Heartland

pcAmerica

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Time Clock Setup for Overtime

		Emplo	oyee Maintenance		
Options Gen	eral Information	For: Employee			Keyboard
Department		✓ Card Swipe ID			
Employee ID	100102	Customer			
Password	*****	Hourly Wage	\$10.00		
Display Name	Employee	Take CC Tips in Cas	sh at End of Shift	Click	to Select Picture
Disable this Employee		Require Clock-In Before Login			
Permission	s Personal Info	Job Codes & Wa	ages Store Associ	ations Payroll Info	
Job Code		Hourly Wa	age Overtime W	Vage Add	Change Hourly Wage Change Overtime Wage
Search by Em	nployee ID		Pava	Joh Code	Time Cleak
100102		<u> </u>	Changes	Setup	Management
Previous	<u>N</u> e	xt 🕜 He	lp <u>D</u> uplicate	De <u>l</u> ete	E <u>x</u> it

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

Manager	 Select the Manager or Options button. Enter the administrator password (default: admin)
<u>O</u> ptions	 Select Setup then, Setup Screen.
Setup Screen Account Control Company Info Couponing Hardware Internet Features Invoice Settings Payment Processing Quick Invoicing & Alerts Quick-Add Receipt Reports Restaurant Features Station Specifics System Access Touch Screen Company information Acct# (for check validation) Image: Company information Corner Liquor Acct# (for check validation) Image: Company information Orrer Liquor Acct# (for check validation) Image: Company information Orrer Liquor Acct# (for check validation) Image: Company information Address Store Information Store Description Image: Company identifier Store Information Store ID 1001 1001 1001 State 20 0 21 Code 0 Population Served 0 Phone # Email Address Email Address Exit	 Select the Company Info tab. 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.
Account Control Company Info Couponing Iardware Internet Features Invoice Settings Payment Processing Quick Invoicing & Alerts Quick-Add Receipt Reports Restaurant Features Station Specifics System Access Touch Screen Access Time Clock Labor Schedule Settings Password Policy Payroll Settings EOD Allowance - Time Clock Deny EOD if staff clocked in Impore time clock Impore time clock Shift Assignment Impore time clock Impore time clock Impore time clock Don'track shifts by Cashier Reason codes for breaks Reason Track shifts by Cashier Reason Reason Track shifts by Cashier Impore time clock Impore time clock Weekly Daily Impore time clock Impore time clock	 6. Select the System Access tab and then select the Time Clock tab. 7. Under Over Time Calculation Method select Daily. 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.

Configure Daily Overtime Hourly Requirement

Employee Maintenance Options General Information For: Employee Keyboard Department Card Swipe ID Employee ID Employee ID Password Customer Employee Click to Select Picture Display Name Employee Take CC Tips in Cash at End of Shift Click to Select Picture Display Name Employee Require Clock-in Before Login Click to Select Picture Permissions Personal Info Job Codes & Wages Store Associations Payroll Info Job Code Hourly Wage Imployee Change Hourly Wage 1001Cashier \$10.00 Imployee Change Overtime starts after this many hours: Employee Change	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 .
Search by Employee ID 100102 Image: Search by Employee ID Image:	
Employee Maintenance Oppartment Card Swipe ID Department Card Swipe ID Display Name Employee Basgie this Employee Take CC Tres in Cash at End of Shitt Display Name Employee Personal Info Job Codes & Wages Store Associations Payroll Info Job Code Hourly Wage Job Code Hourly Wage Imployee Imployee ID Imployee ID Overtime starts after this many hours: Search by Employee ID Imployee Imployee Imployee Imployee ID Imployee Sage Job Code Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee Implo	Employee Setup without Job Code: Enter an hourly wage for your employee and enter 8 for Overtime starts after this many hours .