

TIMEKEEPING & ATTENDANCE SETUP

Effective Date

Company Name

Payroll Cycle / Frequency

Work Week Start Day

Standard Daily Hours

Standard Weekly Hours

Overtime & Shift Rules

Overtime Threshold (Daily Hours)

Overtime Threshold (Weekly Hours)

Double Time Threshold (Daily Hours)

Round Punch Times To (Minutes)

Auto-Deduct Lunch Break (Minutes)

Qualifying Hours for Auto-Deduct

Attendance & Leave Codes Mapping

Attendance Category	System Code	Pay Rate Multiplier	Counts Towards Overtime?
Regular Hours			
Overtime Hours			
Double Time Hours			
Sick Leave (Paid)			
Vacation / PTO			
Holiday Pay			

Integration & Hardware Settings

☐ **Enable Biometric (Fingerprint/Facial) Verification**☐ **Enable Geofencing / IP Lockout for Mobile Punches**

Require Manager Approval for Timesheet Submission

☐ **Enable Automated Notifications for Missed Punches**

Authorized Timesheet Approvers

Approver Name / Role

Department Covered

Approval Level / Hierarchy