

CALCULATING OVERTIME

Restaurant365 can track overtime hours across locations and legal entities so that employees are paid correctly. If certain employees work for legal entities with different overtime tracking algorithms, make sure to review and update labor amounts as needed from each location's Daily Sales Summary.

The options for calculating overtime include:

1. Tracked in POS
2. Over 40 hrs/wk
3. Over 8 hrs/day and 40/wk

TRACKED IN POS

When overtime is 'Tracked in POS', overtime is set up and calculated through the POS. This means that overtime configurations are based on the ability of the POS system, and any hours marked as Overtime Hours in the POS will be recognized as overtime in R365. For example, if Employee 1 works a total of 50 hours at Locations 1 and 2 (this POS does not submit OT data to R365), their hours display in R365 as 50 regular hours:

Location	POS	R365
Location 1	30 reg hrs	30 reg hrs
Location 2	20 reg hrs	20 reg hrs
		50 reg hrs

OVER 40 HOURS/WEEK

The 'Over 40 hrs/wk' option will list all hours worked after 40 hours as Overtime Hours in R365. If an employee works at multiple locations (regardless of Legal Entity), overtime will be assigned to the location where it is accrued with overtime pay set as 1.5 times their regular pay. For example, if Employee 1 works a total of 50 hours at Locations 1 and 2, their hours will display in R365 as 40 regular hours and 10 overtime hours:

Location	POS	R365
Location 1	30 reg hrs	30 reg hrs
Location 2	20 reg hrs	10 reg hrs 10 OT hrs
		40 reg hrs 10 OT hrs

OVER 8 HOURS/DAY & 40 HOURS/WEEK

For states that require overtime pay when working over 8 hours on a single day, choose the 'Over 8 hrs/day and 40/wk' option for calculating Overtime Labor. This means that once an employee works 8 hours, they will then receive overtime pay, or 1.5 times their regular pay, for any additional hours worked that day. In addition to this, employees will receive overtime pay for any hours worked over their accumulated 40 regular hours per week.

Similar to the previous option, overtime hours and pay will be assigned to the location where overtime was accrued, regardless of Legal Entity. For example, if Employee 1 works a total of 50 hours at Locations 1 and 2 based on the following schedule, it will be reflected in R365 as 40 regular hours and 12 overtime hours:

Location	POS	Hours	R365	Reg Hrs	Daily OT	Weekly OT
Location 1	Monday	12	Monday	8	4	0
	Tuesday	8	Tuesday	8	0	0
	Wednesday	10	Wednesday	8	2	0
Location 2	Thursday	10	Thursday	8	2	0
	Friday	4	Friday	4	0	0
	Saturday	6	Saturday	4	0	2
Total		50		40	8	2

Only one type of Overtime can be accrued per day. In the example above, the employee worked over 8 hours on Monday, Wednesday, and Thursday, resulting in Daily OT. Throughout the week, the system counts only the regular hours worked up until it totals 40 hours. This is seen on Saturday, when the employee hit 40 regular hours and then received 2 hours of Weekly OT.

SETTING UP OVERTIME TRACKING

Set up Overtime Tracking so that each location's overtime is calculated accurately in the system before that data is pulled for each pay period. Overtime Tracking is set up on the 'POS Integration Settings' tab of each store's location record.

