

Payentry Time Management Questionnaire



Company Name:

Time Management Point of Contact:

SETUP

Period Start Date:

Period End Date:

Time Zone:

Pay Frequency:

OVERTIME

For overtime calculation, what day of the week does your 7-day work week start?

Do you have daily overtime rules [over 8 hours]?

Do you have weekly overtime [over 40 hours]?

Are there any additional hours aside from regular hours used to calculate overtime?

HOLIDAYS

Do employees get paid holidays?

Who is eligible for paid holidays?

Please describe what happens if an employee works on a paid holiday:

If a holiday falls on a Saturday, do you pay on the day before or day after?

If a holiday falls on a Sunday, do you pay on the day before or day after?

Please select holidays that apply:

New Year's Day

Other Holidays Observed:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

TIMECARD RULES

How are employees clocking in and out? **Select all that apply:**

Kiosk Clock

Mobile Punching

Electronic Timesheets

Will Salaried Employee hours be tracked in Time Management?

Yes

No

EMPLOYEE ACCESS

| | | |
|--|-----|----|
| Do you want employees to punch in and out? | Yes | No |
| Do you want employees to clock into Jobs? | Yes | No |
| Do you want employees to edit their own timecards? | Yes | No |
| Would you like employees to request time off? | Yes | No |

ADDITIONAL TIME MANAGEMENT SETUP

| | | |
|-------------------------------------|-----|----|
| Do you round your employee punches? | Yes | No |
| If yes, please round after: | | |
| Do you have automatic lunches? | Yes | No |
| If yes, please provide details: | | |
| Do you want to track infractions? | Yes | No |
| If yes, please provide details: | | |

TIME MANAGEMENT USERS

List all Time Management Users below:

Please add the departments and locations that the supervisor can view - if they can view all, just add ALL in that column.

| Name | Email | Department | Employees |
|------|-------|------------|-----------|
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|--|-----|----|
| Would you like timecards to be approved before payroll is processed? | Yes | No |
| If yes, please indicate what users need to approve timecards: | | |
| Employees | | |
| Supervisors | | |
| Administrators | | |

OTHER TIME MANAGEMENT NOTES

If not applicable, put N/A

Thank you for completing the Payentry Time Management Questionnaire. We are committed to implementing your account and look forward to working with you and/or your team!