

TIMECARD & ATTENDANCE SETUP

Payroll System Configuration & Employee Record

1. EMPLOYEE & DEPARTMENT PROFILE

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / COST CENTER

JOB TITLE

SUPERVISOR / APPROVER NAME

PAY PERIOD FREQUENCY

2. PAYROLL & POLICY RULES

STANDARD HOURS PER DAY

STANDARD HOURS PER WEEK

OVERTIME RATE MULTIPLIER

DOUBLE TIME RATE MULTIPLIER

STANDARD BREAK DURATION (MINUTES)

BREAK POLICY

3. TIMECARD ENTRY SETUP

DAY	DATE	TIME IN	BREAK OUT	BREAK IN	TIME OUT	REGULAR HOURS	OT HOURS	LEAVE TYPE
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Hours:								

4. ATTENDANCE & ACCRUAL SETUP BALANCES

ACCRUAL CATEGORY	BEGINNING BALANCE (HOURS)	ACCRUED THIS PERIOD	USED THIS PERIOD
Vacation Leave			
Sick Leave			
Personal Leave / Other			

Employee Signature & Date

Supervisor / Manager Signature & Date