



Overtime Pay in Singapore: Calculate the Hourly Rate Correctly

Description

For an employee covered by the Employment Act overtime provisions, overtime is paid at least 1.5 times the hourly basic rate. Confirm coverage, use basic rate of pay rather than gross salary, and retain the hours record. This guide is for a payroll administrator or employee checking overtime pay and resolves one task: confirm coverage and reproduce the overtime amount from basic pay and hours. The material claims were checked against [MOM overtime calculator guide](#) and [MOM hours and overtime guide](#).

Choose the route that matches your case

Situation	What to do
Employee is covered by overtime provisions	Use the official monthly-rated or daily-rated formula
Role or salary may fall outside coverage	Confirm coverage before calculating
Work occurs on rest day or public holiday	Use the separate applicable rule
Hours record differs	Reconcile roster, clocking, approvals and payslip

Confirm coverage first

Not every employee is covered by the Part IV hours and overtime provisions. According to [MOM overtime calculator guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Record role, salary basis and coverage conclusion.

Use basic pay

The formula uses the hourly basic rate, not every allowance or gross-pay component. According to [MOM hours and overtime guide](#), the controlling detail for this branch is the specific rule or service

condition cited here.

Identify the monthly basic salary from the contract and payslip.

Apply the official divisor

MOM provides formulas for monthly-rated employees based on normal working hours. According to [MOM overtime calculator guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Do not invent a 30-day or 22-day divisor when the official formula applies.

Multiply eligible hours

Count authorised or required overtime from the records and apply at least 1.5 times the hourly basic rate. According to [MOM hours and overtime guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Separate rest-day and public-holiday work.

Respect work-hour controls

Payment does not remove maximum-hour, break and safety duties. According to [MOM overtime calculator guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Flag excessive patterns for workforce planning.

Audit the payslip

The payslip should let another person reproduce quantity, rate and amount. According to [MOM hours and overtime guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Retain rosters, time records, approvals and correction evidence.

Run the numbers or sequence

If the official formula produces an hourly basic rate of S\$20 and there are 8 eligible overtime hours, overtime at 1.5 times is S\$240. Replace both inputs with the employee record.

The calculation or sequence above is an LBRD working example. Replace every example input with the amount, date, access condition or document from your own case. Keep the official rate or threshold beside the working so another person can reproduce the answer.

Build a verification note another person can check

Before acting, create a one-page case note headed with the task, the date checked and the person responsible. Copy only the facts that affect your decision, then attach the statement, booking, application, receipt, map record or screenshot that supplies your own input. This separates a published rule from a personal assumption. If the official page changes, keep the earlier dated record but rework the decision with the live version.

Controlling source	What to verify	What to retain
MOM overtime calculator guide	Coverage, hourly basic-rate formulas and 1.5-times overtime treatment.	Record the page date, the exact rule used and the case input it governs.
MOM hours and overtime guide	Normal hours, overtime limits, rest days and employer record duties.	Record the page date, the exact rule used and the case input it governs.

Read the source in context, including definitions, exceptions and effective dates. A relevant page is not proof by itself: the cited passage must contain the particular rate, deadline, eligibility condition, access rule or warning used here. Where two official channels appear inconsistent, pause and ask the authority about the exact case rather than choosing the more convenient answer.

Use the guide with its limits

For a business, the person who knows the rule is not always the person who controls payroll, Bizfile, the bank guarantee or the grant file. Assign an owner and reviewer, preserve the submission acknowledgement and schedule a check after the external system has processed the change.

No interview, personal use, fresh field visit, survey result or price check is claimed unless explicitly stated. Availability, fees and procedures can change. Reopen the linked authority page immediately before payment, travel, filing or emergency use.

Before you act

1. Confirm overtime coverage
2. Identify basic salary
3. Use official hourly formula
4. Verify eligible hours
5. Apply at least 1.5 times
6. Separate special-day work
7. Reconcile payslip and records

Mistakes that change the outcome

- Using gross salary
- Assuming everyone is covered
- Using an invented divisor

- Mixing rest-day hours
- Paying but ignoring hour limits

Continue with the relevant LBRD guide

Next, [check payslip presentation](#). You can also [retain time and payroll evidence](#).

Questions readers ask

Which source controls this decision?

MOM overtime calculator guide controls the main rule, with MOM hours and overtime guide used for the second check.

Can I use the worked example as my final figure?

No. Replace every input with your own dated record and confirm the live rule before acting.

What should I save?

Keep the official page date, your case inputs, the calculation or sequence, and the submission or payment acknowledgement.

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