

How to Add Fixed OT Rate in OT table?

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How to Add Fixed OT Rate in OT table?

A) Issue:

User would like to add a Fixed OT Rate instead of an Hourly Rate.

B) Solution:

1. Go to the Payroll Module > Setup > OT Table Setup > OT Rate > key in “OT Rate ID” > Select “OT Rate Type” (e.g. Fixed Rate), Key in amount (eg. 20) > Save.

The screenshot shows the 'OT Setup' window with the 'OT Rate' tab selected. The 'OT Rate ID' is set to 'Std 20.00 Fix Rate'. The 'Description' field is empty. The 'OT Rate Type' is set to 'Fixed Rate'. The 'Amount' is set to 20, and the 'Maximum Amount' is set to 0. The 'Exchange Rate ID' is empty. A note below the form states: 'Zero value indicates no capping'. Below the form is a table with columns: OT Rate ID, Rate / Amount, Exchange Rate ID, Foreign Currency, Max. Day / Hr, Max. Day / Hr Rate, Min. Day / Hr Rate, and Description. The row for 'Std 20.00 Fix Rate' is highlighted in blue.

OT Rate ID	Rate / Amount	Exchange Rate ID	Foreign Currency	Max. Day / Hr	Max. Day / Hr Rate	Min. Day / Hr Rate	Description
Std 1.00 Day Rate	1			0	0	1500	Std 1.00 Day Rate
Std 1.00 HR Rate	1			10	0	0	Std 1.00 HR Rate
Std 1.50 Day Rate	1.5			0	0	0	Std 1.50 Day Rate
Std 1.50 HR Rate	1.5			0	0	0	Std 1.50 HR Rate
Std 10.00 Fix Rate	10			0	0	0	Std 10.00 Fix Rate
Std 15.00 Fix Rate	15			0	0	0	Std 15.00 Fix Rate
Std 2.00 Day Rate	2			0	0	0	Std 2.00 Day Rate
Std 2.00 HR Rate	2			0	0	0	Std 2.00 HR Rate
Std 2.50 Day Rate	2.5			0	0	0	Std 2.50 Day Rate
Std 2.50 HR Rate	2.5			0	0	0	Std 2.50 HR Rate
Std 20.00 Fix Rate	20			0	0	0	Std 20.00 Fix Rate
Std 3.00 Day Rate	3			0	0	0	Std 3.00 Day Rate

2. Check the selected property code, the below screen is displayed. You may set accordingly whether it is “Subject to Ordinary” or “Subject to Additional”.

The screenshot shows the 'Property' window with the 'Code Property' tab selected. The 'Code Category' is set to 'OT' and the 'Code ID' is 'Std 20.00 Fix Rate'. The 'Description' field is empty. Below the form are two lists: 'Available for Selection' and 'Selected'. The 'Selected' list contains 'Subject to Ordinary' and 'Subject to SDF', with 'Subject to Ordinary' highlighted by a red box and a red arrow pointing to it from the right.

Property ID	Description
Authorised Deduction Cap	
Authorised Deduction Sub Cap	
Previous CPF Rate	Only available if it has Subject to Ordinary or Additional
Subject to Additional	Only available if not Subject to Ordinary or Donation C
Subject to Bonus	
Subject to NS	
Subject to Ordinary	Only available if not Subject to Additional or Donation
Subject to SDF	

3. Add the OT rate to the OT table. Click "OT Table" > Select "OT Table ID" > Transfer the Fixed OT rate from left to right > Save

OT Setup

OT Table ID: Standard OT Table

Description: Standard Overtime Table

Standard | Assign Employee

Minimum Total Wage: 0 Minimum Total OT Amount: 0

Maximum Total Wage: 0 Maximum Total OT Amount: 0

Capping Before Applying OT Rate Factor

Minimum Day Rate: 0 Minimum Hour Rate: 0

Maximum Day Rate: 0 Maximum Hour Rate: 1

Zero value indicates no capping

Available for Selection :

Rate / Amount	FormulaId	Max. Day / Hr	Max. Day / Hr... /	Min. Day / Hr Rate	Description
1.5	Std 1.50 Day Rate	0	0	0	Std 1.50 Da
1.5	Std 1.50 HR Rate	0	0	0	Std 1.50 HF
10	Std 10.00 Fix Rate	0	0	0	Std 10.00 Fi
15	Std 15.00 Fix Rate	0	0	0	Std 15.00 Fi
2	Std 2.00 Day Rate	0	0	0	Std 2.00 Da
2	Std 2.00 HR Rate	0	0	0	Std 2.00 HF
2.5	Std 2.50 Day Rate	0	0	0	Std 2.50 Da
2.5	Std 2.50 HR Rate	0	0	0	Std 2.50 HF
20	Std 20.00 Fix Rate	0	0	0	Std 20.00 Fi

Selected :

- Std 1.00 Day Rate
- Std 1.00 HR Rate
- Std 1.50 HR Rate
- Std 10.00 Fix Rate
- Std 2.00 HR Rate
- Std 20.00 Fix Rate**
- Std 5.00 Fix Rate

Buttons: Preview, New, Delete, Save, Cancel