OVERTIME SELF-CHECK · MMM TRAINING

Overtime You Found Out About Later

90 SECONDS

Tick what's true about how overtime actually gets approved in your business.

Overtime you discover on a payroll register isn't managed. It's just reported.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **Overtime is approved before it's worked, every time.**
  If not: the decision was made by whoever was on shift, and you're informed afterwards.
- ☐ **One named person approves it, and everyone knows who.**
  If not: it gets approved by whoever is easiest to ask, which is not a control.
- ☐ **Managers can see approaching overtime mid-week, not after.**
  If not: by the time it's visible, it's already been earned and is owed.
- ☐ **I know which roles generate most of our overtime.**
  If not: you're treating a symptom that has a specific and probably fixable cause.
- ☐ **Overtime is the exception, not part of how we normally staff.**
  If not: it's become a permanent premium on your base labor cost.
- ☐ **I could say what overtime cost us last month without looking.**
  If not: it's not being managed as a cost. It's being absorbed as one.

Now count the boxes you left empty.

Overtime is rarely an abuse problem. It's almost always a visibility problem, and visibility is a process you can build.

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0–1 blank
You have visibility
You can see your labor. Most owners at your size cannot.

2–3 blanks
You're paying for guesses
Some of this is recoverable within a quarter, without cutting a single person.

4–6 blanks
Your largest cost is unmanaged
Labor is usually the biggest controllable number in the business. This one is running itself.

WHAT THIS USUALLY COSTS

Overtime is time-and-a-half on a guess.

Ten unmanaged hours a week at time-and-a-half is a five-figure annual number in most businesses this size. The People Operations Review calculates yours.

People Operations Review
From $1,500
Book at mmmtraining.org

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