

## PAYROLL TIME TRACKING & ATTENDANCE SETUP GUIDE

# CONFIGURATION DOCUMENT

## 1. PROFILE & PAY CYCLE DETAILS

**COMPANY NAME**

#### DIVISION / DEPARTMENT

**PAY PERIOD FREQUENCY**

\_\_\_\_\_

**WORK WEEK START DAY**

\_\_\_\_\_

**STANDARD HOURS PER PAY PERIOD**

## 2. APPROVED TIMEKEEPING METHODS

-  Biometric Scanner
-  Web Portal (Desktop)
-  Mobile App with GPS
-  Physical Timesheet
-  Geofenced Terminal
-  Proximity Card

### 3. SHIFT CONFIGURATIONS

| SHIFT NAME | START TIME | END TIME | GRACE PERIOD (MINS) | UNPAID BREAK (MINS) |
|------------|------------|----------|---------------------|---------------------|
|------------|------------|----------|---------------------|---------------------|

#### 4. OVERTIME AND ROUNDING RULES

DAILY OT THRESHOLD (HOURS)

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WEEKLY OT THRESHOLD (HOURS)

DOUBLE TIME THRESHOLD (HOURS)

\_\_\_\_\_

ROUNDING METHOD (E.G., NEAREST 15-MIN)

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## 5. LEAVE & EARNING CODE MAPPINGS

| CODE | DESCRIPTION | PAID (Y/N) | PAYROLL EARNINGS CODE |
|------|-------------|------------|-----------------------|
|------|-------------|------------|-----------------------|

## 6. AUTHORIZATION & SIGN-OFF

PREPARED BY (PAYROLL ADMINISTRATOR)

DATE \_\_\_\_\_

AUTHORIZED BY (HR / OPERATIONS MANAGER)

DATE \_\_\_\_\_