

COMPANY DEMOGRAPHICS

Legal Name : _____

DBA : _____

Address 1 : _____

Address 2 : _____

City : _____ State: _____ Zip: _____ - _____

Phone : _____ Fax : _____

Contact 1 : _____ Contact 2 : _____

Phone : _____ Phone : _____

Email : _____ Email : _____

Federal Employer Identification Number (FEIN) : _____ - _____

Pay Period Setup

- Daily Monthly
 Weekly Semi-Monthly
 Bi-Weekly

Please list your pay period begin and end dates

1st Period Begin : _____

1st Period End : _____

1st Process Date : _____

2nd Period Begin : _____

2nd Period End : _____

2nd Process Date : _____

Holiday Lists

- Does your company offer paid time off for Holidays
 Do all employees receive the same paid Holidays
 Do hours count toward clock based accruals
 Probation Period How many days: _____
 Do EE's receive pay differential for working on Holiday
 Receive ___ time their regular pay
 Do Holiday hours count toward OT totals

BANK ACCOUNT - For Billing Purposes

Account : _____

Transit : _____

Bank Name : _____

Overtime Policies

- Do Employee's earn Weekly OT

After how many hours is OT earned: _____

- Do Employee's earn Daily OT

After how many hours is OT earned: _____

- Do Employee's earn any other OT level (DT)

After how many hours is OT earned: _____

Holidays - Please list all Paid Holidays below

Holiday Name	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Accrual Policies

POLICY 1: _____

Accrues :

- Per pay period
- Annually, January
- EE anniversary
- Other _____

Rollover:

- Cal year end
- EE anniversary
- Does not rollover

POLICY 2: _____

Accrues :

- Per pay period
- Annually, January
- EE anniversary
- Other _____

Rollover :

- Cal year end
- EE anniversary
- Does not rollover

Yrs of Svc Rate C/O Bal Max

Yrs of Svc	Rate	C/O	Bal Max

Yrs of Svc Rate C/O Bal Max

Yrs of Svc	Rate	C/O	Bal Max

** If you have more policies please attach a second page*

Departments

**List your department structure below - If using integration b/w payentry and TimeForce
CC1 will update for the employee's automatically**

CC Level 1

CC Level 2

CC Level 3

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meal Policies

- Will EE's be receiving an automatic lunch deduction? Does the deduction occur after specific hours worked?
- Do you have start and stop times for the deduction? Number hours worked _____
- Start _____ Stop _____ How much time deducted _____
- If EE takes less deduct full amount

Premium Pay Policies

Policy # 1

- Do EE's receive pay rate differential for working certain shifts, departments, or at specified times?
- Does this take effect on specific days of the week/time of day? Specific period _____
- Does the EE receive the differential for working certain shifts of departments? Shift/Dept _____

Select the type of Pay Differential:

- Pay multiplied by a factor
- Pay plus a premium
- Fixed Rate

What is the factor, premium, or fixed rate? _____

Policy # 2

- Do EE's receive pay rate differential for working certain shifts, departments, or at specified times?
- Does this take effect on specific days of the week/time of day? Specific period _____
- Does the EE receive the differential for working certain shifts of departments? Shift/Dept _____

Select the type of Pay Differential:

- Pay multiplied by a factor
- Pay plus a premium
- Fixed Rate

What is the factor, premium, or fixed rate? _____

Policy # 3

- Do EE's receive pay rate differential for working certain shifts, departments, or at specified times?
- Does this take effect on specific days of the week/time of day? Specific period _____
- Does the EE receive the differential for working certain shifts of departments? Shift/Dept _____

Select the type of Pay Differential:

- Pay multiplied by a factor
- Pay plus a premium
- Fixed Rate

What is the factor, premium, or fixed rate? _____

Punch Rounding - (TimeForce can only round individual punches not Total hours)

- Will you be using any punch rounding policies?
- Do you want to round to a specific time based on a range? (ex. 8:00 - 8:15 rounds to 8:00)

OR

- Do you want to round to a specific time based on a range? (ex. 8:00 - 8:15 rounds to 8:00)

Range Rounding

Start time of range _____ Ending time of range _____

At what time should punches failing in that range be rounded to? _____

Interval Rounding

At what interval should the punches be rounded?

Which punches do you want the system to round?

- | | | | |
|------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> 3 Minutes | <input type="checkbox"/> 10 Minutes | <input type="checkbox"/> All Punches | <input type="checkbox"/> First "IN" Punch |
| <input type="checkbox"/> 5 Minutes | <input type="checkbox"/> 15 Minutes | <input type="checkbox"/> All "IN" Punches | <input type="checkbox"/> Last "OUT" Punch |
| <input type="checkbox"/> 6 Minutes | <input type="checkbox"/> 30 Minutes | <input type="checkbox"/> All "OUT" Punches | |

Additional Notes / Special Instructions