Pay Rule

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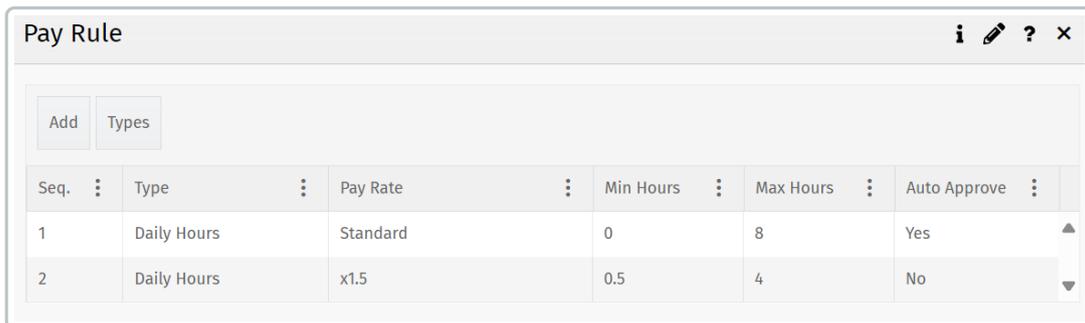
Relates to version
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Pay Rules define what hours people should be paid for and at what rate. The Pay Rules are processed after a user has clocked out. See Timesheet Approval.

Pay Rules are configured against the Shift Type. The image shows a Pay Rule popup with two rules setup.

In this example, the pay rules are:
- You get paid the **Standard** rate for your first 8 hours which will be approved automatically.
- If you worked more than 0.5 hours extra and a maximum of 4 hours overtime, you will be paid at **x1.5** of the **Standard** rate. This will need manual approval.

The **Add** and **Types** buttons in the image above lets you set up a Pay Rule Type and then Add a Pay Rule to a Shift Type. Note that you have to set up the Pay Rule Type first.

Before you can set up Pay Rules for a Shift Type you must have configured the appropriate Pay Rule Types and Pay Rates.

Pay Rate

Pay Rate defines the rate of pay that is usually defined as a multiple of standard rate. For example, standard rate and time-and-a-half. (x1.5).

Add/Edit Pay Rate

1. Navigate to the **Pay Rate** page and click the **Add** button.

2. Complete the **Add/Edit Pay Rate** input screen.

Add/Edit Pay Rate input screen

The following properties can be defined for Pay Rate:

Blue fields in the form are required and are flagged with an asterisk (*) in this document.

Name*: The name of the Pay Rate.

Description*: A description for the Pay Rate.

Pay Multiple*: Defines the rate to be used for that pay calculation. For example, if the standard wage is to be used, it will

have a multiple of 1. In another scenario, where you pay twice the rate when travelling to a client, the Pay Multiple will be 2.

Delete a Pay Rate

Navigate to the **Pay Rate** page, select the one you want to delete, and click the **Delete** button in the menu items that appear. Click **OK** in the dialogue box to delete.

Pay Rule Type

The Pay Rule Type defines the logic for calculating pay hours. There are three standard Pay Rule Types: Daily Hours, Weekly Hours and Flat Rate. Additional, custom rules can be be configured in consultation with a MESTEC consultant.

To add a Pay Rule to a Shift Type, you need to create a Pay Rule Type first.

Add/Edit Pay Rule Type

1. Navigate to the **Shift Type** page, click a Shift Type that the Pay Rule will apply to.

2. In the menu that displays click the **Pay Rules** button. The popup displays the pay rules that were set up for the shift type.

3. Click the **Types** button to display the **Pay Rule Types** screen.

4. Click the **New Custom Type** button.

5. Provide a **Name** and **Description** for the pay rule type.

Add a Pay Rule

1. Navigate to the **Shift Type** page, click a **Shift Type** that the pay rules will apply to.

2. In the menu the displays click the **Pay Rules** button. The popup displays the pay rules that were set up for the shift type.

3. Click the **Add** button and complete the input screen.

Add Pay Rule input screen

The following properties can be defined for a Pay Rule:

Blue fields in the form are required and are flagged with an asterisk (*) in this document.

Type*: The type of rule to help manage flexible shifts. Values:
- Daily Hours
- Flat Rate: you just get paid a flat rate. For example, £50 per day to cover expenses.
- Weekly Hours

Pay Rate*: The rate applied. For example, values could be: Standard, x1.5.

Min Hours*: The minimum amount of time worked before the Pay Rule applies.

Max Hours*: The maximum amount of hours you can work for the Pay Rule to apply.

Auto Approve tick box: Indicates if an attendance log with pay for this rule requires manual approval or not.

Param1: This field lets you further customize a Pay Rule.

Example pay calculations

The scenarios discussed in this example refers to the Pay Rules shown in the image below.

If a user is in attendance for 2 hours, they meet the minimum threshold for Pay Rule 1. So, they will be paid for 2 hours at the Standard rate.

If they work for 8.25 hours, this exceeds the maximum hours for Pay Rule 1. So, they will be paid for 8 hours for this Pay Rule. It does not meet the minimum hours for Pay Rule 2, so no additional pay under this rule.

If they work for 9 hours, they will get paid 8 hours under Pay Rule 1, 1 hour under Pay Rule 2. This will need manual approval.