

Weekly Rates Guide

How to create, assign, and review weekly rate groups in SyncroConnect.

What it changes	Weekly rates adjust the rate split shown in reports/payroll review across a weekly period.
What it does not change	Weekly rates do not replace the daily shift rules. Daily shift times, breaks, overtime rules and clocking records still run first.
Where it is set	Create the weekly rates group, then assign it to the relevant schedule template.

Before you start

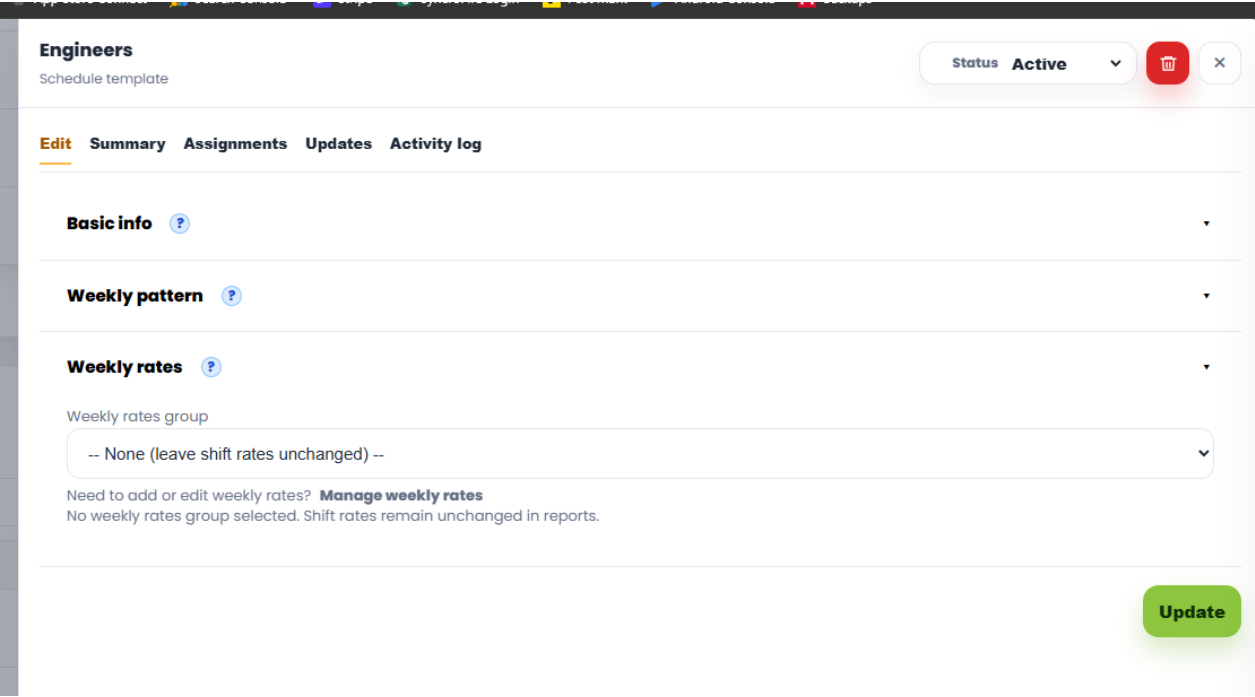
- Confirm the payroll/report week you want to review, for example Monday to Sunday.
- Decide which days should count towards the weekly threshold.
- Decide the base-hours target, for example 40:00 Basic.
- Decide which rates should be used after the base target is reached, such as Overtime or Double Time.
- Decide which absence groups, if any, should reduce the base-hours target.

Tip: Build one weekly rates group for each different weekly rule. Then assign the correct group to each schedule that needs it.

1. Open weekly rates on the schedule

Weekly rates are assigned from the schedule template. Open the relevant schedule, then open the **Weekly rates** section.

Use the **Weekly rates group** dropdown to assign an existing group to the schedule. If the schedule is left as **None**, shift-level rates remain unchanged in reports.

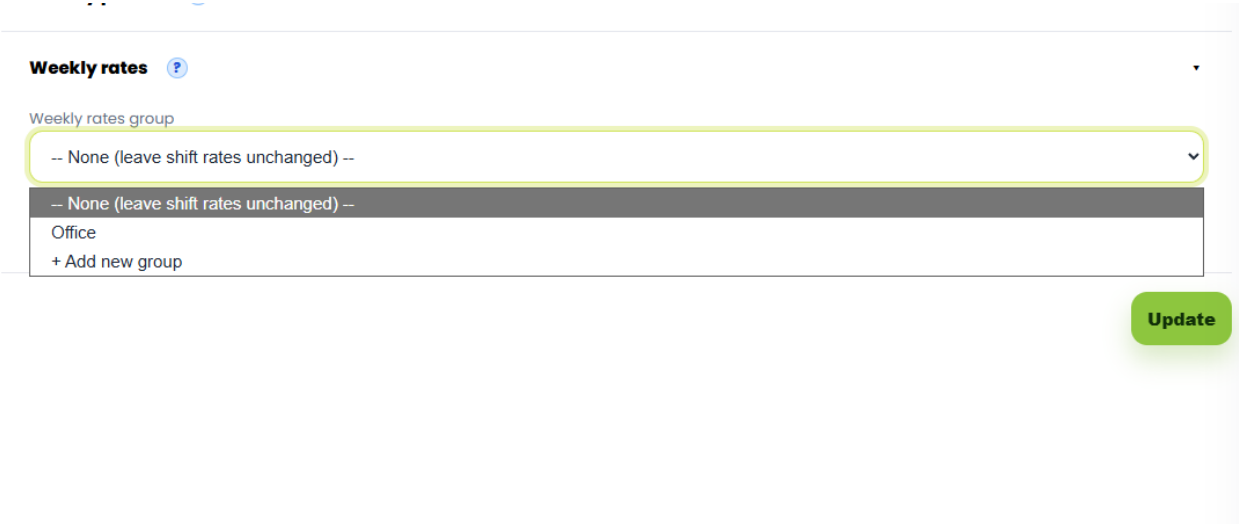


Assign weekly rates from the schedule

2. Create or edit a weekly rates group

To create a new weekly rates group, select **+ Add new group** from the dropdown.

The **Manage weekly rates** option is used to edit existing weekly rate groups.



Create a new weekly rates group

3. Name the group and choose included days

Give the group a clear name that describes the rule, such as Standard 40 Hours or Weekday Overtime.

Use **Included days** to decide which days are included in the weekly calculation. If a day is unticked, hours on that day are not included in the weekly rates calculation and will not be adjusted by that weekly rate group.

Example: if Sunday is unticked, Sunday hours stay as they are and do not count towards the weekly threshold.

Add weekly rates group

Group name
Standard Weekly Rates

Included days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday
☒ Friday ☒ Saturday ☒ Sunday

Rate bands
Set the rate and hours for each band. Shortfall order controls which extra band is deducted first when worked hours are reduced.

RATE	HOURS	SHORTFALL ORDER ?
-- Choose rate --	e.g. 45.00	Base band

Need to add or edit rates? [Manage rates](#)

+ Add another band

Absence types that reduce the basic-hours target
Open to choose which absence types should reduce the basic-hours target before overtime applies.

Add group

Name the group and choose included days

4. Set the rate bands

The **Rate bands** section controls the weekly thresholds.

The first band is always the base band. For example, setting **Basic** to **40:00** means the first 40 included hours stay in Basic before the employee moves into the next band.

Additional bands are added underneath. For example, adding **Overtime** at **10:00** means the next 10 hours after the Basic target will be paid as Overtime.

Bands are cumulative. If Basic is 40:00 and Overtime is 10:00, Double Time starts after 50:00 total included hours.

A high final band, such as 90:00, can be used when the final rate should effectively have no realistic cap. A lower final band can be used if that rate should stop after a set number of hours.

Shortfall order controls which extra band is reduced first if hours need to be moved back into the base target.

Rate bands

Set the rate and hours for each band. Shortfall order controls which extra band is deducted first when worked hours are reduced.

RATE	HOURS	SHORTFALL ORDER ?	
Basic	40:00	Base band	
Need to add or edit rates? Manage rates			
Overtime	10:00	Deduct 2nd	
Need to add or edit rates? Manage rates			
Double Time	90:00	Deduct 1st	
Need? Manage rates			
+ Add another band			

Set the rate bands

5. Choose absence groups that count towards the target

The absence section controls which absence groups count towards the base-hours target.

If an absence group is ticked, approved hours in that group reduce the amount of worked Basic hours needed before the employee moves into the next band.

Example: if the Basic threshold is 40:00 and the employee has 08:00 holiday in that period, ticking Holiday reduces the worked Basic target to 32:00.

Later bands are not reduced. The employee would still need to complete the overtime band before moving into the next band.

Absence types that reduce the basic-hours target

Open to choose which absence types should reduce the basic-hours target before overtime applies.

Example: if the weekly rates are **40 hours Basic**, then **10 hours OT 1.5**, ticking **Holiday** means if there was **7 holiday hours** the employee would only need **33 worked Basic hours** before moving into overtime.

☒ **Holiday**
☐ **Absence**

☐ **Sickness**
☐ **Training**

☐ **Other**

Advanced

Choose absence groups that count towards the target

6. Use advanced absence subcodes where needed

The **Advanced** option allows more detailed control using absence subcodes.

Use this when only certain absence subtypes should reduce the weekly Basic target. For example, one holiday or training subtype can be included while other subtypes are left unchanged.

Advanced (on)

- | | |
|---|---|
| ☐ ABS - Child care | ☐ ABS - Childcare Cover |
| ☐ ABS - Dentist | ☐ ABS - Sport day |
| ☐ ABS - Unpaid Leave | ☐ OTH - Company Shut Down |
| ☐ OTH - Maternity Leave | ☐ OTH - Pool Car |
| ☐ OTH - Unpaid Leave | ☐ SICK - Basic - SSP |
| ☐ SICK - Doctors | ☐ SICK - Hospital |
| ☐ SICK - Injury | ☐ TRN - Offsite training |
| ☐ TRN - Onsite Training | |

Use advanced absence subtype options

Example setup checklist

Use this checklist before saving a new weekly rates group or before using the figures for payroll.

Question	Example answer
What is the payroll/report week?	Monday to Sunday
Which days should weekly rates include?	Monday to Friday
What is the base-hours target?	40:00 Basic
Should weekend/day-off work be included?	No, leave Saturday and Sunday unticked
Which absence counts towards the target?	Holiday only
Which band should reduce first on shortfall?	Usually the highest rate first, then the next highest

Review before payroll

Check	What to confirm
Schedule assignment	The correct weekly rates group is selected on the schedule template.
Included days	Only the days that should count towards the weekly threshold are ticked.
Rate bands	The Basic target and any Overtime/Double Time bands match the payroll rule.
Absence handling	Only absence groups that should reduce the Basic target are selected.
Report result	Run the relevant report and check at least one employee example before payroll is finalised.

Important: Weekly rates affect report/payroll totals for schedules using that weekly rates group. If a schedule is set to None, the original shift-level rates remain unchanged.