Aggregate Overtime Across Locations and Business Entities

To aggregate hours across Payroll Groups, go to General Settings > Payroll Settings, and check the following option, and Save Payroll Settings.

In the following example, Torres, Alma works two locations in two payroll groups. With the overtime combined, Alma's TOTAL hours scheduled and worked are reflected in all schedules where she resides, so all scheduling managers are able to observe the employee's combined total hours.

NOTE: The hours shown underneath a schedule will show the hours worked in a single schedule:

Employee **Actual** Hours for the Week

Israel Aron	6.69 hrs	Lidia Gamez	31.16 hrs	Jordyn Katilas	22.77 hrs
Adeleke Kayossi	14.57 hrs	Abdoulaye Kebe	13.17 hrs	Adji Nantoume	22.05 hrs
Saba Neparidze	5.98 hrs	Tristen O'leary	23.93 hrs	Ethan Odonnell	24.21 hrs
Kathryn Price	5.55 hrs	Vini Siqueira Malamin	24.48 hrs	Alma Torres	24.93 hrs

For payroll, overtime is allocated *proportionately* across locations, and proportionately across roles and wage-rates worked. (Overtime is *not* sequential, it does not occur on the final day at the final rate worked...)

> Example: If an employee works 75% of their time at Location 1, and 25% of their time at Location 2, overtime is allocated accordingly 75% to Location 1 and 25% to Location 2.

> In the Torres example from above, the employee only has 24.93 hours at Location Guiseppe, but because here combined hours across locations are 66.75, she is allocated the proportionate share (9.98 hours) of the total overtime. Note that her hours were also worked in two different roles at two different rates, so her overtime is sub-allocated once again proportionately to the roles/rates worked.

Hourly Employees

Employee	Location	Role	Base / OT	Hourly Rate	Hours	Overtime Hours	E/D	Total Hours
Torres, Alma	Giuseppe Busser	Busser	Tipped Base	▓▓	11.35			
Torres, Alma	Giuseppe Busser	Busser	Tipped Overtime	▓▓		7.58		
Torres, Alma	Giuseppe Busser	Polisher	Base	▓▓	3.60			
Torres, Alma	Giuseppe Busser	Polisher	Overtime	▓▓		2.40		
Torres, Alma	Giuseppe Busser	Busser						
Torres, Alma	**Employee Total**				**14.95**	**9.98**		**24.93**
	Hourly Employees				**14.95**	**9.98**		**24.93**