Overtime rules

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TimeDock records the clock *IN* and clock *OUT* times for each employee to provide hours worked, in real-time. By default, these hours are not split between regular and overtime.

When required (and if compatible), TimeDock can build and apply custom overtime rules to exported data. This means that employee hours can be split between regular and overtime hours and applied to exported data either within a custom CSV template, or one of the supported payroll apps that TimeDock integrates with. When being applied to an integrated payroll app, that app must support the ability to import overtime hours.

Note: Overtime rules are executed and applied to ***exported data*** only. Overtime hours are ***not*** visible within the web dashboard data.

Payroll export

If your payroll app is included in the TimeDock list of integrated apps, and it supports the option of importing overtime hours, it may be possible to apply custom overtime rules to your payroll export.

After an initial consultation with you regarding your overtime rules, and providing they're within the scope of what TimeDock supports, we will provide you with a document detailing your rules for sign-off. Once the document is signed-off, we will implement your overtime rules specifically for your account and for your selected payroll export.

Example:

Raw exported data

Employee	Date	Pay Type	Hours
John Doe	01 Aug, 2022	Normal	7.5
John Doe	02, Aug 2022	Normal	8.75

Exported data with overtime applied after 8 hours in a day

Employee	Date	Pay Type	Hours
John Doe	01 Aug, 2022	Normal	7.5
John Doe	02, Aug 2022	Normal	8
John Doe	02, Aug 2022	Overtime	0.75

Contact support@timedock.com to discuss your overtime requirements.

Note: Implementation of custom overtime rules for payroll export will incur a one-off setup fee.

Custom CSV export template

Depending on your requirements, we may be able to build a custom CSV export template into your account, with your choice of columns, and with custom overtime calculations applied to the exported timesheet data.

After an initial consultation with you regarding your overtime and template requirements, and providing it's within the scope of what TimeDock supports, we will provide you with a document detailing your rules and template for sign-off. Once the document is signed-off, we will build and add your custom export template to your account.

Once implemented, you'll be able to access your export template by navigating to ***Export*** > ***Custom CSV***, click on the ***From Template*** option, and click on your template name from the list to export.

Example:

Exported data template with overtime applied after 8 hours in a day

Employee	Date	Project	Activity	Normal Hours	Overtime Hours	Doubletime Hours
John Doe	01, Aug 2022	Auckland Depot	Framing	7.5	0	0
John Doe	02 Aug, 2022	Auckland Depot	Framing	6	0	0
John Doe	02 Aug, 2022	Auckland Depot	Welding	2	0.75	0

Contact support@timedock.com to discuss your overtime requirements.

Note: Implementation of a custom CSV export template with overtime rules will incur a one-off setup fee.

D.I.Y using Excel macro

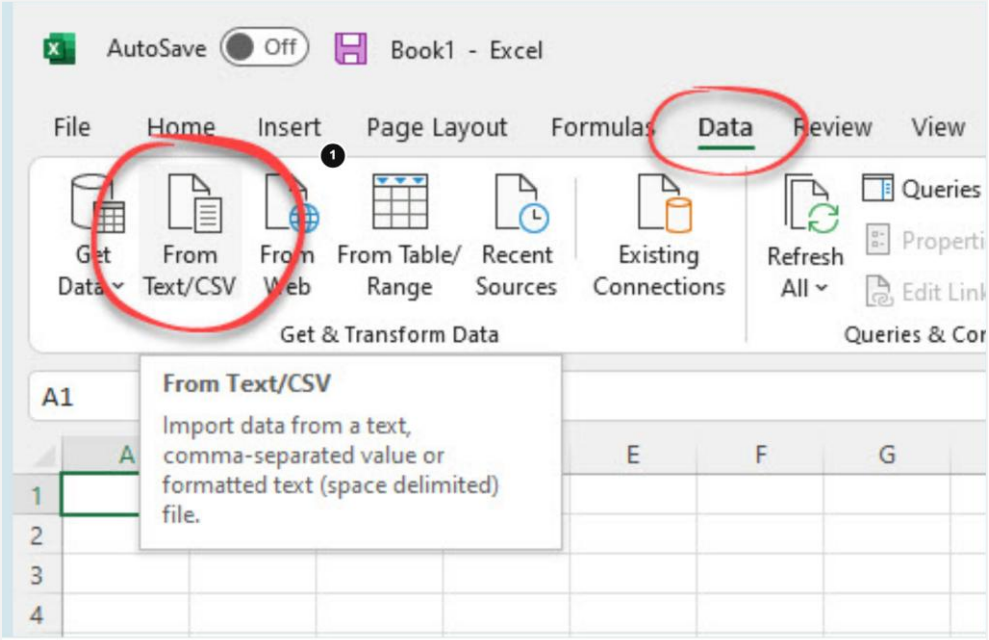
If you export timesheets to a file (Excel, CSV, TXT), you can create an ***Excel macro*** to automatically apply overtime rules to your exported data.

An Excel macro records styles, formatting and forumlas in a spreadsheet, and saves it as a procedure to run on any future spreadsheets. That means that you only need to record writing your overtime rules once, and then you can simply run your saved macro on your timesheet export files to automatically apply the calculations.

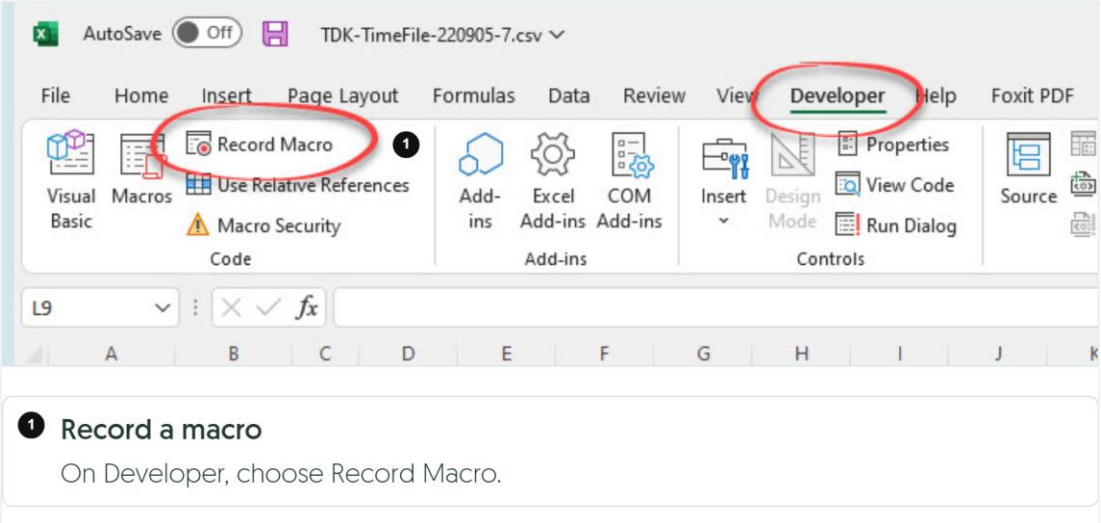
Follow these steps to create an overtime macro:

1. Download your timesheet file to payroll or custom CSV.

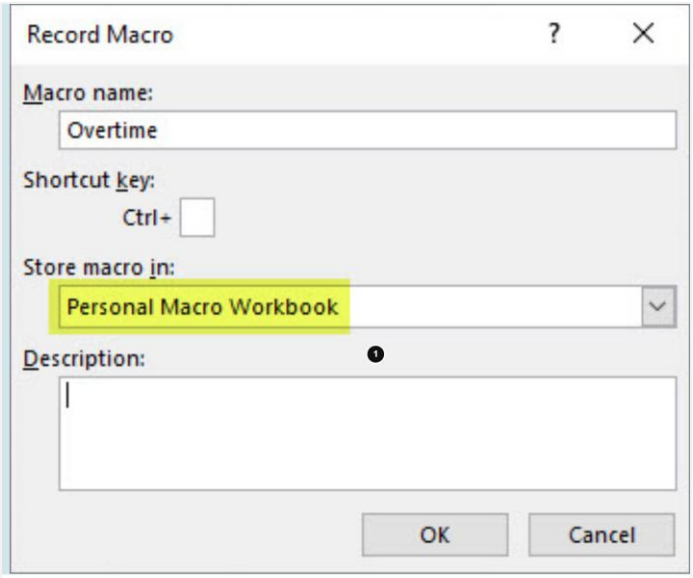
2. Open the file in Excel. If the file doesn't automatically open in Excel, open a new Excel workbook, click on the ***Data*** tab in the top ribbon, then click ***From Text/CSV*** and follow the steps in the wizard.



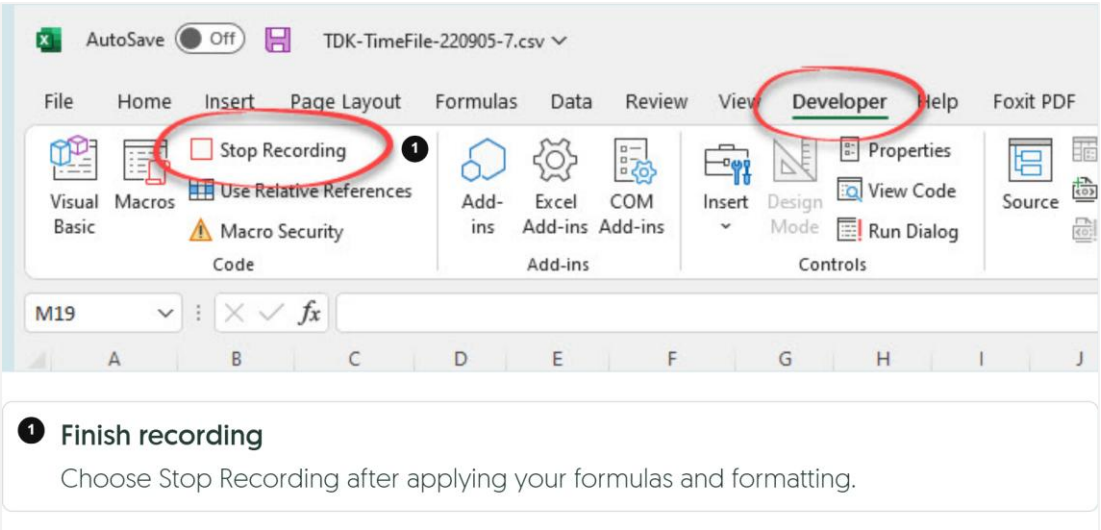
3. Enable the ***Developer*** tab by following these instructions: https://support.microsoft.com/en-us/topic/show-the-developer-tab-e1192344-5e56-4d45-931b-e5fd9bea2d45
4. Click on the ***Developer*** tab in the top ribbon, then click ***Record Macro***.



5. Give your macro a name, and ensure you choose to store the macro in ***Personal Macro Workbook***. Click ***OK***.

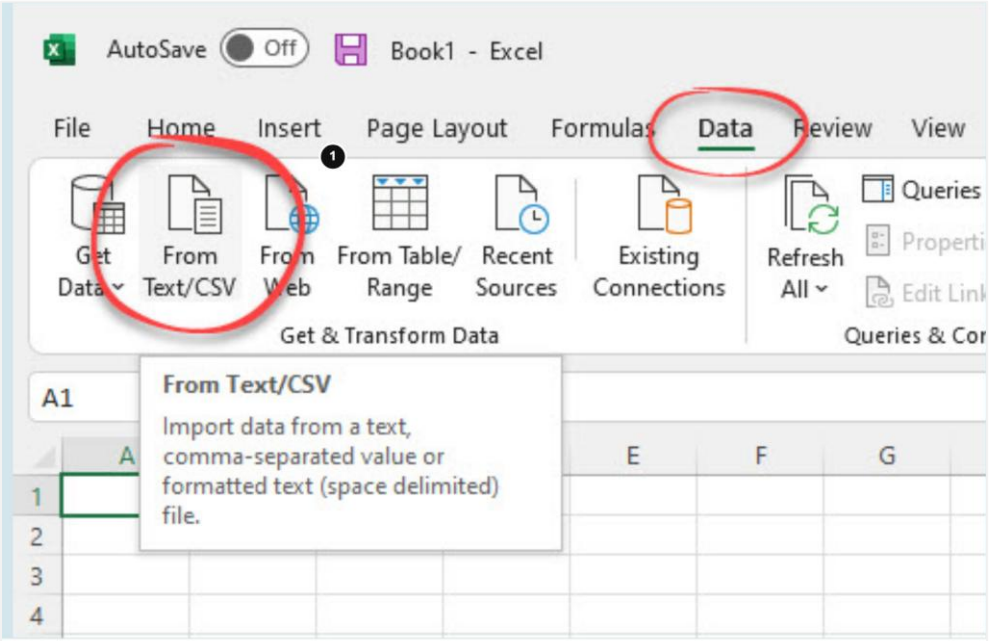


6. Use Excel formulas to calculate overtime based on the ***Hours*** column, and apply any formatting such as adding/renaming columns.
7. Once you've finished applying your overtime calculations and formatting to the spreadsheet, click on ***Stop Recording*** in the ***Developer*** tab.

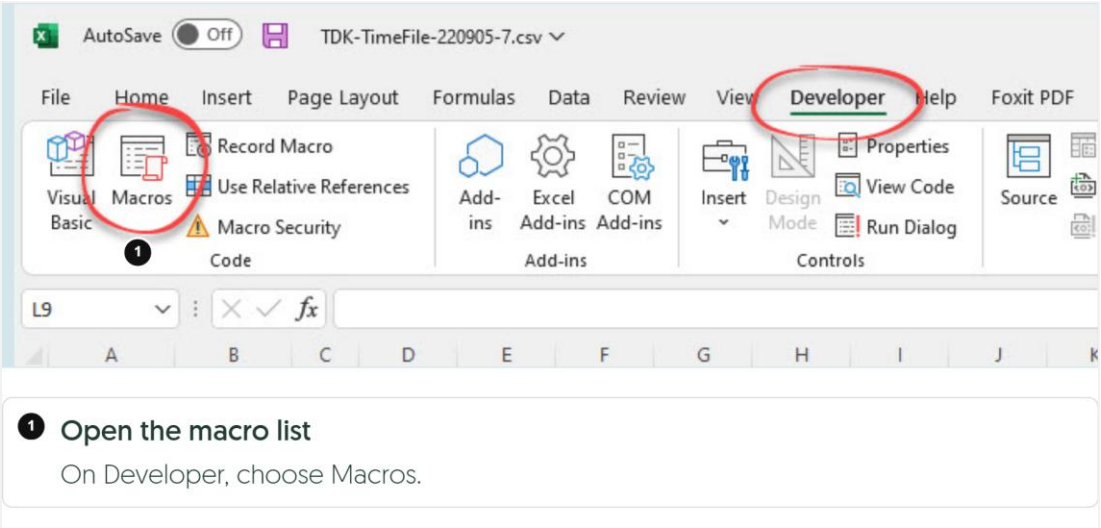


Follow these steps to run you overtime macro on exported timesheets:

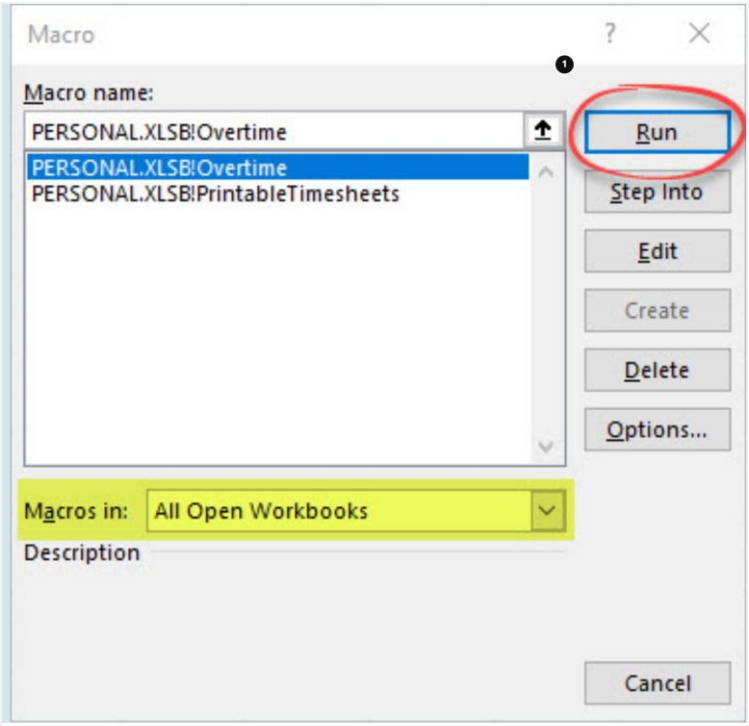
1. Download your timesheet file to payroll or custom CSV. Note this file must be in the same format that your macro was recorded for.
2. Open the file in Excel. If the file doesn't automatically open in Excel, open a new Excel workbook, click on the *Data* tab in the top ribbon, then click *From Text/CSV* and follow the steps in the wizard.



3. Click on the *Developer* tab in the top ribbon, then click *Macros*.



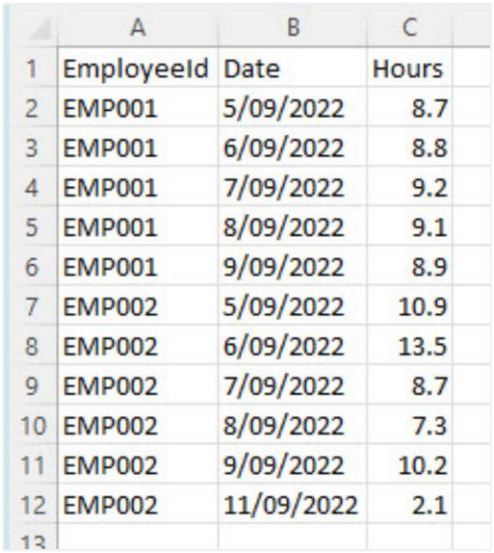
4. Ensure that you've chosen macros in ***All Open Workbooks***, click on your macro name from the list, then click ***Run***.



5. Your overtime calculations and formatting will be automatically applied to the spreadsheet data.

Example:

Exported data in Excel before running macro



	A	B	C
1	EmployeeId	Date	Hours
2	EMP001	5/09/2022	8.7
3	EMP001	6/09/2022	8.8
4	EMP001	7/09/2022	9.2
5	EMP001	8/09/2022	9.1
6	EMP001	9/09/2022	8.9
7	EMP002	5/09/2022	10.9
8	EMP002	6/09/2022	13.5
9	EMP002	7/09/2022	8.7
10	EMP002	8/09/2022	7.3
11	EMP002	9/09/2022	10.2
12	EMP002	11/09/2022	2.1
13			

Exported data in Excel after running macro

	A	B	C	D	E	F
1	EmployeeId	Date	Total Hours	Normal	Overtime	Doubletime
2	EMP001	5/09/2022	8.7	8	0.7	0
3	EMP001	6/09/2022	8.8	8	0.8	0
4	EMP001	7/09/2022	9.2	8	1.2	0
5	EMP001	8/09/2022	9.1	8	1.1	0
6	EMP001	9/09/2022	8.9	8	0.9	0
7	EMP002	5/09/2022	10.9	8	2.9	0
8	EMP002	6/09/2022	13.5	8	4	1.5
9	EMP002	7/09/2022	8.7	8	0.7	0
10	EMP002	8/09/2022	7.3	7.3	0	0
11	EMP002	9/09/2022	10.2	8	2.2	0
12	EMP002	11/09/2022	2.1	2.1	0	0
13						