

# **Advanced Tracker Technologies Inc**

## **Ignore Daily Overtime On Weekly Overtime Achievement**

### **Overview**

This document lays out the installation, setup and operation items related to the custom calculation policy "Ignore Daily Overtime On Weekly Overtime Achievement".

### **Notes**

Any reference to menu items within Employee Tracker assumes that the user is logged into the software with a properly privileged account.

Items laid out in this document have been deemed mandatory and failure to follow any of the steps mentioned will not allow for the modifications to work as expected.

## **Setup**

Under the menu Utilities->Policies, select the category "Custom" from the left and locate the policy titled "Ignore Daily Overtime On Weekly Overtime Achievement". Double click on the policy to toggle it on or off. When the policy is active, a checkmark will appear in the left column.

## **The Policy**

When active, this policy adjusts the standard operation of Employee Tracker calculation in relation to daily and weekly overtime distributions. Calculations governed with this policy will cause a regression of all hours paid to be applicable to weekly overtime only, once the regular hour amount defined within the Time Calculation rule has been achieved. This is a globally encompassing policy which cannot be further defined or refined.

Any transactions currently existing within Employee Tracker are not immediately affected by this policy. A recalculation is required to impose the policy upon historical transactions.

## **Conclusion**

Following the steps laid out herein should allow for Employee Tracker to completely follow the specifications outlined during the initial stages of this project. Should the end-results not meet the customers' expectations, please review that all items in this document are followed prior to contacting Advanced Tracker Technologies.

The software makes no reparations for incorrect use.