

## Introduction

TNA allows you to categorise the time worked by the employee. Typical categories include Normal Time, Excess Time, Overtime, Double Time etc. Depending on the time of day worked, the employee accrues time in these different categories. Some of these categories may require authorisation before they can be paid. In other words you may require that time worked at a particular category be Authorised by a supervisor or manager before it can be accrued by the employee for payment.

You can setup overtime authorisation on daily or payroll hours.

**Please note:** This feature is only available on levels Standard and higher.

Permalink: <http://tinyurl.com/k3xm63e>