

# Journyx Payroll Rules Engine Instructions

## Table of Contents

1.0 Journyx PRE Introduction.....	2
2.0 Installation.....	2
3.0 Using a Test Environment.....	2
3.1 Testing in a test environment.....	3
3.2 Testing in your production environment .....	3
4.0 Configuration Instructions.....	4
4.1 Set up the "Pay Group" user custom field.....	4
4.2 Configure your users.....	5
4.3 Configure the PRE settings for the company.....	6
4.4 Configure the PRE settings for your pay groups.....	10
4.5 Configure your pay types.....	12
4.6 Check your pay calendars.....	13
5.0 Usage Instructions.....	13
6.0 Rule Descriptions.....	14
7.0 Support Instructions.....	18
8.0 Credits.....	18

## 1.0 Journyx PRE Introduction

---

The Payroll Rules Engine (PRE) allows Journyx Timesheet users to automate payroll processing for time and expense data entered into Timesheet.

Journyx Timesheet must be properly configured in order for the PRE tool to work correctly. This document contains detailed instructions for configuring, testing, and using the PRE tool.

## 2.0 Installation

---

The installation process is described in detail in the separate readme.txt file that is found in the installation archive. Installation should take no longer than 3 to 5 minutes. The PRE installation also includes the Data Validation Tool.

## 3.0 Using a Test Environment

---

Before engaging the PRE, you should work with the tool in a test environment. There are several reasons for this:

- You should make sure that you understand the configuration guidelines and can configure your database correctly.
- You should make certain that the payroll rules are calculating correctly.
- You should make sure that your export file correctly imports into ADP.
- The payroll export keeps track of payroll periods and will require some extra effort for you to re-export a payroll period. It is important that you test this export before entering into production.

There are two basic testing procedures: 1) testing in a test environment, and 2) testing in your production environment. It is preferable that you build a separate environment for testing (covered in Section 3.1), but if this is not possible then you can lock your users out of your production Timesheet and test there (covered in Section 3.2).

Regardless of the testing procedure you employ, you will need to perform the configuration steps all over again once you are actually in production. If you use import files to modify the users' Pay Groups and the Pay Types, then you can re-import your final versions in production to accomplish most of the final production configuration.

**Note:** Running a Timesheet database backup with the backupdb command is a critical step in testing. If you need assistance with creating a Journyx backup, see the JTD\_Journyx\_Sysadmin\_and\_Backup file that is in your <Journyx Install Directory>\jwtd\doc directory (Windows) or the \$WTHOME/doc directory (Linux). You can also search our knowledge base (<http://www.journyx.com/support/kbase.html>) for "How do I backup my database?"

**Note:** The PRE must be installed before you begin testing. This process is explained in Section 2.0

### ***3.1 Testing in a test environment***

This process constructs a second Timesheet installation with a backup of your production database:

1. In the test environment, fully configure the PRE according to the instructions found in Section 4.0.
2. Run a backupdb of the Timesheet database. Store this backup file in a safe place.
3. Conduct a test export.
4. Examine the export file carefully. Run reports on individual users for the same period and hand-calculate the results to ensure that all of the math (overtime and double time calculations particularly) is correct.
5. Restore the Timesheet backup file that you created.
6. Make any necessary configuration changes within Timesheet and re-test the export.
7. Repeat steps 3, 4, and 5 until you produce correct export files for all of the periods that you have data for (a minimum of 3 payroll periods).

### ***3.2 Testing in your production environment***

This process locks your users out of the production Timesheet site for testing:

1. Warn your staff that the Timesheet application will be unavailable for a period of several hours on the day and time that you will be testing. You can post a notification on the login screen by way of Configuration → System Settings → Branding under "System notifications HTML on the login page:".
2. Set the web interface lockout feature in Timesheet to keep all users other than your admin account from logging in. This can be accessed through Configuration → System Settings → Login Restriction (remember that you are selecting users who are allowed to log into the system rather than users you are specifically locking out). This is important

because you will probably backup and restore your Timesheet database several times, and if your users are not locked out they may lose new records.

3. Follow the configuration instructions (Section 4.0) to fully configure your PRE.
4. Run a backupdb of the Timesheet database. Store this backup file in a safe place.
5. Conduct a test export.
6. Examine the export file carefully. Run reports on individual users for the same period and hand-calculate the results to ensure that all of the math (overtime and double time calculations particularly) is correct.
7. Restore the Timesheet backup file that you created.
8. Make any necessary configuration changes within Timesheet and re-test the export.
9. Repeat steps 5, 6, and 7 until you produce correct export files for all of the periods that you have data for (a minimum of 3 payroll periods).
10. Restore the Timesheet backup file that you created.
11. Remove the web interface lockout.
12. Announce to your staff that Timesheet is available again.

## 4.0 Configuration Instructions

---

After installing the tool, there are six steps that need to be configured before the tool will run. These steps are outlined below. Please note that it is recommended to test your configuration either in a separate test environment or while your users are locked out of your production environment before deploying this tool to the production environment for your users (Section 3.0).

You must be logged in to Timesheet as an administrator in order to perform the configuration.

### ***4.1 Set up the "Pay Group" user custom field***

The PRE operates according to user pay groups. Follow these steps to see if pay groups are already configured, to modify existing pay groups, or to configure pay groups from scratch.

1. Navigate to Configuration → Custom Fields on the Timesheet navigation menu.
2. To see if the "Pay Group" User Custom Field already exists in your records, locate the search section just below the Timesheet navigation bar. Set the dropdown menu labeled

“Custom Field name or description” to “contains” and type “Pay Group” into the associated custom form field. From the dropdown menu labeled “Custom Field type”, select “User Fields.” Click **Search**. If “Pay Group” appears in the search results, then click on the "Pay Group" User Custom Field name to modify. You may then skip to step 5. If “Pay Group” does not appear, move on to step 3.

3. To create a User Custom Field named "Pay Group", scroll to the bottom of the page and select “User Fields” from the dropdown menu labeled “Custom Field type:”. Click **Create**.
4. On the resulting Create Custom Field page, type “Pay Group” into the custom form field labeled “Name:” and enter a description in the custom form field labeled “Description:”.
5. Activate the radio button labeled “Selection list” under “Element type:” and click **Save**.
6. Click on the link labeled "Manage Selection Values" next to the radio option “Selection list”.
7. In the new window, add pay groups to the User Custom Field “Pay Group” that are appropriate to your organization, such as 'Exempt', 'None', 'Shift', 'Non-Exempt', 'Salary', and 'Hourly'. This is done by entering pay group names in the custom field labeled “New value:” and clicking **Save** after each value is entered.

**Note:** Be sure to create a 'None' or 'Ignore' pay group for Timesheet Administrators and others who do not track time. You should also select one of the pay groups as the default pay group by activating the radio button next to the default pay group name. In Timesheet 8.7 or higher, check the box labeled “Apply default to existing Users that don't have this field set?” to assign a default pay group to all users.

8. Click **Save** and close the window.
9. Click **Save** on the Custom Field page.

## **4.2 Configure your users**

1. Navigate to Management → Users → Manage Users to get to the Manage Users screen.
2. Under the “Search Results” section, select the users whose pay groups you wish to set by activating the checkbox next to each of their names. When the desired users are selected, click **Compare and Modify** below the list.

**Note:** If you assigned a default value in step 7 above, you will only need to select users for whom you wish to change the pay group from that default.

3. Under the “Custom Fields” section of the new Modify User page, you will find the heading “Pay Group:”. Use the dropdown menus under this heading to specify each user's pay group.
4. Under the “Custom Fields” section of the Modify User page, you will also find the heading “Employee Number”. These numbers should already be entered into ADP payroll. Anyone who has a blank value in their “Employee Number” field cannot be paid and should not be assigned to a pay group that you will be exporting. Those people should all be assigned to the 'None' or 'Ignore' pay group that you created in Section 4.1. Click **Save**.
5. **This step only applies if you will be exporting Dollars or expenses to ADP instead of Hours. The default and most common setting is just to export hours.** Assign correct values to your users' User Pay Rate and User Pay Rate Type extra fields. Every user who is eligible for export (eligible by virtue of the fact that they are assigned to a pay group other than the 'ignore' pay group) must have their User Pay Rate Type field set to 'Hourly'. These users must also have their correct hourly pay rate in the User Pay Rate field.
6. Alternatively, the User Import may be used to set the Extra Fields for multiple users. See the User Import Tool under Configuration → Imports → User Import for more information.

### ***4.3 Configure the PRE settings for the company***

1. Navigate to Tools → Export → Payroll Data to get to the Pay Group Configuration Manager page.
2. The company configuration page will come up if it has not been configured before. If this has been configured, select the link at the top of the page described as “Global payroll export parameters.” The link should contain your organization's name.
3. Enter the appropriate settings for the options shown on the page. The options are described below.
  - **PRE format** – Select the desired format from the dropdown menu.
  - **Company payroll identifier** – This is your ADP pay account number, which is usually 3 digits and usually only contains capital letters. This field does not enforce any restrictions or verify your entry in any way, so make sure the entry is correct.
  - **Company Name for payroll export file** – This name is also provided by ADP and can be up to 25 letters.

- **Pay group to be ignored by export** – Select the pay group that you wish to be ignored from the dropdown menu, usually 'None' or 'Ignore'. You set this when assigning pay groups to your users in Section 4.2.3.
- **Include header row in export file** – Ask your ADP service rep if the ADP service you are using wants to see the header row on the import file or not. Most of ADP's various service versions can handle either. If in doubt test it with the header row first, because it is easy to strip off and re-test.
- **Allow export to email?** – Instead of having the application generate the file and prompt you to save it, you can have the application email the file to you. You must have your Approval Email Settings configured to send email in order for this option to work properly (This can be found under Configuration → System Settings → Approvals and Auditing in the section titled “Approval Email Settings”).
- **Allow export to server?** – This will allow you to have the export file be generated within the Timesheet installation directory on the Timesheet application server instead of saving it to your local machine. Unless you specifically know that you want to do this you should probably leave this set to 'No'.
- **Export file line terminator** – Always set this to 'Windows'.
- **Pay type column** – Select the column name that your pay types appear in on the users' time entry screens. Usually 'Pay Type'.
- **Regular time letter code** – Set this to 'R'. If your set of pay type codes from ADP has a different letter or number for Regular Time then enter it here.
- **Overtime letter code** – Change it to 'O', usually. If your set of pay types codes from ADP has a different letter or number for Overtime then enter it here.
- **Extra user field used to specify the employee number** – Usually 'Employee Number'. This is the field that you populated in Section 4.2 Step 4 of the configuration.
- **Extra user field used to specify pay rate** – This field is ignored unless you are exporting Dollars or expenses to ADP. Regardless, set it to 'User Pay Rate'. This is the field that you populated in Section 4.2 Step 5 of the configuration.
- **Extra user field used to specify pay rate type** – This field is ignored unless you are exporting Dollars to ADP. Regardless, set it to 'User Pay Rate Type'. This is the field that you populated in Section 4.2 Step 5 of the configuration.
- **Extra user field used to specify pay group membership** – Usually 'Pay Group'. This is the field that you populated in Section 4.1 of the configuration.

- **Header for Job Cost # column (ADP only)** – Fill out the header you would like for the Job Cost # column. This setting is optional – if you are unfamiliar with this setting, then leave it blank.
- **Force display of Job Cost # column (ADP only) without department splits** – Select whether or not you would like to force display without departmental splits. This setting is optional – if you are unfamiliar with this setting, then leave it blank.
- **Department splits** – If you are exporting Department information to ADP then set this field to 'Yes'. If you are unsure then you are almost certainly not exporting Department information to ADP and should leave this field set to 'No'.
- **Department column** – This field is ignored unless you are using Department Splits. If you are using Department Splits then select the time entry screen column that contains the Department information.
- **Default department** – This field is ignored unless you are using Department Splits. If you are using Department Splits then fill in the Department that should be included in the export file when the Department cannot be determined by the data or when the Department specified in the user's record is not configured to be exported.
- **Export employees with no hours in period?** – Some payroll administrators find it useful to include these employees in the export. If you would like to see the employees who are not getting paid then set this field to 'Yes'.
- **Explain calculations?** – This is a diagnostic option. Leave it off by default. When you want to see the math behind the calculation of a single employee you can Modify your company PRE settings and set this to 'Yes'. When this is set to 'Yes' then a new field will appear on the 'Run PRE' page that allows you to enter a user's login ID in order to see the underlying calculations for that employee.
- **Export Field Separator** – This should be left at the default value of a single comma. If you need to set it to be tab-separated then you will need to enter a forward-slash and a lowercase t, like this: "/t".
- **Double Time Letter Code** – Change it to 'D', usually. If your set of pay types codes from ADP has a different letter or number for Double Time then enter it here.
- **ADP double time column** – This is determined by your ADP settings. You should ask your ADP service rep which column Double Time goes in to. ADP's default appears to be column 3.
- **Send hour data, dollar data, or both?** – Choose the setting that applies for your company from the dropdown menu. Most companies only send hours.

- **ADP Code for mileage (if any)** – Set this to your desired ADP mileage code.
  - **Currency to convert mileage records to (if any)** – select the currency you would like to convert mileage records to.
  - **Minimum interval between successive work-shifts for punch-in users.** – This field is a decimal value so you may enter "2.5" to indicate "2 and a half hours". This field only applies if you are using the shift-based Rules for any of your pay groups. This field is the maximum number of hours that a break can take without becoming a stop of work and a change of shifts.
  - **Allow Make-Up time?** – This field is no longer used. Simply leave it at 'No' and ignore it.
  - **Make-Up Time column** – This field is no longer used. Simply leave it at its default value and ignore it.
  - **Make-Up hours cutoff** – This field is no longer used. Simply leave it at its default value and ignore it.
  - **Time codes that count as Make-Up Time** – Ignore this field.
  - **User Extra Fields to show in preview and output** – Select any user custom fields that you wish to have shown in the preview of the output. These fields do not show up in the final export.
  - **Date on which paygroup rotations begin.** – Input the date on which paygroup rotations begin. If you are not using rotations, leave this blank.
  - **Roles that can see the OT/DT report during Approvals and Timekeeping** – Select which roles should have the authority to view the overtime and double time summary reports when viewing user timesheets during Approvals or Timekeeping. This report can also be turned on or off by Pay Group. See each individual Pay Group's configuration for this option.
4. Click **Save Configuration** at the bottom of the page to save this company PRE configuration.
  5. When the screen refreshes you will be taken to the Pay Group Configuration Manager page.

#### **4.4 Configure the PRE settings for your pay groups.**

1. If you are not already on the Pay Group Configuration Manger page, navigate to Tools → Export → Payroll Data. If you haven't completed Section 4.3, you will need to complete that section before continuing.
2. To select the pay group you wish to modify, select its name from the menu above the configurable fields. The links will be named something like "Modify Pay Group XX".
3. Enter the appropriate settings for the pay group. The options are explained below.
  - **Unique company code for this pay group? (Optional)** – If the pay group runs on a unique company code, enter it here. Otherwise, leave this field blank.
  - **Use rotating pay groups for users in this pay group? (Requires Pay Group Rotation field for all users in this group.)** – If you use rotating pay groups, select "Yes" from the dropdown menu. Otherwise, leave the field at "No".
  - **How long is a period?** – Set the value appropriate for the pay group.
  - **Start date for export** – Pick the date of the first day of your first pay period of the current fiscal year.
  - **Export only approved time?** – If you are using approvals or the commit feature in reports then this should be set to 'Yes'.
  - **Time Type** – 'Exception' time exporting is appropriate for salaried employees who only have vacation, sick, holiday, and other non-regular time reported. For all non-salary pay groups this field should be set to 'All'. Non-regular includes OT and DT in addition to exception.
  - **Send time data, expense data, or both?** – Select which type of data you would like to send.
  - **Overtime start day of week** – Choose the first day of the work-week for the pay group. This is typically the first day of the pay period.
  - **Overtime calculation method** – See Section 6.0 below for a detailed description of each of these choices. Each pay group only uses one overtime calculation method.
  - **Overtime spread** – This option only applies if you have configured the company-wide PRE settings to use department splits. If department splits are off then this setting should be set to 'N/A'. If department splits are on then you can spread the overtime hours across departments based upon the percentage that each department was worked in for the day or the week.

- **Overtime marked under shift where it was earned?** – This option only applies if you are using department splits and shifts. If you are using both of those features then you should set this field to 'Yes' unless you are not tracking overtime by shifts in ADP. If you are not using these features, or are not tracking overtime by shift in ADP then leave this field at the default value of 'No'.
  - **What to do with extra pennies:** – This is a reference to the Overtime Spread option above, and is ignored if Overtime Spread is set to 'N/A'. If you are using Overtime Spread then there can be some cases when there are extra pennies that cannot accurately be assigned to any of the departments. In these cases you have the option to 'Drop' the pennies or have them assigned to 'Any Department'. If you choose 'Any Department' then the extra pennies will be assigned to one of the departments that has time assigned within the period.
  - **How many hours in a day?** – This field is not used by the PRE export. This field may be used by some other Timesheet tool to define behavior for your pay groups. Unless you have specific instructions from the Journyx Professional Services team to change this value you should leave this field at the default.
  - **How many hours in a week?** – This field is not used by the PRE export. This field may be used by some other Timesheet tool to define behavior for your pay groups. Unless you have specific instructions from the Journyx Professional Services team to change this value you should leave this field at the default.
  - **Optional Shift Code** – If you are using Shifts, then enter a number into this field for the pay groups that are assigned to specific shifts. This number will appear in the 'Shift' column of the ADP export file for all worked hours for all members of this pay group.
  - **Number of minutes to round daily time to** – This field allows you to apply daily rounding to users' time before the application of the daily payroll rules. The default value of zero '0' means 'do not round'. A value of one '1' would also mean to not round. We recommend using the data validation tool to round user entries if this behavior is desired.
  - **Display the OT/DT report during Approvals and Timekeeping** – Select whether the overtime and doubletime summary report should be displayed for this Pay Group during Approvals and Timekeeping. The roles that are able to view this report are configured in the company PRE configuration.
4. Click **Modify Pay Group** at the bottom of the page to save your configuration.
  5. Repeat this configuration process for each of your Pay Groups. If you have additional unmodified Pay Groups, their configuration screen should show after successfully saving

the current Pay Group configuration. When all of your Pay Groups are configured, you will be prompted to configure your Pay Types.

## 4.5 Configure your pay types

1. If you are not already on the Pay Group Configuration Manger page, navigate to Tools → Export → Payroll Data. From the menu above the customizable fields, click the link that reads "Manage Pay Types". You can also access this page through the Navigation Menu via Management → Entry Columns → Pay Types → Manage Pay Types.
2. Select a reasonable number of Pay Types to configure at once, and click **Compare and Modify** at the bottom of the screen.
3. There are a total of four Pay Type custom fields to configure for each Pay Type. Enter the appropriate values for each Pay Type. The options are outlined below.
  - **PRE Column (if Time Code not blank)** – Specify the column which this Pay Type should be represented under, if it is not a regular Pay Type. Check the "PRE Time Code" setting for this Pay Type to determine if it is a regular Pay Type.
  - **PRE Overtime Validity** – Set this option to specify which types of overtime this Pay Type should qualify for.
    - **Not Valid** – Should not be counted towards overtime.
    - **Valid** – Counts towards both weekly and daily overtime.
    - **Valid for Daily Overtime Only** – Only counted for daily overtime calculations.
    - **Valid for Weekly Overtime Only** – Only counted for weekly overtime calculations.
  - **PRE Should Ignore** – If this is set to "Yes", all time billed to this Pay Type is ignored by the PRE.
  - **PRE Time Code (blank for regular)** – The time code to be used for this Pay Type, such as "H" for holiday or "S" for sick time. This Pay Type will be counted as regular time if this field is left blank.
4. Click **Save** at the bottom of the page.
5. To configure more pay types, click the link to the Pay Types page below the navigation menu. From this page, you can repeat the process from step 2 as many times as necessary.

**Note:** Alternatively, the Pay Type Import Tool may be used to set the custom fields for multiple Pay Types. See the Pay Type Import Tool under "Imports" in the "Configuration" tab for more information.

#### **4.6 Check your pay calendars.**

1. Navigate to Tools → Export → Payroll Data.
2. Click "Run [company] Export" in the menu above the customizable fields.
3. Check all of the pay groups and click **Choose PayGroups**.
4. Click on the link labeled "[Pay Group name] cycle number -->" under each Pay Group's cycle table.
5. Ensure that the Pay Cycles are correct for all of your Pay Groups. Only the cycles between the first day of the fiscal year and the current date will be shown. New cycles will be created automatically each period.
6. If the pay cycle dates are incorrect, follow these steps:
  1. Navigate to Tools → Export → Payroll Data.
  2. Click the link labeled "Modify Pay Group [Pay Group name]" at the top of the screen.
  3. Correct the information entered in the following fields:
    - How long is a period?
    - Start date for export
  3. Save the updated configuration by clicking "Modify Pay Group" at the bottom.
  4. Click the link labeled "Modify [company] Configuration".
  5. Click **Regenerate Cycles** at the bottom of the page. This will delete and recalculate the pay cycles for all of your pay groups.

## **5.0 Usage Instructions**

---

After the PRE is installed and the configuration is complete, you may use the Payroll Export. You must log in as an Administrator in order to use the PRE. It does not matter if anyone else is using the system or not.

1. Navigate to Tools → Export → Payroll Data.

2. Once the configuration is complete, the Payroll Data page should prompt you to 'Choose The Pay Groups to Export'. If not, click "Run [company] Export". Select the pay group or groups that you want to export and press **Choose PayGroups**.
3. Choose the pay period for each pay group by selecting the correct radio button on the left. You can click the link for "[Pay Group name] cycle number -->" to get a pop-up window with a list of all of your existing pay periods. If you enter a shift cycle number then the radial button next to the listed periods is ignored.
4. You have three options for how you want to run the export:
  - **Preview** – This will refresh the screen with a readable representation of the export file. This rendition will appear in colorful HTML tables that are aligned such that you can read the records and their headers. This is not an exact replica of the export file, but is an exact replica of the export data.
  - **Export** – This will create the ADP file. The system will stream the file to the browser in such a way that the browser should prompt you to save the file on your system.
  - **Export To Email** – This will email the file to you as an attachment. This option will only work if the email settings in the 'Approval Email Settings' correctly communicate with your mail server.

When a particular period is Exported or Emailed then that period will no longer appear as an option for that pay group. If you need to re-run a previously-exported period then you will have to enter the cycle number. When you do this, the export will re-calculate the entire period, and not limit the file to corrections.

## 6.0 Rule Descriptions

---

The following is a list of the rules that are currently available with the PRE. If you need to implement a rule that is not in this list then you need to speak to the Journyx Professional Services team about adding your rule(s). There may be some cost associated with adding new rules to the PRE.

Please note that these rules are only 1 part of the overall configuration of a pay group. The entire configuration of the pay group works as a team to accomplish the goal of correctly calculating the pay group members' payroll. Besides the pay group configuration, you will also need to properly configure the users' access to Pay Types via the Groups function in Timesheet, in order to achieve the overall configuration that will result in accurate payroll exports.

- **10 Hour Day 40 Hour Week**

- No Daily OT.
  - Weekly OT after 40 hours.
  - No DT.
- **10 Hour Day 40 Hour Week California**
    - Daily OT over 10 hours.
    - Weekly OT over 40 hours.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily DT over 10 hours.
    - Does NOT include Daily OT over 8 hours on 5th, 6th, and 7th consecutive days.
- **10 Hour Day 40 Hour Week Colorado**
    - Daily OT over 12 hours.
    - Weekly OT over 40 hours.
    - OT for more than 12 consecutive hours, regardless of day.
- **36/44 Hours in 2 Weeks, Friday off**
    - 2-week schedule.
    - Week 1 is 4 9-hour days, totaling 36 hours.
    - Week 2 is 4 9-hour days and 1 8-hour day, totaling 44 hours.
    - Daily OT over 9 hours except on the Friday of the 1<sup>st</sup> week, which is Daily OT over 8 hours.
    - Weekly OT over 36 hours in week 1 and 44 hours in week 2.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
- **36/44 Hours in 2 Weeks, Monday off**
    - 2-week schedule.
    - Week 1 is 4 9-hour days, totaling 36 hours.
    - Week 2 is 4 9-hour days and 1 8-hour day, totaling 44 hours.
    - Daily OT over 9 hours except on the Monday of the 1<sup>st</sup> week, which is Daily OT over 8 hours.
    - Weekly OT over 36 hours in week 1 and 44 hours in week 2.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
- **44/36 Hours in 2 Weeks, Friday off**
    - 2-week schedule.

- Week 1 is 4 9-hour days and 1 8-hour day, totaling 44 hours.
  - Week 2 is 4 9-hour days, totaling 36 hours.
  - Daily OT over 9 hours except on the Friday of the 2<sup>nd</sup> week, which is Daily OT over 8 hours.
  - Weekly OT over 44 hours in week 1 and 36 hours in week 2.
  - Daily DT over 12 hours.
  - 7th consecutive day: Daily OT over 8 hours.
- **44/36 Hours in 2 Weeks, Monday off**
    - 2-week schedule.
    - Week 1 is 4 9-hour days and 1 8-hour day, totaling 44 hours.
    - Week 2 is 4 9-hour days, totaling 36 hours.
    - Daily OT over 9 hours except on the Monday of the 2<sup>nd</sup> week, which is Daily OT over 8 hours.
    - Weekly OT over 44 hours in week 1 and 36 hours in week 2.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
- **8 Hour Day 40 Hour Week**
    - This rule might be called "40 Hour Week".
    - No Daily OT.
    - Weekly OT after 40 hours.
    - No DT.
- **8 Hour Day 40 Hour Week California**
    - Standard California 8/40 Rule.
    - Daily OT over 8 hours.
    - Weekly OT over 40 hours.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
- **8 Hour Day 40 Hour Week Drop OT**
    - Only OT-eligible Pay Types are counted.
    - All hours over 40 are dropped.
    - No OT.
    - No DT.
- **8 Hour Day 40 Hour Week Normalize**

- Only OT-eligible Pay Types are counted.
  - Hours are normalized to 40 by percentages per Pay Type.
  - No OT.
  - No DT.
- **8 Hour Shift 40 Hour Week**
    - Standard California 8/40 Rule.
    - Daily OT over 8 hours.
    - Weekly OT over 40 hours.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
- **8.5 Four Weekdays, 6 Saturday California**
    - Daily OT over 8.5 hours on weekdays.
    - Daily OT over 6 hours on Saturday.
    - No Daily OT on Sunday.
    - Weekly OT over 40 hours.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
    - Does NOT enforce only 4 weekdays of work.
- **9 Hour Day 80 Hours in 2 Weeks**
    - 2-week schedule, starting in the middle of the first day of the week.
    - Hours on the first day of the week are split between this week and last week, approximating a noon start time for the pay period.
    - Week 1 is 4 9-hour days and 1 8-hour day, totaling 44 hours.
    - Week 2 is 4 9-hour days, totaling 36 hours.
    - Daily OT over 9 hours except on the 5th day of the first week, which is Daily OT over 8 hours.
    - Weekly OT over 44 hours in week 1 and 36 hours in week 2.
    - Daily DT over 12 hours.
    - 7th consecutive day: Daily OT over 8 hours.
    - Pay Group's Start date for export must be the 1st work day of week 1, and will be the day that is split.
- **None**
    - No overtime calculation method is used.

- **User Choose**
  - OT and DT is not calculated.
  - The users must select OT or DT in the Pay Type column to qualify for those pay types.

## 7.0 Support Instructions

---

Any and all issues with these tools should be reported directly to Journyx's support department via email to [support@journyx.com](mailto:support@journyx.com). In any error report, please include enough information for the Journyx support team to reproduce the error. Generally, that will include a screen shot or the text of the error message, the steps that you took that caused the error, a copy of your debug.log file, and a fresh database backup.

## 8.0 Credits

---

These tools and documentation fall under the same license agreement as the core Journyx Timesheet software. Copyright by Journyx, 2011.