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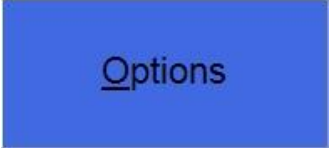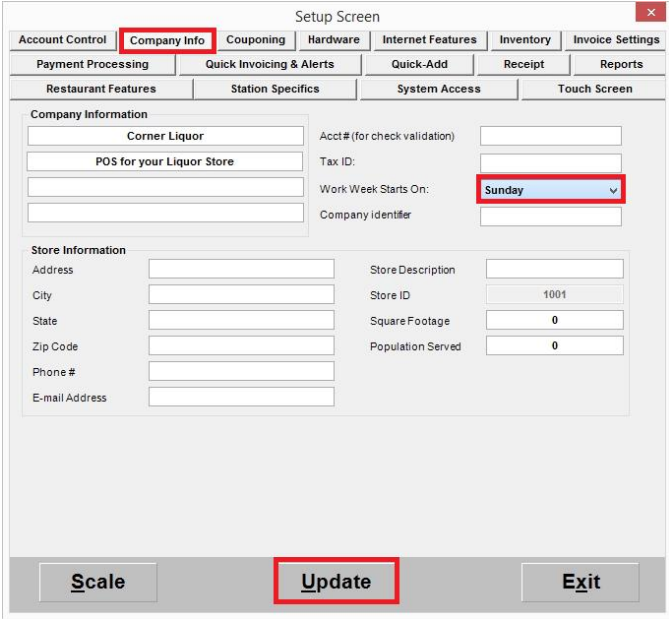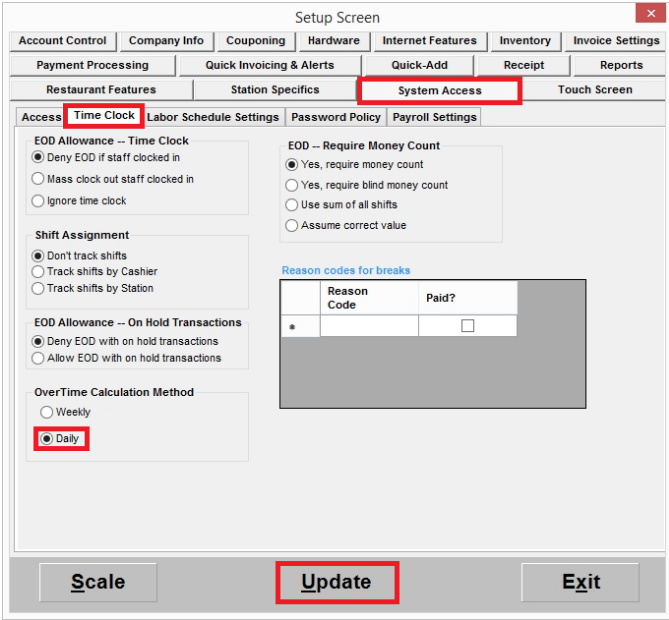
This guide will explain how to configure CRE to calculate your employee's wages to work in accordance with California's state laws for paying employees the correct rate.

Setup Daily Overtime Calculation Method

	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. 3. Select **Setup** then, **Setup Screen**.
	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.
	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 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 Setup without Job Code:

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