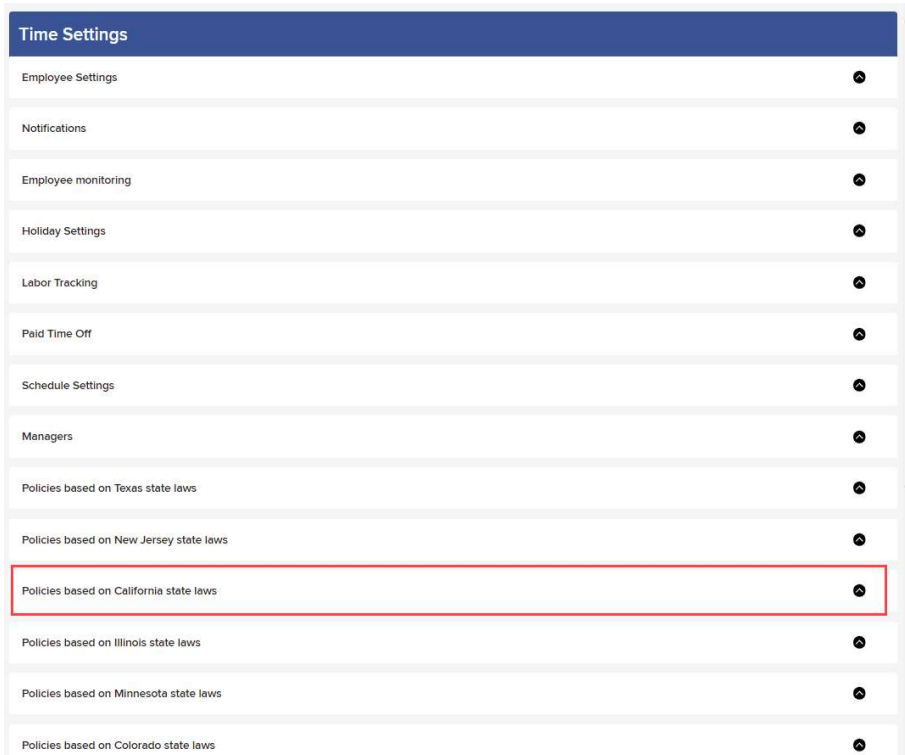
- 1 To get to the **Time Settings**. Log in to RUN and click the settings button on the left-hand side. This will open the **Settings** screen.



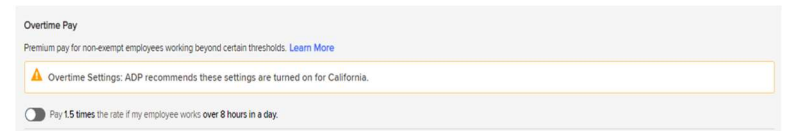
- 2 Scroll down and click on **Time Settings**. Here you'll find many different settings options organized into sections. Scroll down to see the overtime policies under each state. Overtime with Timekeeping Plus is automatically assigned based on your employee's work location. If you have employees working in different states, you'll see a selection for each state.



3 Let's open the selection for California to look.



4 If your business has an exemption for certain overtime policies, you can turn off an individual policy by toggling the buttons here. As you can see this prompts a warning, it will be understood that you are knowingly changing your overtime calculations against ADPs recommendations.



5 If your state has meal or break policies, they will appear below.

Policies based on California state laws

Overtime Pay
Premium pay for non-exempt employees working beyond certain thresholds. [Learn More](#)

Overtime Settings: ADP recommends these settings are turned on for California.

Pay 1.5 times the rate if my employee works over 8 hours in a day.

Pay 2 times the rate if my employee works over 12 hours in a day.

Pay 1.5 times the rate if my employee works over 8 hours on seventh day.

Pay 2 times the rate if my employee works over 8 hours on seventh day.

Pay 1.5 times the rate if my employee works over 40 hours in a week.

Premium Pay for Missed Meals or Breaks
Premium Pay for Missed Meals and Breaks is required for non-exempt employees who work in California. [See how it works](#)

Meals
Meals apply to all employees

- Track 30 minute unpaid meal for working beyond 5 hours
- Track 30 minute unpaid meal for working beyond 10 hours

Breaks
Breaks apply to non-exempt employees. If your state requires breaks, they must be paid according to federal law so your employees should remain on the clock during their break. Most states recommend the break in the middle of every 4 hours worked.

- Provide 10 minute paid break at 3 hours 30 minutes worked
- Provide 10 minute paid break for working beyond 6 hours
- Provide 10 minute paid break every 4 hours thereafter

6 If an employee has signed a meal break waiver, you can record this in the employee's profile, under time tracking:

Personal Information

Employment Info

Time Tracking - [Redacted]

Terminate Employee

Payroll

Does this employee track time and/or time off?
 Yes No

Tax Info

Is this employee non-exempt?
 Yes No

Payroll Info

Is this employee non-exempt?
 Yes No

Time Tracking

Earnings/Deductions

Make sure this employee is classified correctly to avoid penalties. Tracking time is required for non-exempt employees. [Learn more about non-exempt and exempt employees](#)

Employments

What time capture type does this employee belong to?
[Click to capture start work/end](#)

Direct Deposit

Is there a manager who supervises this employee's time?
 Yes No

Paid Time Off

Pay Stubs

Is this employee a manager who supervises time for other employees?
 Yes No

Employee Access

Human Resources

What time zone is this employee in?
[GMT-05:00] Eastern Time (US)

Company Property

Emergency Contacts

Has this employee waived meal?
 Yes No

Skills and Training

Manage Performance

Badge number

Job Info

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