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

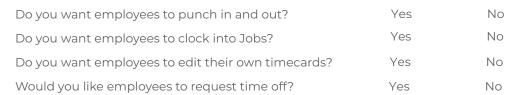
How are employees clocking in and out? Select all that apply:

Kiosk Clock

Mobile Punching

Electronic Timesheets

EMPLOYEE ACCESS





ADDITIONAL TIME MANAGEMENT SETUP

Do vou round	vour emp	lovee punc	:hes? `	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

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!