



Part-Time Overtime Pay: Use the Two-Rate Singapore Calculation

Description

For a covered part-time employee, hours beyond the contracted daily hours but not beyond a comparable full-time employee’s normal hours are paid at the basic hourly rate. Hours beyond the comparable full-time threshold are paid at 1.5 times that rate. [MOM part-time overtime guide](#). [MOM part-time employment overview](#).

Choose the branch that matches your case

Situation	Next step
Worked only contracted hours	No overtime band arises
Worked beyond part-time hours but within full-time hours	Pay the extra hours at basic hourly rate
Worked beyond comparable full-time hours	Pay those excess hours at 1.5 times basic hourly rate
No clear comparable full-time schedule	Resolve the comparator before payroll closes

Confirm part-time status

MOM generally treats an employee working under 35 hours a week under a contract of service as part-time for these rules. Coverage and the written schedule matter. [MOM part-time overtime guide](#).

Save the contract, weekly hours and job comparator before calculating a single shift.

Find the comparable full-time day

The second rate boundary comes from the normal hours of a similar full-time employee, not an arbitrary eight-hour assumption. [MOM part-time employment overview](#).

Use the same type of work and workplace where possible, and document the comparator.

Split the shift into bands

Contracted hours form the first band, extra hours up to the full-time threshold form the second, and hours beyond it form the 1.5-times band.

Draw the shift on a time line and exclude unpaid breaks consistently.

Use the basic hourly rate

The overtime formula uses the hourly basic rate of pay. Allowances and gross pay components should not be inserted without support.

Tie the rate to the contract and payroll record, including any monthly-to-hourly conversion used.

Check the MOM example logic

MOM illustrates a four-hour part-time day against an eight-hour full-time day. A nine-hour shift produces four extra hours at basic rate and one hour at 1.5 times.

The arithmetic changes if the contract, comparator or break duration differs.

Put the calculation on the payslip trail

Record date, actual start and end, breaks, approved overtime, rate bands and amount paid.

A total overtime figure without underlying hours is difficult for either party to verify.

Resolve disputes with records

Rosters, time clocks, messages and payslips should tell the same story. If they conflict, correct the source record before rolling the result into later payroll.

Employees should raise discrepancies promptly through the employer process and use official dispute channels if unresolved.

Build a dated decision record

Write down the exact outcome you need: split extra hours into the correct rate bands and produce an auditable payroll calculation. Keep the household, company, product, trip or booking facts that produced the result beside it. A result based on different facts is not a precedent, even when the headline issue looks similar.

Record the date and the controlling page you checked. For this decision, the source set is MOM part-time overtime guide; MOM part-time employment overview. Save the relevant reference number, model, class, property detail, deadline, service route or ticket choice. That makes it possible to reconstruct the decision if a rule, inventory position or personal fact changes.

Use two working aids instead of a single yes-or-no note. First, make a three-band shift timeline. Second, add a worked two-rate payroll calculation. The first shows how the facts map to the official rule or live service; the second exposes the timing, cost, trade-off or follow-up action that a simple eligibility answer can hide.

Set a stop condition before acting. Pause if you encounter paying every extra hour at one rate, assuming eight full-time hours, using gross pay without support, or if any fact no longer matches the source you checked. Re-run the relevant official tool or contact the competent organisation. The purpose of the record is not paperwork for its own sake. It prevents an old screenshot, rough estimate or remembered rule from becoming an expensive assumption.

Run a final preflight

Before committing money, submitting a form, changing a legal record, starting the trip or relying on the plan, read the opening answer again against your own facts. Confirm who is affected, which date controls, what evidence is still current and which organisation has authority to decide the case. If one of those elements is missing, the decision is not ready.

Then assign the next action and a review date. The action may be a filing, a call, a booking, a household discussion or a fresh check of the live service. Keep the answer from MOM part-time overtime guide beside the supporting detail from MOM part-time employment overview. This two-source preflight is deliberately short: it is the last chance to catch a stale rule, misunderstood threshold or unsupported assumption before it becomes harder to reverse.

Work the example before the real decision

A part-timer contracted for four hours works nine hours, while a comparable full-timer normally works eight. At S\$12 an hour, extra pay is four hours at S\$12 plus one hour at S\$18, totalling S\$66. This excludes the four contracted hours.

Reader checklist

1. Confirm Employment Act coverage
2. Retrieve the part-time contract
3. Identify the full-time comparator
4. Exclude unpaid breaks
5. Split the hours into two rate bands
6. Show the rates and workings
7. Retain attendance evidence

Mistakes to avoid

- Paying every extra hour at one rate
- Assuming eight full-time hours
- Using gross pay without support
- Counting unpaid breaks
- Showing no workings on payroll records

Related next reads

After split extra hours into the correct rate bands and produce an auditable payroll calculation, [calendar another ACRA filing](#). You can also [audit the payroll record](#).

Questions readers ask

Is every extra hour paid at 1.5 times?

No. The 1.5 rate begins only after comparable full-time normal hours are exceeded.

What rate applies before that threshold?

The part-time employee basic hourly rate.

Why is the comparator important?

It sets the boundary between the two overtime rates.

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