

EMPLOYEE TIMEKEEPING & PAYROLL SETUP

Integration & Attendance Mapping Profile

Effective Date:

Form ID:

1. EMPLOYEE PROFILE

Employee Name

Employee ID

Social Security No. (Last 4)

Department

Job Title

Supervisor / Manager

2. TIMEKEEPING & ATTENDANCE POLICY SETUP

Time Capture Method

Overtime Profile / Rule Set

Standard Hours Per Pay Period

Meal Break Deduction (Minutes)

Rounding Rule (e.g., 7-Min, Nearest 15-Min)

3. PAYROLL INTEGRATION & GL MAPPING

Payroll Cycle

Cost Center / Department Code

GL Account Number

Pay Component	Time & Attendance Pay Code	Payroll System Code Mapping
Regular Hours		
Overtime (1.5x)		
Double Time (2.0x)		
Sick Leave		
Vacation / PTO		
Holiday Pay		

4. SYSTEM ACCESS & PERMISSIONS

- ☐ Restrict Punches to IP / Geofence
- ☐ Require Employee Timesheet Approval
- ☐ Allow Manager Modifications to Historical Punches
- ☐ Enable Auto-Deduct Meal Breaks

5. AUTHORIZATIONS & APPROVALS

Payroll / HR Specialist Signature Date

System Administrator Signature Date