

The start date of your work week must be specified to ensure proper weekly overtime calculation. By default the system will set the first day of your work week to Sunday.

- 1. Go to **Tools** in the top-left of TimeSummit.
- 2. Click on Options.
- 3. Click on **Time & Attendance**.
- 4. Select the start day of your Work Week.
- 5. Click OK when done.

