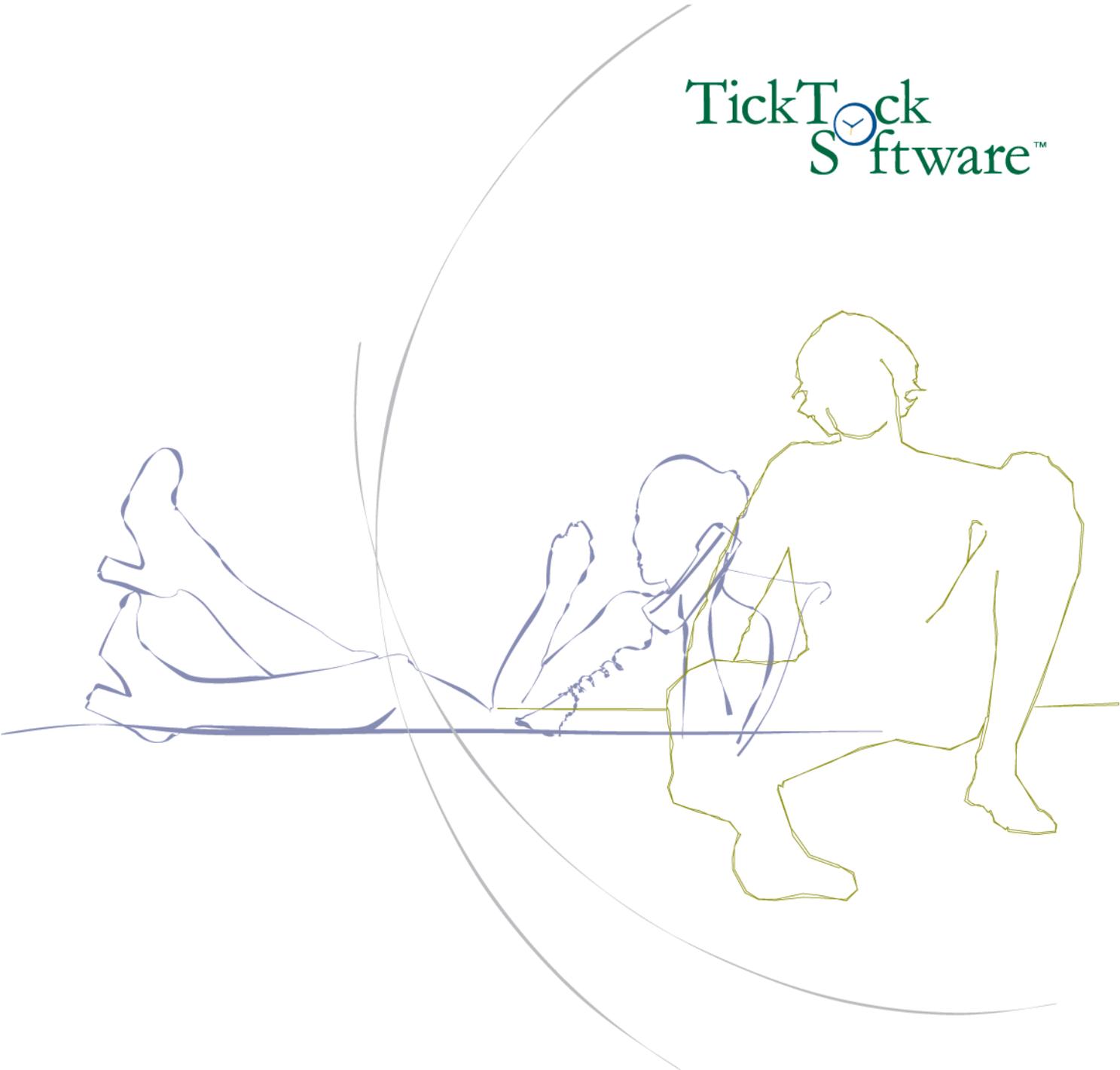


TickTock
Software™



PAYROLL TIME & ATTENDANCE

Setup Prep Guide

PLEASE, TAKE SOME TIME TO FILL OUT THE FOLLOWING FORMS IN ORDER TO COLLECT THE INFORMATION REQUIRED FOR INSTALLATION OF YOUR NEW PAYROLL TIME & ATTENDANCE SOFTWARE.

GENERAL INFORMATION

Accounting Package currently in use (if applicable) :: _____
 Version (if applicable) :: _____
 Payroll Module version :: _____
 Will Tick-Tock Payroll Time & Attendance be installed on the company SQL server? Yes No
 SQL server version (if applicable) :: _____
 Server operating system version :: _____

Should calculated numeric data (such as the number of hours worked, available paid time off hours, etc) be rounded to one, two, or three decimal places? (choose one) _____

COMPANY POLICIES SETUP

BREAK CODES SETUP ::

Do breaks affect the amount of payable work hours? Yes No
 Are employees required to punch in/out for break? Yes No
 Are there provisions for paid breaks? Yes No

For every break code that will be created, please, provide the following information:
 Code names may be any combination of letters and numbers, up to 12 characters in length

CODE NAME			
DESCRIPTION			
Hour From	Hour To	Break Length	Hours Paid

Hour From and Hour To frame the time range, the amount of time worked by an employee. For example, a 15-minute break may be allowed for an employee working 1 to 4 hours, while an employee working 4.1 to 8 hours may be allowed a 30-minute break.

Break Length is the time allowance for break, which may or may not be the same as Break Hours Paid (last column).

LUNCH CODES SETUP ::

Do lunches affect the amount of payable work hours? Yes No
Are employees required to punch in/out for lunch? Yes No
Are there provisions for paid lunches? Yes No

For every lunch code that will be created, please, provide the following information:
Code names may be any combination of letters and numbers, up to 12 characters in length

CODE NAME			
DESCRIPTION			
Hour From	Hour To	Lunch Length	Hours Paid

Hour From and Hour To frame the time range, the amount of time worked by an employee. For example, a 30-minute lunch may be allowed for an employee working 1 to 4 hours, while an employee working 4.1 to 8 hours may be allowed 1 hour for lunch.

Lunch Length is the time allowance for lunch, which may or may not be the same as Lunch Hours Paid (last column).

MANUAL LOG IN ::

Are employees allowed to manually enter their Hours Worked schedule? Yes No



ROUNDING SETUP ::

Would you like to use rounding for login/logoff times? Yes No

If yes, please, carefully review the following rounding methods and select one most appropriate for your company ::

Select One	Rounding Method	Example
	Up	If the actual punch is at 7:04, it is rounded up to the next 10 minute mark; thus, the punch would be registered at 7:10.
	Down	If the actual punch is at 7:04, it is rounded down to the previous 10 minute mark; thus, the punch would be registered at 7:00.
	Nearest	If the actual punch is at 7:04, it is rounded to the nearest 10 minute mark; thus, the punch would be registered at 7:00. A punch at 7:05, however, will be registered at 7:10.

Would you like to use Rounding for lunch login/logoff times? Yes No

If Yes, please choose a Rounding Method from the table above _____

Would you like to use the 24-hour clock system? Yes No

the default is set to NO

The 24-hour clock accrues employees' hours worked for each 24-hour period (12am-12am). Thus, if an employee is working a 10 pm – 6 am shift, he/she will be automatically logged off and logged right back in at midnight. This system is useful in calculating the amount of overtime hours. For example, if an employee works 10 am – 3 pm (5 hours), and later returns to work the 8 pm – 2 am shift (6 hours), depending on the company overtime policy, Payroll Time & Attendance may count 8 hours as regular time, 1 hour as overtime, and 2 more hours as regular time towards the next day's schedule. On the other hand, if the 24-hour clock is not being utilized, 8 hours of the 11 hours worked will be booked as regular time, and 3 more will be booked as overtime for the employee (provided that the company overtime policy regards hours worked in excess of 8 hours per day as overtime).

DEFAULT COMPANY PAYMENT FREQUENCY ::

Although a general payment frequency is specified for the company in this section, payment frequency may also be set on an individual basis.

Please, check applicable payment frequency ::

Weekly

Semi-Monthly

Quarterly

Monthly

Bi-Weekly

Yearly

OVERTIME CODES SETUP ::

Overtime policies set the pay rate for hours worked in excess of an employee's regular work schedule. For every overtime code that needs to be created, please, provide the following information:

Does the company provide overtime policy for its employees? Yes No
 If yes, please, fill out the form on the next page ::

CODE			
DESCRIPTION			
	Hours Over	For # of Days	Rate Multiplier
Example 1	8	1	1.5
	12	1	2.0

The policy in the example above states that a person will receive 1.5 times his/her regular pay rate for hours worked in excess of 8 in one day. Any hours worked in excess of 12 in one day will be paid for at 2.0 times the employee's regular pay rate.

SHIFT-DEPENDENT PAY RATES ::

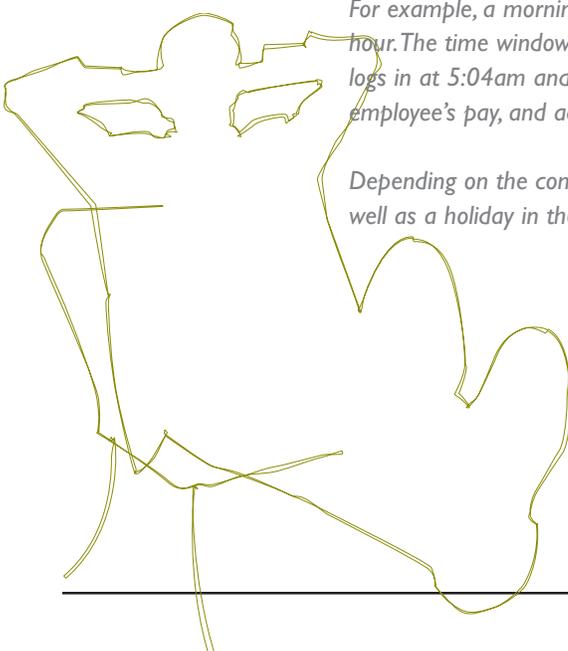
Does the company use a shift differential for its employees? Yes No
 Is there a time window for employee login/logout? Yes No

Specify the minutes before and after the shift start time when an employee is allowed to log in: _ before start time _ after start time

Payroll Time & Attendance compares the Start time set up for every shift with the login time of the employees. If the employee times correspond exactly (no time window allowed) with the beginning of a shift, or falls within the indicated time interval (a time window has been set) before or after the shift start time, the rate set for that particular shift will be applied to the employee.

For example, a morning shift is set up to start at 5am and end at 1pm, with a rate of additional \$.50/hour. The time window has been set to 10 minutes before and after the shift start time. If an employee logs in at 5:04am and logs out at 10:58pm, the program will apply the morning shift rate to that employee's pay, and add \$.50/hour to his/her regular rate for the hours worked that morning.

Depending on the company policy, please, specify pay rate for each shift for every day of the week, as well as a holiday in the following table::



	Monday		
Shift #	Start Time	End Time	Pay Rate (in addition to regular pay rate)
1			
2			
3			
4			

WEEKEND/HOLIDAY HOURS ::

In the following table, please, indicate whether hours worked during a weekend or a holiday will be paid as “regular time”, “overtime”, or “doubletime” ::

Employee Type	Saturday/Sunday Hours	Holiday Hours
Full Time		
Part Time		
Seasonal		

SALARY CODES SETUP ::

Choose a preferable Adjustment method (does not vary from code to code):

_Adjust Salary Employees Only: the Adjustments screen will allow the administrator to modify the earnings amount or hours worked for salaried employees only.

_Adjust All Employees: the administrator will be able to adjust the earnings amount and hours worked for all employees.

Various salary options may be grouped and designated by salary codes. Please, create desired combinations from the options provided below, indicate a code name (maximum 12 characters) and a short description for each.

For salaried employees, please, choose from the following options ::

_ Flat Amount (pay check amount does not depend on the actual number of hours worked by the employee)

_ Revised Amount (if the minimum number of hours the employee is required to work is not met, proportional dollar amount will be deducted from the paycheck, based on the employee’s calculated hourly pay rate)

_required to log in: Payroll Time & Attendance will record the employee’s work hours, and deduct an appropriate amount (based on calculated hourly rate) from their paycheck in case the minimum requirement for the hours worked is not met.

_not required to log in: Payroll Time & Attendance will automatically award the employee the required number of hours worked for the pay period. Employee work hours may be manually adjusted by an administrator.

PAID HOLIDAYS SETUP ::

The following is a list of default holidays set up in Payroll Time & Attendance. The program also provides the option of adding company-specific holidays. For every company holiday not on the list, please fill out the requested information in the table below. Contact Tick-Tock Software technical support in order to set up recurring holidays where the date varies from year to year.

- | | |
|------------------------|----------------------------|
| 1. Armed Forces Day | 11. Martin Luther King Day |
| 2. Chanukkah | 12. Memorial Day |
| 3. Christmas Day | 13. New Year's Day |
| 4. Cinco de Mayo | 14. Rosh Hashanah |
| 5. Columbus Day | 15. St. Patrick's Day |
| 6. Flag Day | 16. Thanksgiving Day |
| 7. Halloween | 17. United Nations Day |
| 8. Independence Day | 18. Veterans' Day |
| 9. Labor Day | 19. Washington's Birthday |
| 10. Lincoln's Birthday | 20. Yom Kippur |

Holiday Name	Date	Recurring (Yes/No)

Holiday codes are assigned to employees on individual basis and indicate which employees will receive payment for which holidays. For each holiday code, please create and enter in the table below a code name (max. 12 characters) and a brief description (max. 30 characters). Choose the holiday policy and weekend holiday policy number from lists below. In the Paid Holidays column, list which holidays will be paid for in accordance with the given set of holiday policies by entering either the holiday number (listed above) or a full holiday name (for custom-created holidays). Also, enter the number of hours paid for holidays and whether or not the holiday hours will be used in overtime calculations.

Holiday Policies:

1. Flat holiday hours (employees receive holiday pay without needing to fulfill any requirements).
2. Work the day before (employees must work the business day before the holiday to be eligible for holiday pay).
3. Work the day after (employees must work the business day following the holiday to be eligible for holiday pay).
4. Work the day before and after (employees must work the business days before and after the holiday to receive holiday pay).

Weekend Holiday Policies:

1. No holiday pay (employees do not receive payment for holidays which fall on a Saturday or a Sunday).
2. Paid for the day of the holiday (holiday hours are awarded for the exact day on which the holiday takes place).

3. Paid for Friday or Monday (holiday hours are awarded for Friday in case the holiday falls on a Saturday; holiday hours are awarded for Monday if the holiday occurs on Sunday).
4. Paid for Monday only (employees will be awarded holiday hours for Monday in case the holiday falls on a Sunday; employees will not be paid for holidays falling on a Saturday).
5. Paid for Friday only (employees will be awarded holiday hours for Friday in case the holiday falls on a Saturday; employees will not be paid for holidays falling on a Sunday).

CODE NAME				
DESCRIPTION				
Holiday Policy #	Weekend Holiday Policy #	List Paid Holidays	Number of Hours Paid	Hours Used for Overtime Calculations? (Yes/No)

DIVISIONS and DEPARTMENTS SETUP :: (must be filled out, if applicable)

Does the company consist of different divisions? Yes No

Does the company have different departments? Yes No

Do employees work on different projects? Yes No

Depending on the above answers, please, fill out the appropriate information in the following table. **Even though similar departments may exist within different divisions in the company, make sure to provide a unique name and number for each department.**

Division	Department	Department #

Would an individual employee, working in several departments, receive a different pay rate for each department?

_ Employees working in different departments have the same hourly rate or salary amount for each department.

Would you like employee hours to be distributed by department on logoff?

Yes No

_ Employees working in different departments have different hourly rates or salary amounts for each department.

PAID TIME OFF POLICIES ::

Do Paid Time Off (PTO) policies exist in the company? Yes No

Is a manager approval required for all submitted Paid Time Off requests? Yes No

Specify when Payroll Time & Attendance should start accruing PTO for the employees: _____

PTO Accrual Policies:

How soon after getting hired does an employee start accruing PTO?

- on the same day as the date of hire
- first day of the month following the date of hire
- on a specific date: _____
- after a specific time period: _____ (days/weeks/months)

When is PTO released (becomes available for request)?

- on the same day as the date of hire
- first day of the month following the date of hire
- on a specific date: _____
- after a specific time period: _____ (days/weeks/months)

Is requesting PTO before accrual allowed? Yes No

If yes, what is the maximum number of hours that can be requested before accrual?

Choose from the following PTO rollover options:

- Pay out the remaining hours
- All remaining hours roll over
- No hours roll over
- Only specific number of hours can be rolled over

For the last option, use the table below to specify the maximum number of hours that can be rolled over for each employee type ::

Employee Type	Max Rollover Hours
Full Time	
Part Time	
Seasonal	

Is the rollover date:

- Based on hire date
- A specific date: _____

Is there a limit to PTO accrued per year? Yes No

If yes, what is the maximum amount of PTO hours that can be accrued in one year?

Upon employee termination:

- cancel employee's accrued PTO hours
- pay out employee's accrued PTO hours

Payout policy for accrued PTO:

- pay out PTO hours only upon termination
- pay out PTO hours any time, based on employee request

SICK DAYS POLICIES ::

Does a Sick Days policy exist in the company? Yes No

Is a manager approval required for all submitted Sick Day requests? Yes No

Specify when Payroll Time & Attendance should start accruing Sick Days for the employees: _____

Sick Days Accrual Policies:

How soon after getting hired does an employee start accruing Sick Days?

- on the same day as the date of hire
- first day of the month following the date of hire
- on a specific date: _____
- after a specific time period: _____ (days/weeks/months)

When are Sick Days released (become available for request)?

- on the same day as the date of hire
- first day of the month following the date of hire
- on a specific date: _____
- after a specific time period: _____ (days/weeks/months)

Is requesting Sick Days before accrual allowed? Yes No

If yes, what is the maximum number of days that can be requested before accrual?

Choose from the following Sick Days rollover options:

- Pay out the remaining days
- All remaining days roll over
- No days roll over
- Only a specific number of days can be rolled over

For the last option, use the table below to specify the maximum number of Sick Days that can be rolled over for each employee type ::

Employee Type	Max Rollover Sick Days
Full Time	
Part Time	
Seasonal	

Is the rollover date:

- Based on hire date
- A specific date: _____

Is there a limit to the number of Sick Days accrued per year? Yes No

If yes, what is the maximum amount of Sick Days that can be accrued in one year?

Upon employee termination:

- cancel employee's accrued Sick Days
- pay out employee's accrued Sick Days

Payout policy for accrued Sick Days:

- pay out Sick Days only upon termination
- pay out Sick Days any time, based on employee request

PERSONAL TIME POLICIES ::

Does a Personal Time policy exist in the company? Yes No

Is a manager approval required for all submitted Personal Time requests? Yes No

Specify when Payroll Time & Attendance should start accruing Personal Time for the employees:

Personal Time Accrual Policies:

How soon after getting hired does an employee start accruing Personal Time?

- on the same day as the date of hire
- first day of the month following the date of hire
- on a specific date: _____
- after a specific time period: _____ (days/weeks/months)

When is Personal Time released (becomes available for request)?

- on the same day as the date of hire
- first day of the month following the date of hire
- on a specific date: _____
- after a specific time period: _____ (days/weeks/months)

Is requesting Personal Time before accrual allowed? Yes No

If yes, what is the maximum number of days that can be requested before accrual?

Choose from the following Personal Time rollover options:

- Pay out the remaining time
- All remaining time rolls over
- No time rolls over
- Only a specific amount can be rolled over

For the last option, use the table below to specify the maximum amount of Personal Time that can be rolled over for each employee type ::

Employee Type	Max Rollover Personal Time
Full Time	
Part Time	
Seasonal	

Is the rollover date:

- Based on hire date
- A specific date: _____

Is there a limit to the amount of Personal Time accrued per year? Yes No

If yes, what is the maximum amount of Personal Time that can be accrued in one year?

Upon employee termination:

- cancel employee's accrued Personal Time
- pay out employee's accrued Personal Time

Payout policy for accrued Personal Time:

- pay out Personal Time only upon termination
- pay out Personal Time any time, based on employee request

PAID TIME OFF ACCRUAL CODES SETUP ::

These codes direct Payroll Time & Attendance in calculating and accruing an employee's PTO. A number of codes may be created and, afterwards, assigned to employees on an individual basis. For each code that will be created, please provide a code name (maximum 12 characters) and a short description (maximum 30 characters), then choose one of the following accrual options and fill out the accrual policy in the corresponding table. **After creating the PTO codes, please, follow the same steps to create the Sick Days and Personal Time codes, which function in the same manner as the PTO codes.**

Accrual option I: One time accrual per year

Date of accrual:

- One year after the date of hire
- On a specific date: _____

Number of hours: _____

Prorate: Yes No

The Prorate option allows those employees hired after the accrual date to receive PTO hours proportional to the time period remaining until the next accrual date. For example, if the PTO accrual date is set to be January 1, and an employee is hired on June 1, he/she will receive half the amount of PTO hours for the remainder of the year.

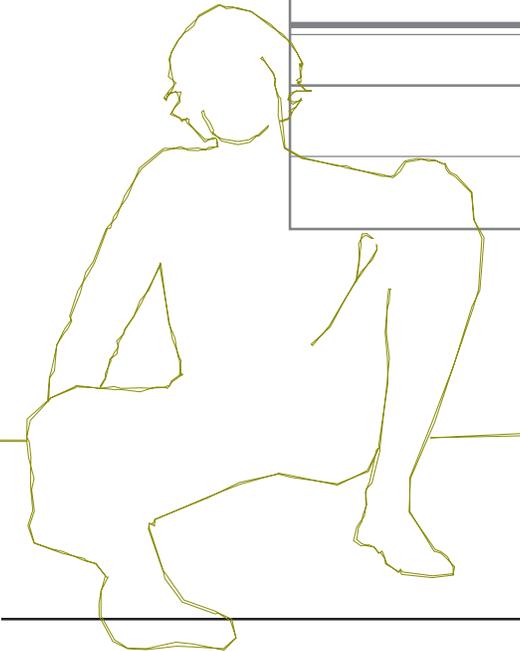
Accrual option II: Accrual per time period

Depending on the length of employment, employees receive different amounts of PTO per accrual period. Specify the accrual frequency. Indicate the units (years, months, weeks, etc) in the Time Period column, regardless of how many time periods will be set up in the table, the units should be the same for all. Next, fill out the start and end figures to designate the different lengths of employment with the company. In the last column, enter the amount of hours employees would accrue for every set length of employment.

Accrual Frequency:

- Weekly
- Semi-Monthly
- Quarterly
- Monthly
- Bi-Weekly
- Yearly

Time Period	Start	End	Hours Accrued



Accrual option III: Accrual per hours worked

Very similar in function to the “Accrual per time period” option; however, in this case, the employees are also required to work at least the amount of hours indicated (the Hours Worked column) per accrual period in order to be awarded PTO. Thus, employees working for the company for a shorter period of time might receive less PTO or have to work more hours per accrual period than those employees who have been with the company for a longer time.

Accrual Frequency:

- Weekly Semi-Monthly Quarterly
- Monthly Bi-Weekly Yearly

Time Period	Start	End	Hours Accrued	Hours Worked

Accrual option IV: Accrual per every hour worked

Based on the length of employment, different amounts of PTO may be awarded for each hour worked by an employee during the accrual period. Thus, the Hours Accrued column shows the amount of PTO earned per hour, corresponding with the length of employment.

Accrual Frequency:

- Weekly Semi-Monthly Quarterly
- Monthly Bi-Weekly Yearly

Time Period	Start	End	Hours Accrued

Accrual option V: Accrual within a year

Different amounts of PTO may be accrued by employees during different periods within a year. The table below illustrates a sample policy for this type of PTO accrual.

Time Period	January 1 — May 30	June 1 — June 31	July 1 — December 31
PTO Accrued	24 hours	8 hours	40 hours
Time Period			
PTO Accrued			

SICK DAYS ACCRUAL CODES SETUP ::

These codes direct Payroll Time & Attendance in calculating and accruing an employee’s Sick Days. A number of codes may be created and, afterwards, assigned to employees on an individual basis. For each code that will be created, please provide a code name (maximum 12 characters) and a short description (maximum 30 characters), then choose one of the following accrual options and fill out the accrual policy in the corresponding table.

Accrual option I: One time accrual per year

Date of accrual:

- One year after the date of hire
- On a specific date: _____

Number of days: _____

Prorate: Yes No

The Prorate option allows those employees hired after the accrual date to receive the amount of Sick Days proportional to the time period remaining until the next accrual date. For example, if the Sick Days accrual date is set to be January 1, and an employee is hired on June 1, he/she will receive half the number of Sick Days for the remainder of the year.

Accrual option II: Accrual per time period

Depending on the length of employment, employees receive different number of Sick Days per accrual period. Specify the accrual frequency. Indicate the units (years, months, weeks, etc) in the Time Period column, regardless of how many time periods will be set up in the table, the units should be the same for all. Next, fill out the start and end figures to designate the different lengths of employment with the company. In the last column, enter the amount of days employees would accrue for every set length of employment.

Accrual Frequency:

- Weekly
- Semi-Monthly
- Quarterly
- Monthly
- Bi-Weekly
- Yearly

Time Period	Start	End	Days Accrued

Accrual option III: Accrual per hours worked

Very similar in function to the “Accrual per time period” option; however, in this case, the employees are also required to work at least the amount of hours indicated (the Hours Worked column) per accrual period in order to be awarded Sick Days. Thus, employees working for the company for a shorter period of time might receive less Sick Days or have to work more hours per accrual period than those who have been with the company for a longer time.

Accrual Frequency:

- Weekly Semi-Monthly Quarterly
 Monthly Bi-Weekly Yearly

Time Period	Start	End	Days Accrued	Hours Worked

Accrual option IV: Accrual per every hour worked

Based on the length of employment, different amounts of Sick Days may be awarded for each hour worked by an employee during the accrual period. Thus, the Days Accrued column shows the amount of Sick Days earned per hour, corresponding with the length of employment.

Accrual Frequency:

- Weekly Semi-Monthly Quarterly
 Monthly Bi-Weekly Yearly

Time Period	Start	End	Days Accrued

Accrual option V: Accrual within a year

Different number of Sick Days may be accrued by employees during different periods within a year. The table below illustrates a sample policy for this type of Sick Days accrual.

Time Period	January 1 — May 30	June 1 — June 31	July 1 — December 31
Sick Days Accrued	3 days	1 day	5 days
Time Period			
Sick Days Accrued			

PERSONAL TIME ACCRUAL CODES SETUP ::

These codes direct Payroll Time & Attendance in calculating and accruing an employee’s Personal Time. A number of codes may be created and, afterwards, assigned to employees on an individual basis. For each code that will be created, please provide a code name (maximum 12 characters) and a short description (maximum 30 characters), then choose one of the following accrual options and fill out the accrual policy in the corresponding table.

Accrual option I: One time accrual per year

Date of accrual:

- One year after the date of hire
- On a specific date: _____

Number of hours: _____

Prorate: Yes No

The Prorate option allows those employees hired after the accrual date to receive Personal Time hours proportional to the time period remaining until the next accrual date. For example, if the Personal Time accrual date is set to be January 1, and an employee is hired on June 1, he/she will receive half the amount of Personal Time hours for the remainder of the year.

Accrual option II: Accrual per time period

Depending on the length of employment, employees receive different amounts of Personal Time per accrual period. Specify the accrual frequency. Indicate the units (years, months, weeks, etc) in the Time Period column, regardless of how many time periods will be set up in the table, the units should be the same for all. Next, fill out the start and end figures to designate the different lengths of employment with the company. In the last column, enter the amount of hours employees would accrue for every set length of employment.

Accrual Frequency:

- Weekly
- Semi-Monthly
- Quarterly
- Monthly
- Bi-Weekly
- Yearly

Time Period	Start	End	Hours Accrued

Accrual option III: Accrual per hours worked

Very similar in function to the “Accrual per time period” option; however, in this case, the employees are also required to work at least the amount of hours indicated (the Hours Worked column) per accrual period in order to be awarded Personal Time. Thus, employees working for the company for a shorter period of time might receive less Personal Time or have to work more hours per accrual period than those employees who have been with the company for a longer time.

Accrual Frequency:

- Weekly Semi-Monthly Quarterly
 Monthly Bi-Weekly Yearly

Time Period	Start	End	Hours Accrued	Hours Worked

Accrual option IV: Accrual per every hour worked

Based on the length of employment, different amounts of Personal Time may be awarded for each hour worked by an employee during the accrual period. Thus, the Hours Accrued column shows the amount of Personal Time earned per hour, corresponding with the length of employment.

Accrual Frequency:

- Weekly Semi-Monthly Quarterly
 Monthly Bi-Weekly Yearly

Time Period	Start	End	Hours Accrued

Accrual option V: Accrual within a year

Different amounts of Personal Time may be accrued by employees during different periods within a year. The table below illustrates a sample policy for this type of Personal Time accrual.

Time Period	January 1 — May 30	June 1 — June 31	July 1 — December 31
Personal Time Accrued	24 hours	8 hours	40 hours
Time Period			
Personal Time Accrued			

COMPANY PROJECTS SETUP ::

Do employees work on different projects? Yes No

Are there GL numbers associated with projects? Yes No

If so, please fill out the table below:

Project	GL Account

PAYROLL CODES SETUP ::

The Payroll Codes system is originally a feature found in accounting applications such as ACCPAC. The codes, once assigned to an employee, direct the company's accounting system in withdrawing payroll funds from the correct GL accounts. In order for the Push function (transfer of payroll data into the accounting system) to work correctly, all payroll codes that exist in Payroll Time & Attendance must also exist in the accounting system. Thus, in order to avoid any problems, it is best to create all payroll codes in the accounting system first (which will also let the user assign GL distribution information) and then import the codes into Payroll Time & Attendance.

Although it is not recommended, payroll codes may be created outside of an accounting system (for those companies with no accounting system currently in place). Payroll Time & Attendance will allow the user to create and assign payroll codes within the program; however, no GL Distribution information can be attached to a code in this case. Thus, in practice, such payroll codes will serve as "placeholders", of sort, until the actual codes (code names must be duplicates of those created in Payroll Time & Attendance) can be set up in an accounting system with GL information assigned to each code.

In order to complete this section, for every payroll code, please provide the information requested in the following table:

CODE	
DESCRIPTION	
GL DISTRIBUTION SETUP	
GL CODE	CODE DESCRIPTION

EMPLOYEE HOURS APPROVAL SETUP ::

Some companies may require employee hours worked to be approved prior to payroll being calculated. Please, select one of the following approval policies:

- No approvals required
- Employee approval of their own hours
- Manager approval of employee hours worked
- Employee and manager approval of employee hours worked

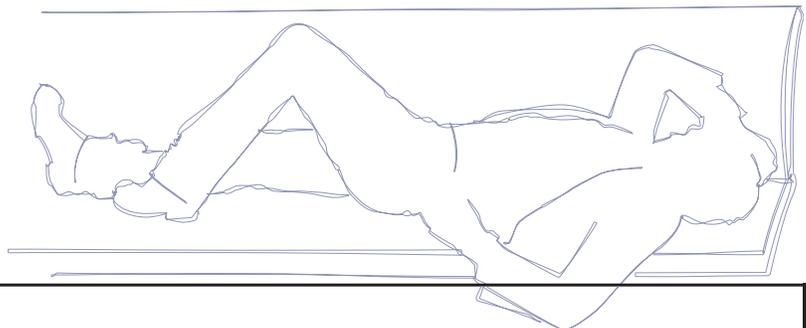
AUTO MESSAGE GENERATION SETUP ::

Payroll Time & Attendance is able to generate and deliver electronic notification messages via Payroll Messaging System in case an employee submits a request for paid time off, sick, or personal time.

Should an automatic notification message be sent to a manager when employees request PTO, sick time, or personal time? Yes No

If Yes, please fill out the table below to indicate which manager in each department should receive the notification message ::

Department	Manager



SECURITY CODES SETUP :: (this section must be filled out and signed at the bottom)

Security codes are a feature of Payroll Time & Attendance which allows designated employees access to select administrative functions. Each employee with an assigned Security Code will be allowed to utilize those administrative functions which have been indicated for that specific code. Employees with no Security Code assigned to them will not be able to use any of the administrative functions, and an employee logging in as Administrator (using the Administrator login name and password) will have access to all administrative functions.

In the table below, create a name for each Security Code (not to exceed 12 characters) and indicate which administrative functions (see the next page for a brief description of each function), divisions, and departments an employee with that particular Security Code will be allowed to access. While the selected functions remain a constant for every department within the code, an employee may have access to different departments in different divisions. If no divisions exist in the company, simply indicate the departments; if no departments exist, the Security Code will allow access to every employee's information in the company.

Security Code			
Description			
Allowed Access			
Functions			
Employees			
Updates			
Reports — General			
Reports — Exceptions			
Reports — Payroll			
Payroll			
Approval			
Setup			
Password			
Audit			
Data Dump			
Division _____			
Department _____			
Department _____			
Department _____			
Division _____			
Department _____			
Department _____			
Department _____			

Approved by:

print name

signature

Accepted by:

(Tick-Tock Software representative only)

print name

signature

ADMINISTRATIVE FUNCTIONS ::

Employees	Allows the supervisor to manage employee information: add new employees, modify/view existing employee information (including pay rates), and reset employee passwords.
Updates	The supervisor is able to modify employees' login/logoff information, add, delete, or modify PTO requests, as well as manage Work Distribution data.
Reports - General	The manager can view comprehensive reports on employee attendance, hours worked and paid, projects worked on, PTO, and workers' compensation.
Reports - Exceptions	These reports provide a detailed look at the attendance information, including Missed Punches for login/logoff and lunch, Late/Early Arrivals, and Breaks.
Reports - Payroll	This section contains payroll-related reports, such as Gross Earnings and Hours Paid.
Payroll	Process payroll: view gross earnings data, add tips/commission, adjust employee hours worked or earnings, calculate payroll, and transfer timecards data into the accounting system.
Approval	If required by the company policy, this function allows the manager to approve employees' hours worked and override any hours not yet approved by employees (if employee approval is required).
Setup	The supervisor is able to add, delete, or modify company payroll policies that guide the functions of Payroll Time & Attendance.
Password	Allows to change the password used for login as Administrator (all administrative functions are available under Administrator login).
Audit	The Audit Trail report provides management with complete record of all changes made.
Data Dump	This function allows the user to export all Payroll Time & Attendance data stored in the database to a text file.

SCHEDULE CODES SETUP ::

Preset schedules, designated by Schedule Codes, are assigned to employees by the Administrator and serve as the employee work schedules. According to the table below, please create employee work schedules and assign a unique code (not exceeding 12 characters), as well as a brief description (for example, "nine to five" or "morning shift") to each.

Schedule Code			
Description			
	START END	START END	START END
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

EMPLOYEE SETUP

EMPLOYEE INFORMATION SETUP ::

For **each** employee, provide the following information in order to enter the employee data into your new Payroll Time & Attendance system.

1. Employee's full name and ID number
2. Employee's address and phone number
3. E-Mail Address
4. Social Security number
5. Birth date
6. Gender
7. Hire date
8. Employee type: full time, part time, or seasonal?
9. Payment type: salary or hourly?
10. Payroll Division: *not applicable, if Company Policies Setup indicates that no Divisions exist within the company*
11. Payroll Department: *not applicable, if Company Policies Setup indicates that no Departments exist within the company*
12. Manual Login if *Manual Login policy* is selected in the *Company Policies Setup*, indicate whether or not the employee will be allowed the *Manual Login* access
13. Employee Status, select one: *Active or Inactive*
14. Work Distribution Policy (choose one for each employee):
 - _ None
 - _ Work Distribution by department only (employees manually distribute their work hours for the day by department at the time of logoff)
 - _ Department Transfer (employees are required to log out from their current department and log in to the next department every time before switching departments, work hours are automatically distributed by department by the end of the workday)
 - _ Work Distribution by department and project (employees manually distribute their work hours for the day by department and project at the time of logoff)
 - _ Project Logoff (when finished working on a project, employees are required to log off that project, work hours are automatically distributed by project at the end of the work day)

For every employee, please also provide the following policy codes:

POLICY	POLICY CODE
Overtime	
Schedule	
Paid Time Off	
Personal Time	
Sick Days	
Salary	
Lunch	
Break	
Security	
Holiday	
Pay Frequency	

Note: the Overtime policy code refers to the hours worked in excess of regular work hours, not weekend or holiday hours worked which, depending on the company policy, may automatically be regarded as Overtime.

EMPLOYEE TIME CARD SETUP ::

I. REGULAR TIME PAY RATE SETUP:

For either of the tables below, please fill out the requested information. In the Pay Rate column, for employees paid on hourly basis, enter the hourly pay rate; for salaried employees, enter the amount received per paycheck.

A. If the company has department-dependent pay rates

For each applicable department, please provide the following information:

DEPARTMENT #	PAYROLL CODE	GL DISTRIBUTION for ACCPAC users only	PAY RATE

B. If the company pay rates do not depend on departments

PAYROLL CODE	GL DISTRIBUTION for ACCPAC users only	PAY RATE

II. OTHER PAY RATES:

For each employee, provide payroll code, their corresponding GL Distribution codes, as well as the calculated pay rate (usually a function of the employee's regular pay rate) in the table below. No pay rate is applied to the Bonus, Reported and Allocated Tips, or Commission rows.

	PAYROLL CODE	GL DISTRIBUTION for ACCPAC users only	PAY RATE
Overtime			
Paid Time Off			
Holiday			
Vacation			
Sick			
Doubletime			
Per Piece Rate			
Bonus			
Reported Tips			
Allocated Tips			
Commission			