

TIME SETUP QUESTIONNAIRE



Sales Rep

Setup Rep

Company Code	Company Name	Company Contact Name	Contact Phone #

Clocks	Modules
<p>Clock Model:</p> <p>Number of Clocks:</p> <p><input type="checkbox"/> Purchase <input type="checkbox"/> Rental</p>	<p><input type="checkbox"/> ESS</p> <p><input type="checkbox"/> Time off requests</p> <p><input type="checkbox"/> Basic Scheduling</p> <p><input type="checkbox"/> Advanced Scheduling</p>

Timekeeping ESS Configuration

Check all that apply	Approved IP Addresses for Web clock
<p><input type="checkbox"/> Web clock</p> <p><input type="checkbox"/> Timecard</p> <p><input type="checkbox"/> Schedule</p> <p><input type="checkbox"/> Profile</p> <p><input type="checkbox"/> Request time off</p> <p><input type="checkbox"/> Allow mobile punches</p> <p><input type="checkbox"/> Enable GPS Location</p> <p><input type="checkbox"/> Enable Geofencing</p>	<p>The IP Filter restricts employees from using the WebClock outside of the company's network. This prevents an employee from clocking in from home.</p> <p>Provide list of approved IP addresses below:</p>

Intelligent Clock Features

☐ Enable Intelligent Clock Features

Track Breaks

☐ Y ☐ N

☐ Breaks are unpaid ☐ Breaks are paid
Describe paid break rule:

Track Meals

☐ Y ☐ N

☐ Meals are unpaid ☐ Meals are paid
Describe paid meal rule:

Meal Enforcement

☐ Y ☐ N

Restrict employees from punching in from a meal if meal is less than ____ minutes

Schedule Enforcement

☐ Y ☐ N

Prevent early and unscheduled employees from clocking in employees can clock in ____ minutes early

Meal Penalty Alerts

☐ **Yes**, display an ALERT on timecards when an employee works at least 5 hours and does not clock out for a lunch.
☐ **Yes**, display an ALERT on timecards when an employee works at least 5 hours and does not clock out for a lunch AND automatically add meal penalty hour to timecard.
☐ **No** meal penalty alerts needed.

California law requires that nonexempt employees not work more than five hours without an uninterrupted, duty-free meal period of at least 30 minutes. Certain exceptions may apply, including where the employee works no more than six hours and voluntarily gives up the right to take a break. Employees who work more than 10 hours in a day are entitled to take a second meal break.

Under California law, when an employer fails to provide a proper meal break to a nonexempt employee, the premium (penalty) owed is one hour of extra pay for each workday that this occurs.

Timekeeping Supervisors:

Supervisor first and last name	Login Type	Which employees is this supervisor allowed to see? Please describe the group, department, location, criteria, etc. If supervisor can see all, leave blank.
	<input type="checkbox"/> Client Administrator (full rights) <input type="checkbox"/> Supervisor w/restrictions <ul style="list-style-type: none"> <input type="checkbox"/> Can edit punches <input type="checkbox"/> Can access employee setup 	
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Database Settings

Day workweek begins for the purpose of calculating overtime	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat
Overtime Rule	<ul style="list-style-type: none"> <input type="checkbox"/> Standard California OT (8 hrs day/40 hrs week) <input type="checkbox"/> Standard FLSA (No daily OT/40hours week) <input type="checkbox"/> 4/10 Schedule (Overtime after 10 hours a day/40 hours a week) <input type="checkbox"/> Multiple States (if you operate in multiple states, please list states and describe desired overtime rules below) <input type="checkbox"/> Exempt/Alternative work schedule: If you are subjected to an exemption of either the CA Standard or FLSA standard, a member of our HR compliance department will reach out to you to determine which OT rules apply to your organization. <input type="checkbox"/> Other (Describe Below):
Extra Categories List pay categories needed in addition to the default categories of Regular/OT, Sick, Vacation, Holiday, Personal, Misc., Bonus, Commission, and Salary (optional). List additional pay categories:	
Midnight Rule Will any of your employees work shifts that may potentially cross midnight? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when employees' shifts cross midnight what day should their time appear on? <input type="checkbox"/> Day they started their shift <input type="checkbox"/> The day they ended their shift <input type="checkbox"/> Split at midnight <input type="checkbox"/> Split at some other time (describe below)
Rounding Rules Disclaimer. Under California law, a rounding policy is only allowed when the policy is (1) fair and neutral on its face and (2) is not used to deprive employees of wages over time. For example, if a policy rounds to the nearest quarter hour but employees tend to arrive late more often than they leave early and employees are paid less on average than they would be if their time was tracked to their actual time punches, the policy is illegal. Let your representative know if you would like to schedule a complimentary consult with our HR compliance team to review.	

Database Settings

Rounding Rules	<input type="checkbox"/> None: No rounding <input type="checkbox"/> N10: Round to the nearest 10 minutes <input type="checkbox"/> N15: Round to the nearest 15 minutes <input type="checkbox"/> N5: Round to the nearest 5 minutes <input type="checkbox"/> N6: Round to the nearest 6 minutes (tenth of an hour) <input type="checkbox"/> Other: (Requires custom scripting – describe below) <input type="checkbox"/> I would like a free consult with the HR team to discuss
Clock Prompts Will any data need to be collected using clock prompts (such as job code, department, tips, sales, etc.)?	What data will need to be collected?
<p>Holidays. Select the holidays that will be recognized in the system allowing hours worked to be treated differently:</p> <p>Are employees automatically paid on holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Which employees are eligible for holiday pay?</p> <p>Are employees paid an overtime premium for holidays worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Yes, they are paid at an overtime rate of <input type="checkbox"/> 1.5x <input type="checkbox"/> 2.0x <input type="checkbox"/> Other (describe)</p> <p>Notes:</p>	<input type="checkbox"/> New Year's Day or closest weekday <input type="checkbox"/> Martin Luther King Jr Day <input type="checkbox"/> President's Day <input type="checkbox"/> Easter Sunday <input type="checkbox"/> Memorial Day <input type="checkbox"/> Flag Day <input type="checkbox"/> Independence Day or closest weekday <input type="checkbox"/> Labor Day <input type="checkbox"/> Columbus Day <input type="checkbox"/> Veterans Day or Closest Weekday <input type="checkbox"/> Thanksgiving (Thursday) <input type="checkbox"/> Thanksgiving (Friday) <input type="checkbox"/> Christmas Eve <input type="checkbox"/> Christmas Day or closest weekday <input type="checkbox"/> Others (List below) Additional/custom holidays observed:

Database Settings

Shift Differentials: Describe shift differential rules:

Timecard Signature Line

Specify text (up to 200 characters) to be printed at the bottom of each timecard along with a signature line (optional). If no custom timecard signature is provided the default is as follows:

"I affirm and represent that this timecard accurately reflects my hours worked for the pay period indicated above. I am not being asked to sign an inaccurate form. I was provided the opportunity to use both my meal and rest periods for each day worked in accordance with company policy. I understand that if for any reason I was not provided an opportunity to take my meal or rest periods on any day, I must notify my supervisor immediately in writing."

- ☐ Use default
- ☐ Use custom signature provided below:

Accruals

1. Will employees be paid when their time off exceeds their existing accrued balance?
 - ☐ YES
 - ☐ NO, DO NOT PAY any negative time off
 - ☐ YES, employees will be allowed to go into the "negative" up to ____ hours
2. Will employees be allowed to request Unpaid Time Off?
 - ☐ YES ☐ NO, time off must be paid

Additional setup notes/requests: