

Overtime Recording Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on overtime recording. Overtime rates and conditions vary by award and agreement. Always check your applicable modern award or enterprise agreement for specific overtime provisions.

1. Purpose

This policy establishes procedures for recording overtime hours at [Company Name]. It ensures all overtime is properly documented for accurate payment and compliance with award requirements.

2. Scope

This policy applies to:

- All employees entitled to overtime payments
- All overtime worked regardless of duration
- All locations and departments

3. What is Overtime?

3.1 Definition

Overtime includes:

- Hours worked beyond ordinary hours
- Hours exceeding daily or weekly limits
- Work on days attracting overtime rates
- As defined in applicable award

3.2 Ordinary Hours

- Check award for ordinary hours definition
- Typically 38 hours per week
- May vary by award and role

4. Pre-Approval Requirement

4.1 Authorisation

- Overtime must be approved in advance
- Obtain manager approval before working overtime

- Emergency situations addressed separately

4.2 Approval Process

- Request overtime from manager
- State reason and expected duration
- Receive approval before commencing
- Record approval reference if applicable

5. Recording Overtime

5.1 Clock In/Out

- Record actual start and finish times
- Clock overtime hours same as regular hours
- System calculates overtime automatically

5.2 Overtime Details

- Record date and times accurately
- Note approval received
- Include reason for overtime if required

6. Types of Overtime

6.1 Before Shift

- Early starts before scheduled shift
- Must have prior approval
- Clock in when starting work

6.2 After Shift

- Working past scheduled finish
- Clock out when work completed
- Approval may be retrospective for urgent work

6.3 Additional Days

- Work on non-scheduled days
- Weekend or public holiday work
- Record as separate shift entry

7. Overtime Rates

7.1 Award Rates

- Overtime paid at award-specified rates
- Rates vary (e.g., time and a half, double time)
- Check applicable award for specific rates

7.2 Rate Application

- System applies correct rates automatically
- Based on hours worked and timing
- Query discrepancies with payroll

8. Time Off In Lieu (TOIL)

8.1 If Applicable

- TOIL may be available instead of payment
- Must be agreed in writing
- Taken at ordinary rate
- Check award for TOIL provisions

8.2 Recording TOIL

- Overtime hours recorded normally
- TOIL agreement documented
- TOIL taken recorded separately

9. Responsibilities

9.1 Employees

- Obtain approval before working overtime
- Record overtime hours accurately
- Report discrepancies promptly

9.2 Managers

- Approve overtime appropriately
- Review overtime records
- Monitor overtime patterns

10. Unauthorised Overtime

- Overtime without approval may not be paid
- Refer to Unauthorised Overtime Policy
- May result in counselling

11. Record Retention

- Overtime records kept per legal requirements
- Minimum 7 years retention
- Available for audit if needed

12. Review

This policy will be reviewed annually or when overtime practices change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Overtime Recording Policy.

Employee Name: _____

Signature: _____

Date: _____