

Overtime Tracking

Summary

Overtime tracking allows team members to label overtime hours directly during time entry, ensuring accurate payroll and reports without manual calculations. This feature is available in BuilderPal Pro.

How-To Video

<https://www.youtube.com/embed/B894yTjFxcA?si=NRWd3ALXTGD9ME-D>

Prerequisites

- BuilderPal Pro subscription. [Upgrade to BuilderPal Pro](#)
- Timesheets enabled in your account.

Steps

1. **Navigate to Timesheet Settings in the Team Office.**
2. **Turn on the Overtime toggle in Core Settings.**
3. **When adding or editing time entries, select the Overtime label for applicable hours.**

Confirmation

Once enabled, the Overtime option will appear in time entry forms, and labeled hours will show up correctly in payroll and reports.

FAQ

Q: How does overtime tracking affect payroll?

A: It ensures OT hours are accurately reflected in payroll reports without needing manual adjustments later.

Q: Can team members mark overtime on mobile?

A: Yes, once enabled, the OT label is available when logging time via the mobile app.

Q: Is overtime calculated automatically?

A: No, team members manually label OT hours during entry; BuilderPal doesn't auto-calculate based on thresholds.

Q: Who can enable overtime tracking?

A: Admins or users with access to Timesheet Settings in the Team Office.

Q: Does this feature require any additional setup?

A: Just toggle it on in Core Settings; no further configuration needed.

Related Articles

- [Timesheet Settings](#)
 - [Clock In/Out](#)
 - [Approve Time](#)
 - [Time Report](#)
 - [Payroll Report](#)
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