CompuTime101 Global Company Rules Setup Guide

1) Pay Period
Options are Weekly, Bi-Weekly, and Semi-Monthly. Select your company rule based on the following:
<u>Weekly</u> - If your pay period is a seven day cycle, consistently starting and ending on the same day of the week, paying one week at a time (52 pay periods per year).
<u>Bi-Weekly</u> – If your pay period is a fourteen day cycle, consistently starting and ending on the same day of the week, paying two weeks at a time (26 pay periods per year).
<u>Semi-Monthly</u> – If your pay period is twice per month, consistently starting and ending on the same dates of the month, paying a half month at a time (24 pay periods per year).

Note: If your company pays monthly (12 pay periods per year) select the weekly option and use custom dates when running reports to include the whole month.

2) Week Start Day
For weekly and bi-weekly periods simply choose the day of the week your pay period starts.
For a semi-monthly pay period choose the starting day of the seven day cycle used to determine overtime.

3) Current Pay Period Start Date
Click in the box and use the popup calendar to select the date the current pay period started (not when you plan on using the system but when the pay period you are currently in started). When opened the software will automatically check if it is time for a new pay period and advance the pay period when necessary. For weekly and bi-weekly pay periods the software automatically knows the pay period ending date based on the start date provided. For a semi-monthly pay period the current pay period end date must be set (see below).

3) Current Pay Period End Date
Only available with a semi-monthly pay period
Click in the box and use the popup calendar to select the date the current pay period ends. When opened the software will automatically check if it is time for a new pay period and advance the pay period when necessary.

4) Set Overtime
You may calculate overtime on a daily basis, weekly basis, both, or neither. If you want overtime calculated, check the applicable boxes and enter the hour threshold after which overtime is calculated. For example, a common threshold for daily overtime is 8 and a common threshold for weekly overtime is 40. If you do not want CompuTime101 to calculate overtime then both boxes should be unchecked.

5) Missing Punch Limit
In/Out punch pairs exceeding the threshold number of hours set here (missing punch limit) will not have hours calculated and the software will assume an employee forgot to punch. This setting should slightly exceed the maximum expected worked hours of the longest worked shift. Enter hours in decimal format (i.e. twelve hours and thirty minutes should be entered as 12.50). Default setting is 13.00 hours.

6) Hide Inactive
If checked, only active employees will be visible in the Punch Preview employee list and selection menu. Inactive employees are not included on standard reports regardless of this setting. Default setting is checked .

7) Show Absent
If checked, days without punches will be listed as Abs on reports. If unchecked, days without punches will not appear on reports. Default setting is unchecked and this setting can be changed at any time.

8) Show Wage

If checked, the employee hourly wage will be printed on the employee time sheet report and Punch Preview quick report. Regardless of this setting total wages will appear unless the user rights are restricted or the "Show Wages?" box is unchecked on the reports selection form.

9) Display Report Totals As

Choose to display time *totals* in standard minutes or decimal hundredths. For example, eight and a half hours worked would show as 8:30 using minutes or 8.50 using hundredths. Individual punch times are always shown using standard minutes. Default setting is minutes and this setting can be changed at any time.

10) Default Report Format

This setting determines the primary report format. Choose Preview On Screen, Adobe Acrobat (PDF), or Snapshot Viewer. The format can be changed when running a report. Default option is preview on screen.

11) Default Sort Order

This setting determines the sort order for the employee list, punch preview, and reports. Choose Employee Name (to sort alphabetically) or Employee Id. The sort order can be changed at any time. Employee Name.