About this Questionnaire

Using a successful questionnaire system allows Central Time Clock's professional services team to configure the TA100 Pro system to match your company's payroll rules and policies. Please take the time to complete the questionnaire as accurately as possible. Inevitably, questions about configurations and rules will arise. If you are having trouble with a question or section, please do not hesitate to contact us.

Once the questionnaire has been received, we will be in contact to make sure all information requested is correctly filled in and approved by our services team. This questionnaire should be completed and returned before any database setup or software training is scheduled. Installation and projects may be put on hold as a result.

Thank you again for your purchase and we look forward to working together.

The following topics are covered in this Questionnaire:

- Overtime Rules
- Pay Period Rules
- Exception Reporting
- Company Terminology
- Rounding Rules *(IN/OUT, Lunches, Breaks)*

- Holiday Rules
- Shift Differential Rates
- Payroll Codes for Export
- Benefit Accruals *(Optional)*

Company and Contact Information

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

Please indicate the following contact names for the particular aspect of the installation they will be assigned. This allows us to communicate with the correct person(s) for a particular task.

The "System User" is the person who will be working mostly with TA100Pro.
This is the person with the authority to "sign off" on the system when installation and training is complete.

	Name	Title	Phone / Ext.	E-mail Address
System User				
Backup User				
Additional User				
Additional User				

- Do you have an IT Consultant you wish us to discuss the installation with? ☐Yes ☐No
Please provide contact information for this person: _____

- Who will be running your cables, installing clock, and making sure you have the proper computer equipment ready for when we perform the installation and training?
Please provide contact information for this person: _____

Global Settings

Please indicate which of the following features you plan to use in TA100

- Do you have more than one Payroll Company code?   ☐ **Yes** ☐ **No**

- Do you track employees changing departments or jobs?   ☐ **Yes** ☐ **No**

- Do your employees punch for lunch?   ☐ **Yes** ☐ **No**

- Do your employees punch for breaks?   ☐ **Yes** ☐ **No**

System Field Length and Terminology
If you are using a Payroll Service the Maximum digits for Employee number in TA100 must match the Maximum digits for the Employee number in the Payroll Software.

> **Example:** *"01234" is a 5-digit employee number*

- What is the length of your employees ID numbers? _____ *(ex: ID=9296 is a length of '4')*

- What is the length of your employees badge numbers? _____

- What is the length of your department numbers? _____

- What is the length of your job numbers? _____
  * *Please attach a list of your Departments and Jobs (if applicable) Names and Numbers.*

Payroll
- Do you use a payroll company to process your payroll? *   ☐ **Yes** ☐ **No**
  If yes, payroll company name: _____
  If yes, please complete the attached Payroll Export document.

Company Policy
* **Note:** *TA100 supports an unlimited number of policies.* <u>*Download extra payroll policy forms here*</u>

Policy Name: _____
Note: Name should be a unique name or description up to 30 alphanumeric characters.

Pay period type:

☐ Weekly	☐ Bi-weekly	☐ Semi-monthly	☐ Monthly
		# of days in first period: _____	

- When did the pay period you are in right now begin? (Date & Time) _____

- What is the max number of hours an employee might work in one day? _____Hrs

  - How many hours in a day would make up an entire day? _____Hrs *

It is recommended you leave this option blank to ensure that employees do not abuse their Time Cards.

Pay period type (continued…)

- Do your employees work more than one shift a day? ☐ **Yes** ☐ **No**

- Does your company pay Holiday pay? ☐ **Yes** ☐ **No**

  - Is there a certain number of days a new employee must work before being eligible for paid holidays? ☐ **Yes** ☐ **No** _____ Days

- For an employee to receive Holiday Pay, are they required to work the scheduled day before the holiday? ☐ **Yes** ☐ **No**

- For an employee to receive Holiday Pay, are they required to work the scheduled day after the holiday? ☐ **Yes** ☐ **No**

- If you answered yes to the last 2 statements, are they both required? ☐ **Yes** ☐ **No**

  - How many hours do you pay for a Holiday? _____ Hrs

  - Do holiday hours count towards overtime? ☐ **Yes** ☐ **No**

- If an employee works on a defined holiday does he get paid additional hours (other than the hours worked and Holiday Pay) for that day?* ☐ **Yes** ☐ **No** Please explain: _____

Please provide a complete list of your holidays on a separate sheet of paper.

- Does overtime reset on a weekly basis? ☐ **Yes** ☐ **No**

  - If you answered no, when does your overtime reset? _____

- How many hours does an employee need to work to get overtime? _____ Hrs/Day _____ Hrs/Wk

> *Example: In the Example Grid Overtime 1 will be paid after 40 hours of Regular time at a Multiplier of 1.5*
>
> | Overtime level | Hours Limit |
> |---|---|
> | Overtime 1 | After 40 Hrs. |

- Is there ever a day in the week that is **not** paid as "Regular Pay?" ☐ **Yes** ☐ **No**

  - If you answered yes, which day(s)? _____ Day(s)

- Do you pay employees overtime for working a certain amount of consecutive days in a row? ☐ **Yes** ☐ **No**

  - *If yes, how many days must the employee work?* _____ Day(s)

- Do you round your punches? ☐ **Yes** ☐ **No**

  Please explain: _____

- Do you have specific lunch rules? ☐ **Yes** ☐ **No**

  Please explain: _____

  (Example: Do employees punch for lunch? Is lunch to be automatically deducted?)

- Do you have specific break rules? ☐ **Yes** ☐ **No**

  Please explain: _____

  (Example: Do employees punch for breaks? Are breaks to be automatically deducted?)

Schedules

Sunday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Monday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Tuesday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Wednesday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Thursday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Friday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Saturday:

- Start Time: _____ ■End Time: _____
  - Lunch Duration: _____
  - *Lunch Paid?* ☐**Yes** ☐**No**
  - *Punch for Lunch?* ☐**Yes** ☐**No**

Clock Template

Have more than one clock? Download extra clock forms here

- What type model clock are you using? _____
- Clock Description: _____
  Hint: Use description of the clock's location for easier clock recognition (i.e. "Basement").

Communication Method

- How are you going to be communicating with this clock?

  Please select one: ☐ **Direct connect (Serial RS-232)**

  ☐ **Ethernet (CAT-5 Network Cable)**

  ☐ **Modem (Dedicated Phone Line)**

For Direct Connect (Serial RS-232):
- Please ensure you have a *COM port* or usb port available on your PC.

For Ethernet (CAT-5 Cable):
- IP Address: _____ (*This must be a Static IP address*)
- Subnet Mask: _____
- Default Gateway: _____

For Modem (Dedicated Phone Line):
- Clock Ph#: _____ (*Required: dedicated phone line, not shared with fax machine*)

All information contained herein is accurate and current to the best of my knowledge. I understand that this information will not be made public in any way shape or form by Central Time Clock and is only to be used to program & configure the database in the new sale of TA100 Pro Software.

Signed & completed by: _____   **Date: ___ / ___ / ____**

Press Submit Button Above To Email This Form

or

Print and fax form to Fax #: 718-472-9491
Save & email to pam@centraltimeclock.com

That's it you're done! Thank you for taking the time and for choosing Central Time Clock as your preferred business partner. We look forward to working together.

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