

# Timesheet Settings: Overtime Notification

To go to the overtime Settings setup page go to **Settings > Timesheet > General Settings > Overtime Notification**.

The screenshot shows the 'Overtime Notification' settings page. The 'Overtime Notification' section is highlighted with a red box, showing 'Daily' set to 8 hours and 'Weekly' set to 40 hours. The 'Pay Rules' section is also visible, with 'Pay Period Type' set to 'Weekly' and 'Payroll Start Date' set to 2/3/2022. A red arrow points to the settings gear icon in the top right corner.

## Daily

Set the **daily maximum regular working hours** on the corresponding field. In excess of this will be considered overtime.

The screenshot shows the 'Overtime Notification' settings page. The 'Daily' field in the 'Overtime Notification' section is highlighted with a red box and a red arrow, indicating it should be set to the daily maximum regular working hours.

## Weekly

Set the **weekly maximum regular working hours** on the corresponding field. In excess of this will be considered overtime.

The screenshot shows the 'Overtime Notification' settings page. The 'Weekly' field in the 'Overtime Notification' section is highlighted with a red box and a red arrow, indicating it should be set to the weekly maximum regular working hours.