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**.

🗰 Dashboard						
🏥 Companies	Good morning,					
A Home	Q. How can we help you today?					
5 Payroll						
2 People						
Ê] HR	Directory HR411 Post a Job Doc Vault Exclusive					
Reports						
Taxes						
🚔 Retirement	Upcoming payroll					
Ō Time	Semimonthly Constant and A Demoliant					
ĝ Settings						
Upgrades	Check date Pay period Off-cycle payroll 02/28/2023 01/16 → 01/31					
	Calculate manual checks					

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.

Q, How can we help you today?	1
Earnings and deductions Set up earnings, deductions, and garnishments.	>
Company payment checks Combine deductions for multiple people into one check, payable to a third party.	>
Departments Granize your people into teams for easier tracking and reporting.	>
Time	
Õ Time settings	>
Paid time off	>

1

Integrated accounting

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Overtime Policies

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

Time Settings	
Employee Settings	۵
Notifications	٥
Employee monitoring	٥
Holiday Settings	۵
Labor Tracking	۵
Paid Time Off	٥
Schedule Settings	۵
Managers	۵
Policies based on Texas state laws	۵
Policies based on New Jersey state laws	٥
Policies based on California state laws	٥
Policies based on Illinois state laws	٥
Policies based on Minnesota state laws	٥
Policies based on Colorado state laws	۵

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.

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

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

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Overtime Pay	
Premium pay for non-exemp	t employees working beyond certain thresholds. Learn More
A Overtime Settings	: ADP recommends these settings are turned on for California.
Pay 1.5 times the rate	e 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 rat	s if my employee works over 0 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	i f my employee works over 40 hours in a week.
Pay 1.5 times the rate Premium Pay for Missed Premium Pay for Missed Me	e if my employee works over 40 hours in a week. Meals or Breaks als and Breaks is required for non-exempt employees who work in California. See how it works
Pay 1.5 times the rate	e if my employee works over 40 hours in a week. Meals or Breaks als and Breaks is required for non-exempt employees who work in California. See how it works
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Pay 15 times the rate Premium Pay for Missed Meals apply to all employee Meals apply to all employee Track 30 minute unpaid m Track 30 minute unpaid m Breaks Breaks apply to non-exempt the break in the middle of e Physide 10 minute paid b	ef my employee works over 40 hours in a week: Meals or Breaks at s and Breaks is required for non-exempt employees who work in California. See how it works at and Breaks is required for non-exempt employees who work in California. See how it works at an of the working beyond 5 hours at an one week of the set of the
Pay 15 times the ratio Premium Pay for Missed Premium Pay for Missed Me Meals Meals apply to all employee Track. 30 minute unpaid in Track. 30 minute unpaid in Breaks Breaks Breaks Breaks apply to non-exempt the threak in the middle of en Provide 10 minute paid br Provide 10 minute paid br	ef my employee works over 40 hours in a week: Meals or Breaks als and Breaks is required for non-exempt employees who work in California. See how it works eval for working beyond 5 hours eval for working beyond 10 hours employees. If your state requires breaks, they must be paid according to federal low so your employees should remain on the clock during their break. Most states recomme rey 4 hours worked eval 3 hours 30 minutes worked evis for working beyond 5 hours

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

= run)		Q. How can we help you taday?	1	🗞 🛛 🦸 🖉 e
# Pers	sonal Information				
6	nployee Info	K	_	1	>
er Er	iployment info	Timo Tracking			Ø
() Ter	minate Employee	Time flacking -			Ť,
2. Payr	roll	Does this employee track time and/or time of?			
CD To	x Info	O Yes O No			
a) Pa	yroll Info	is this employee non-exempt?			
Gg To	me Tracking	• Yes O No			
🖨 Es	mings Deductions	Make sure this employee is classified correctly to avoid penalties. Tracking time is required for non-exempt employees. Learn more about	it non-exempt and exempt employees		
Ō Ga	ernishments	What time capture type does this employee belong to?*			
@ ^{Di}	rect Deposit	Click to capture start work/end ·			
Pai	id Time Off	Is there a manager who supervises this employee's time?			
? Pa	y Stubs	O Yes O No			
En	rployee Access	Is this employee a manager who supervises time for other employees?			
🗎 Hun	nan Resources	What time zone is this employee in?*			
9 00	impany Property	(GMT-05:00) Eastern Time (US ·			
D Er	nergency Contacts	Has this employee waived meals?			
🛍 Ski	alls and Training	O Yes O No			
Ma	anage Performance	Badge number 🖗			
Jol	b Info				
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