Flat-Rate Employees & Overtime Flat Rates

Flat-rate employees: monthly overtime flat rate in hours

Enter here the monthly overtime flat rate to be applied for the employee, in hours. This number of overtime hours is included each month and, depending on the setting in "Flat-rate employees: offsetting", is deducted from the month-end balance.

Value	Unit
Numeric value	Hours per month with standard minutes (e.g., 3h 30min = 3.30)

Flat-rate employees: offsetting

This setting defines whether and according to which criteria the overtime flat rate is to be deducted from the respective employee's balance at the end of the month. The following options are available - to jump directly to the practical example, click the name of the option:

Option	Description
No offsetting[1]	Serves only to identify the employee as a flat-rate employee The balance is not changed automatically at the end of the month
Deduct flat rate from balance (max. 0)[2]	Means a reduction of the flextime balance by the flat rate, whereby the deduction can reduce the balance to 0 at most (not negative!)
Deduct flat rate from balance[3]	Means a reduction of the flextime balance by the flat rate, whereby a negative balance is also possible
Deduct flat rate from balance (extra hours)[4]	The flextime balance is reduced only by the number of hours that were actually worked in addition this month (regardless of the balance). The maximum deduction here also corresponds to the overtime flat rate.
Deduct flat rate from balance (only from flextime balance 1:1, 1:1.5, max. 0)[5]	This offsetting variant is used when two different overtime pools are in use. If, for example, extra hours (ratio 1:1) and overtime (ratio 1:1.5) are recorded in two different pools, the overtime flat rate is first deducted from the higher-ranking pool (overtime 1:1.5) and, once this is used up, from the next lower pool (extra hours 1:1.5). However, the deduction can reduce the balance to 0 at most (not negative).
Deduct flat rate from balance (only from flextime balance 1:1, 1:1.5)[6]	This variant works the same way as "Deduct flat rate from balance (only from flextime balance 1:1, 1:1.5, max. 0)", but here the deduction of the overtime flat rate can also result in a negative balance.

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Example "No offsetting"

The following examples (1-4) assume that the **flat rate is 10h**.

	Flextime balance as of the 1st of the month	Flextime balance before deduction (31st)	Flat-rate deduction	Flextime balance new
Ex. 1	1.00	7.00	0.00	**7.00**
Ex. 2	10.00	12.00	0.00	**12.00**
Ex. 3	35.00	10.00	0.00	**10.00**
Ex. 4	-4.00	-3.00	0.00	**-3.00**

As you can see, the 10h flat rate is **NOT** deducted from the flextime balance.

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Example "Deduct flat rate from balance (max. 0)

The following examples (1-4) assume that the **flat rate is 10h**.

	Flextime balance as of the 1st of the month	Flextime balance before deduction (31st)	Flat-rate deduction	Flextime balance new
Ex. 1	1.00	7.00	7.00	**0.00**
Ex. 2	10.00	12.00	10.00	**2.00**
Ex. 3	35.00	10.00	10.00	**0.00**
Ex. 4	-4.00	-3.00	0.00	**-3.00**

As you can see, the 10h flat rate is deducted from the flextime balance only to the extent that the flextime balance after the deduction is at least 0.00 and **not negative**.

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Example "Deduct flat rate from balance"

The following examples (1-4) assume that the **flat rate is 10h**.

	Flextime balance as of the 1st of the month	Flextime balance before deduction (31st)	Flat-rate deduction	Flextime balance new
Ex. 1	1.00	7.00	10.00	**-3.00**
Ex. 2	10.00	12.00	10.00	**2.00**
Ex. 3	35.00	10.00	10.00	**0.00**
Ex. 4	-4.00	-3.00	10.00	**-13.00**

As you can see, the full flat rate of 10h is always deducted from the flextime balance**,** even if the result is a **negative balance**!

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Example "Deduct flat rate from balance (extra hours)"

The following examples (1-4) assume that the **flat rate is 10h**.

	Flextime balance as of the 1st of the month	**Monthly extra / shortfall hours**	**Flextime balance before deduction (31st)**	**Flat-rate deduction**	**Flextime balance new**
Ex. 1	1.00	12.00	13.00	10.00	3.00
Ex. 2	10.00	2.00	12.00	2.00	10.00
Ex. 3	35.00	-5.00	30.00	0.00	30.00
Ex. 4	-4.00	11.00	7.00	10.00	-3.00

- **Flextime balance as of the 1st of the month:** shows the flextime balance as of the 1st of the month
- **Monthly extra/shortfall hours**: shows the extra/shortfall hours worked in this month
- **Flextime balance before deduction:** shows the sum of the *flextime balance as of the 1st* and the *monthly extra/shortfall hours*
- **Flat-rate deduction:** shows the flat rate deducted from the *flextime balance before deduction*, calculated on the basis of the *monthly extra/shortfall hours*
- **Flextime balance new:** shows the new flextime balance after deduction of the flat rate

As you can see, the flat rate is only ever deducted in the amount of the extra/shortfall hours worked and at most in the amount of the defined flat rate (10h in these examples).

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Example "Deduct flat rate from balance (only from flextime balance 1:1, 1:1.5 max. 0)"

The following examples (1-4) assume that the **flat rate is 10h**.

	Flextime balance 1:1 (regular and extra hours) before deduction	**Flextime balance 1:1.5 (overtime) before deduction**	**Flat-rate deduction**	**Flextime balance 1:1 new**	**Flextime balance 1:1.5 new**
Ex. 1	5.00	8.00	10.00	3.00	0.00
Ex. 2	5.00	0.00	5.00	0.00	0.00
Ex. 3	5.00	12.00	10.00	5.00	2.00
Ex. 4	-2.00	0.00	0.00	-2.00	0.00

Here you can see that the overtime flat rate is first deducted from the 1:1.5 overtime pool. Once this is used up, the remaining overtime flat rate is deducted from the regular 1:1 flextime balance, but only down to a balance of 0 at most.

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Example "Deduct flat rate from balance (only from flextime balance 1:1, 1:1.5)"

The following examples (1-4) assume that the **flat rate is 10h**.

	Flextime balance 1:1 (regular and extra hours) before deduction	Flextime balance 1:1.5 (overtime) before deduction	Flat-rate deduction	Flextime balance 1:1 new	Flextime balance 1:1.5 new
Ex. 1	5.00	8.00	10.00	3.00	0.00
Ex. 2	5.00	0.00	10.00	-5.00	0.00
Ex. 3	5.00	12.00	10.00	5.00	2.00
Ex. 4	-2.00	0.00	10.00	-12.00	0.00

This variant works as in the previous example, with the difference that the full 10h of overtime flat rate are always deducted, which can sometimes result in a negative balance.