



InfiniTime Questionnaire

InfiniTime uses policies, or sets of rules, to dictate how Timecard Information is handled in regards to break rules, overtime calculations, scheduling rules, pay cycle configuration, rounding rules, and shift differentials. One of the most challenging aspects of policy configuration involves identifying groups of employees, or individuals, who require different policy settings. Once each group of employees has been identified a single policy can be created for each group with the appropriate options. The questions below will help your company identify groups of employees who require different policy settings.

Overall, four steps must be performed when gathering Company Information for Policy Setup:

1. List Employee Groups requiring different settings for Pay Cycle Configuration, Break Rules, Exceptions, Overtime Calculations, Rounding Rules, and Scheduling Rules.
2. List all shift differentials paid by the company in question. If your company does not pay shift differentials, skip this step.
3. List employee groups who are eligible for shift differentials. If your company does not pay shift differentials, skip this step.
4. Complete the InfiniTime Questionnaire for each group of employees who require different Policy Settings and are eligible for different Shift Differentials.

To assist you with each of these steps a brief overview of the capabilities offered in each area of the policy and Shift Differentials is provided below along with the conditions that would require an additional policy. While reviewing the settings below, it may be helpful to know that in most cases a different policy is required for employees with different pay methods. For example, Full Time Employees, Part Time Employees, and Salary Employees often have different policy settings. Additional policies may be required for specific departments or individuals in your organization who are subject to different sets of rules. It is also important to understand that few policy settings are required. Only policy settings and options that meet the needs of your company should be configured. For example, if your company does not use the functionality provided by the Payroll Override Feature simply skip over the section when filling out the answer sheet.

General Policy Settings: General Policy Settings include general settings such as a Name for the Policy, Pay Cycle Configuration and related options. Each group of employees with different Pay Cycle requirements such as the Start of Week Day, or the Payroll Cycle (Bi-Weekly, Weekly, Semi-Monthly etc.) will require separate policies.

Break Rules: Break rules make it possible to track employee Breaks. Both Paid Breaks and Unpaid Breaks can be tracked, either manually or automatically. A different policy would be required for the configuration of Break Rules under the following conditions:

- Groups of Employees receive break periods of different length
- Not all Groups of Employees are eligible for breaks
- Not all Groups of Employees are required to punch in and out for breaks
- Not All Groups of Employees will have their break automatically deducted
- Certain Groups of Employees will require Paid Break Limits. Paid Break Limits are used to configure constraints on Paid Breaks such that each break has a minimum or maximum duration. A Daily Paid Break Maximum can also be enforced.
- Certain Groups of Employees will require Unpaid Break Limits. Unpaid Break Limits are used to configure constraints on Unpaid Breaks such that each break has a minimum or maximum duration.



Exceptions: Exceptions are conditions tracked by the InfiniTime Software such as Late, Early, Absent, Missing Break, etc. Each group of employees for which different exceptions are tracked will require an additional policy.

Hours and Time Limits: Hours and Time Limits provide Auto Punch functionality and are primarily used for salary employees to allocate hours to individuals without requiring them to punch in and out. Each group of employees with different settings for Hours and Time Limits would require a different policy. For example, a company With Hourly Employees paid according to hours worked and Salary Employees with Auto Punch would require at minimum two policies, one for Salary Employees and One for Hourly Employees.

Overtime Rules: Overtime Rules include various settings for the tracking of overtime. An additional policy would be required for any group of employees with different Daily, Weekly, Day of Week, Or Consecutive Day Overtime Requirements.

Payroll Overrides: Payroll Overrides are primarily used for Salary Employees. They make it possible to export a predefined number of Regular and / or Overtime hours to payroll regardless of the amount of hours the employee worked. An additional policy is required for each group of employees with different Payroll Override settings. Remember, these settings are generally only configured for Salary Employees.

Rounding Rules: Rounding Rules make it possible to round employee punches to the nearest Tenth Hour, Quarter Hour, or Half Hour. Employee punches can also be rounded to Scheduled Start and End Times. An additional policy is required for each group of employees with different settings for Rounding Rules, though it is rare for a company to use different rounding rules for different groups of employees.

Scheduling Rules: Scheduling Rules include Schedule Related features such as Auto Clock In and Auto Clock Out, Schedule Lock Out, and Shift Differentials. An Additional policy would be required for each group of employees with different Scheduling Rules. The following conditions would require an additional policy:

- Lockout will be used for Certain Groups of Employees
- Auto Clock In / Out will be used for Certain Groups of Employees
- Certain Groups of Employees are eligible for specific Shift Differentials

Stand By Time: Stand By Time makes it possible to track On Call Hours for employees. An Additional policy is required for each group of employees with different On Call Hours.



Step 1 – List Groups of Employees with Different Policy Settings

Complete the chart for Step 1 on the Answer Sheet by describing each group of employees, individual employees or positions within your company that require different Policy Settings. Remember, a different policy is generally required for employees with different pay types such as Full Time Employees, Salary Employees, Part Time Employees, and Contract Employees, though it is also possible for a single policy to be used for all employees at companies with simple policies and procedures. List any special requirements for each group. Keep in mind there is no limit to the number of policies that can be configured within InfiniTime.

Policy #	Description of Employee Group or Individual	Special Requirements
Ex. 1	Full Time Office Employees	Weekly Overtime after 40 Hours, Quarter Hour Rounding, 1 Hour Unpaid Lunch Break: Employees Must Punch for Breaks
Ex. 2	Salary Employees	Not Eligible for Overtime, Quarter Hour Rounding, One Hour Unpaid Auto Break to be deducted after 6 Hours of Work, Employees do not punch for breaks.
Ex. 3	Registered Nurses	Daily Overtime after 12 Hours, Quarter Hour Rounding, One Hour Lunch with 30 Minutes Paid and 30 Minutes Unpaid, Eligible for Evening and Weekend Shift Differentials.
Ex. 4	Certified Nurse Assistants	Daily Overtime after 12 Hours, Quarter Hour Rounding, One Hour Lunch with 30 Minutes Paid and 30 Minutes Unpaid, Eligible for Evening and Weekend Shift Differentials.

Table 1: Groups of Employees

Step 2 – List all Shift Differentials Paid by the Company

Complete the chart for Step 2 on the Answer Sheet by describing Shift Differentials paid by your company. A Shift Differential is a window of time for which eligible employees receive additional pay. A single shift differential is a contiguous block of time paid at a certain hourly rate or at an additional premium such as %10 Hourly Wage Increase or \$1.00 per hour in addition to the employee’s regular wage. It is important to note that a single shift differential may span multiple working shifts. Shift Differentials are not used for scheduling purposes, but rather they define a window of time during which eligible employees receive benefits in the form of additional pay. If your company does not offer Employee Benefits in the form of Shift Differentials simply leave the chart below blank. Keep in mind there is no limit to the number of Shift Differentials that can be configured within InfiniTime.

Shift Differential #	Shift Differential Name	Start Time	End Time	Start Day	End Day	Shift Differential Premium
Ex. 1	Weekend Differential	12:00 AM	11:59 PM	Saturday	Sunday	Additional \$0.75 / Hour
Ex. 2	Certified Nurse Assistant Evening Differential	10:00 PM	6:00 AM	Monday	Friday	Additional \$1.00 / Hour
Ex. 3	Registered Nurse Evening Differential	8:00 PM	8:00 AM	Monday	Friday	Additional \$1.25 / Hour



Step 3 - List employee groups eligible for shift differentials.

In most situations, only certain groups of employees or individuals are eligible for Shift Differentials. Complete the chart for Step 3 on the Answer Sheet by listing each group of employees eligible for Shift Differentials and the shift differentials they are eligible for. For clarity purposes, use Employee Group Descriptions from Table 1 and Shift Differential Names from Table 2 when completing the chart below. Simply leave the chart blank if your company does not track Shift Differentials.

Employee Group #	Description of Employee Group or Individual	Eligible Shift Differentials
Ex. 1	Full Time Office Employees	N/A
Ex. 2	Salary Employees	N/A
Ex. 3	Certified Nurse Assistants	Weekend Differential, Certified Nurse Assistant Evening Differential
Ex. 4	Registered Nurses	Weekend Differential, Registered Nurse Evening Differential

Table 3: Eligible Differentials

Step 4 – Complete the Policy Questionnaire for each group of employees with different Shift Differential Eligibility or Policy Setting Requirements.

Complete the questions that follow for each employee group with different Shift Differential Eligibility or Policy Setting Requirements. It may be helpful to print multiple copies of the Answer Sheet. Remember, if a policy setting does not apply to your company, simply leave the item blank on the answer sheet.

General Policy Settings

Policy Name

(1) What Group of Employees will the policy be for?

Pay Cycle

(2) What pay cycle is utilized for this Employee Group? (Circle One)

If Other, Please explain in the space provided on the Answer Sheet.

Start of Week

(3) What Day of Week is considered the start of your work week? (Circle One)

Current Pay Period: Start and End Dates

(4) What is the Start and End Date of your Current Pay Period? Remember, InfiniTime is only concerned with date ranges for which employees are paid, not the actual date when employee’s receive their check.



Last Pay Period: Start and End Dates

(5) What is the Start and End Date of your Last Pay Period? Remember, InfiniTime is only concerned with date ranges for which employees are paid, not the actual date when employee's receive their check.

Split Punches

(6) InfiniTime offers the ability to split employee working durations between work days if employees work over midnight. If individuals within this employee group will work overnight circle the desired Split Punch Setting. (Circle One)

Break Rules

Skip to the Exceptions Section if your company does not track Paid or Unpaid Employee Breaks.

Change to Breaks

Change to break is used when employees are required to punch in and out for lunch. Change to break looks at the duration an employee is clocked out and changes the time to an unpaid or paid break as appropriate. Proceed to the Auto Break Section if individuals within this employee group are not required to punch in and out for breaks. While answering the questions below keep the following information in mind:

- Break Lengths are described in Hours. IE: .25 Hours is the same as a 15 Minute Break.
- Many companies choose to track only a single Break Type, such as Paid Breaks or Unpaid Breaks, within InfiniTime. In this scenario only the First Change to break settings must be configured.

First Change to Break

Break Length

(7) What is the longest duration employees are permitted to take as their break? For example, Break Durations of .25 Hours or Less will be changed to a Paid or Unpaid Break.

Break Type

(8) Select the Break Type. For example, will the .25 Hours be Unpaid or Paid? (Circle One)

Second Change to Break

Break Length

(9) What is the longest duration employees are permitted to take as their break? For example, Break Durations of .25 Hours or Less will be changed to a Paid or Unpaid Break.

Break Type

(10) Select the Break Type. For example, will the .25 Hours be Unpaid or Paid? (Circle One)



Auto Break

Auto break is used when employees are not required to punch in and out for lunch. Auto breaks can be configured to automatically deduct a specified amount of time from employees after they have worked a predetermined number of hours.

First Auto Break

Minimum Worked Hours

(11) How many hours must employees work before the First Auto Break will be deducted?

Auto Break Length

(12) Specify the break duration, in hours, which will automatically be inserted by the First Auto Break:

Auto Break Type

(13) Select the Break Type, for example, will the First Auto Break be Unpaid or Paid? (Circle One)

Second Auto Break

Minimum Worked Hours

(14) How many hours must employees work before the First Auto Break will be deducted?

Auto Break Length

(15) Specify the break duration, in hours, which will automatically be inserted by the Second Auto Break.

Auto Break Type

(16) Select the Break Type, for example, will the Second Auto Break be Unpaid or Paid? (Circle One)

Break Limits

Break Limits are used with Change to Break to enforce minimum and maximum break durations providing complete control over both Paid and Unpaid Break Durations. Skip to the Exceptions section of you did not configure Change to Break.

Paid Break Limits

Paid Break Limits only apply to Paid Breaks. If you are not tracking Paid Breaks, skip to the next section.

Maximum Break Length

(17) The duration of each individual paid break is often limited. If desired, specify the maximum Paid Break Length below. Durations up to the maximum break length are paid while break durations exceeding the maximum break length are unpaid. For example, if an employee took an 18 minute break with a .25 Hour or 15 Minute Maximum Paid Break Length, the first fifteen minutes of the break would be paid while the last three minutes would be unpaid.

Maximum Daily Break Amount

(18) The Total Daily Paid Break duration, across all paid breaks, is often limited. If desired, specify the maximum Daily Paid Break Amount below. For example, in a company where two Fifteen Minute Paid Breaks were permitted each day the Maximum Daily Break Amount would be .5 Hours or 30 Minutes.



Unpaid Break Limits

Unpaid Break Limits only apply to unpaid Breaks. If you are not tracking unpaid Breaks, skip to the next section.

Minimum Break Length

(19) A minimum duration is often enforced for Unpaid Breaks as employees may receive overtime if they do not take the entire break duration. The Minimum Break Length Setting will deduct a specified duration for the unpaid break if the employee returns before the full duration has elapsed. For example, if an employee were to take a 15 minute break and the Minimum Break Length was set to 30 minutes, 30 minutes would be deducted as the Unpaid Break Length. If desired, specify the Minimum Break Length for Unpaid Breaks.

Exceptions

Indicate exceptions that should be tracked for this group of employees by checking each desired exception. Some exceptions require additional information as indicated. Simply leave all options blank if you do not wish to track exceptions for this group of employees.

Hours and Time Limits

Hours and Time Limits make it possible to set lower and upper limits for the number of hours employees receive on a daily or weekly basis. Hours and Time Limit settings are only required under special circumstances.

Skip the Hours and Time Limits section and proceed to the Overtime Rules section if any of the following conditions are true:

- Individuals within this employee group are paid only according to hours worked.
- Employees are required to Punch in and Out at the beginning and end of their work day

Answer the questions below for Hours and Time Limits if any of the following conditions are true:

- Individuals within this employee group receive at least a minimum amount of hours each day regardless of hours worked
- Individuals within this employee group receive at least a minimum amount of hours each week regardless of hours worked
- Individuals within this employee group are not required to punch in and out at the beginning and end of their work day
- Individuals within this employee group are only required to punch in when they arrive. The system should automatically punch employees out at the end of their work day.
- Individuals within this employee group are awarded additional hours as an incentive if they work a certain number of hours on a specific day.



Minimum Hours Tab

Minimum Hours Settings make it possible to ensure employees receive a predefined amount of hours on a daily or weekly basis.

(22) Circle the scenario that best describes individuals in this employee group. (Circle One)

Guaranteed Daily Hours

(23) Specify the minimum number of hours employees will receive each day.

Note: In Scenario A, as described above, Guaranteed Daily Hours are awarded only if employees work enough hours to qualify for Guaranteed Daily Hours (See Item 22 on the Answer Sheet).

In Scenario B, as described above, Guaranteed Daily Hours are awarded only on days when an employee punches in. Employees **should not** punch out manually when they leave for the day. Change to Break Settings are **not supported** in this scenario as employees are not permitted to punch more than once.

In Scenario C, as described above, Guaranteed Daily Hours are awarded only on days when an employee is scheduled to work. Employees **should not** punch in or out manually when they arrive or leave for the day. Change to Break are **not supported** in this scenario as employees are not permitted to punch.

Daily Hours Required to Get Guaranteed Daily Hours

(24) Specify the minimum number of hours an employee must work before they receive the Guaranteed Daily Hours.

Note: In Scenario A, as described above, Employees must work the number of hours specified by this setting in order to receive the Guaranteed Daily Hours. For example, Employees must work at least 4 hours in order to receive the 8 Hour Daily Minimum.

In Scenario B, as described above, the employee will automatically be awarded the Guaranteed Daily Hours after they have been clocked in for the number of hours specified by this setting.

In Scenario C, as described above, this setting should be left blank.

Single Punch To Get Guaranteed Daily Hours

(25) When this option is set to yes, Employees are required to punch in before the Guaranteed Daily Hours are awarded. Circle the desired setting for this option. (Circle One)

Note: This setting should only be set to Yes in Scenario B as described above. Otherwise select No.

Guaranteed Weekly Hours

(26) Specify the minimum number of hours employees will receive each week:



Note: Minimum Weekly Hours are generally only used in Scenario A as described above. Guaranteed Weekly Hours are awarded only if employees work enough hours to qualify for Guaranteed Weekly Hours (See Question 24).

Weekly Hours Required to Get Guaranteed Weekly Hours

(27) Specify the minimum number of hours an employee must work before they receive the Guaranteed Weekly Hours:

Note: In Scenario A, as described above, Employees must work the number of hours specified by this setting in order to receive the Guaranteed Weekly Hours. For example, Employees must work at least 20 hours in order to receive the 40 Hour Weekly Minimum.

Maximum Hours Tab

Maximum Hours Settings make it possible to limit the number of hours employees will receive payment for on a daily and / or weekly basis. If employees work beyond the specified number of hours in a day or weekly period hours beyond the limit will simply be ignored.

Daily Hours Limit

(28) Specify the maximum number of hours employees may work in a single day.

Weekly Hours Limit

(29) Specify the maximum number of hours employees may work during a single work week.

Bonus Hours

(30) Bonus Hours award additional hours to employees as an incentive if they work a certain number of hours on a specific day of the week. Complete the table below to indicate days for which individuals in this employee group are eligible for bonus hours.

Day of Week – Specify the Day of Week for which bonus hours will be awarded.

Bonus Hours – Specify the number of hours to be awarded as bonus hours.

Hours Required to Receive Bonus Hours – Specify the number of hours employees must work on the specified day in order to qualify for bonus hours.

Daily Maximum After Bonus Hours are Awarded – Specify the maximum number of hours the employee may receive from a result of bonus hours. Bonus Hours will not be applied beyond this amount. For example, in Ex. 1 below, an employee who worked 12 Hours on a Friday would only receive 13 hours for the day.

	Day of Week	Bonus Hours	Hours Required to Receive Bonus Hours	Daily Maximum After Bonus Hours are Awarded
Ex. 1	Friday	2	10	13
Ex. 2	Saturday	2	8	
Ex. 3	Sunday	2	8	



Overtime Rules

Overtime Rules are used to track employee pay at alternate pay rates such as time and a half or double time after reaching a preset number of daily or weekly hours. Extended overtime calculations such as Consecutive Day Overtime and Day of Week Overtime are also available.

General

General Overtime Settings include basic organization settings and should be reviewed and configured as needed.

Excessive Hours Amount

(31) The Excessive Hours Amount is compared with Daily Hours by the Excessive Hours Report. In order for the Excessive Hours Report to function this setting must be set properly. Hours worked in excess of the Excessive Hours Amount are considered excessive and will be totaled on the Excessive Hours Report. For example, if the Excessive Hours Amount is 8 Hours and an employee works 10 hours in a day the Excessive Hours Report would show a total of 2 Excessive Hours for the day. Specify the threshold for excessive hours.

Missing Punch Threshold

(32) The Missing Punch Threshold is an amount, entered in hours, which is used as a countdown timer to assist InfiniTime with identifying missed punches. InfiniTime starts the timer when an employee clocks in and expects them clockout before the timer expires. For example, if the Missing Punch Threshold is set to 12 hours then InfiniTime expects employees to clock out within 12 hours after punching in. If the employee does not clock out within this duration then the employees punch in will be marked with a Missed Punch Exception and the employees next punch will be considered a Clock In. Specify the desired Missing Punch Threshold.

***Note:** A 12 hour Missed Punch Threshold is the recommended value unless it is known for sure that employees may work longer than twelve hours without punching.*

***Note:** If employees work more than 12 hours the Missing Punch Threshold should be set to a value at least 30 minutes higher than the highest expected amount of hours individuals in this employee group will work in a day. If only a small group of employees work over 12 hours an additional policy should be created. If this should be the case, please fill out a copy of this questionnaire for each employee group requiring a different Missing Punch Threshold.*

Missed Punch Day Change Time

Employee Activity is associated with a particular day for the purpose of calculating hour totals for a specific date range. The Clock In and Clock Out Missed Punch Day Change Time can be manipulated to change which date – Today, Tomorrow, or Yesterday – an employee’s activity will be associated with. These are generally only required when configuring a policy for overnight employees. The best way to explain how to configure these settings is through example:



Clock In Missed Punch Day Change Time	Clock Out Missed Punch Day Change Time	Details
Blank	Blank	Time is associated with the day an employee punches in on.
10:30 PM	Blank	A night auditor shift starts at 11 PM. All Activity for employees clocking in after 10:30 PM will be associated with the next day.
2:00 AM	2:00 AM	Punches are split at 2:00 AM. The Split Punches setting must be set to End of Pay Period or End of Week for General Policy Settings. All time before 2:00 AM will be associated with the prior day. All activity after 2:00 AM will be associated to the current day.

Clock In Missed Punch Day Change Time

(33) Specify the desired Clock In Missed Punch Day Change Time. Circle BLANK or write the desired time on the line below:

Clock Out Missed Punch Day Change Time

(34) Specify the desired Clock Out Missed Punch Day Change Time. Circle BLANK or write the desired time on the line below:

Overtime Must be Approved

(35) If this option is enabled a Supervisor must manually approve all instances of employee overtime from within the InfiniTime software.

Deduct Daily OT From Weekly OT

(36) The 'Deduct Daily OT From Weekly' OT Feature is commonly used by companies with employees in California due to unique labor laws and is only required when both daily (Over 8 Hrs) and weekly overtime (Over 40 Hrs) are tracked simultaneously for the same employee group. For example if an employee works 10 hours Monday to Friday on a particular week there are two different ways overtime can be handled on Friday. Either all hours on Friday are overtime or, if the Deduct Daily OT Hours from Weekly OT option is enabled, the employee must work 8 hours before receiving overtime. The calculation is shown below:

Option	M	T	W	TH	F	Total Hours
Deduct Daily OT from Weekly OT Disabled	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	40 Hours Regular 10 Hours OT
Deduct Daily OT from Weekly OT Enabled	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	8 Hours Regular 2 Hours OT	10 Hours OT	32 Hours Regular 18 Hours OT

Add / Subtract Daylight Savings Hour When Time Changes



(37) This option should be enabled if your state observes Daylight Savings Time. Employee Hours will automatically be adjusted for individuals within this employee group who work across the time change that occurs when Daylight Savings Time Starts in March or Ends in November.

Overtime Types: OT1

InfiniTime supports a maximum of four Overtime Types, OT1 to OT4. Each Overtime Type can be considered a “bucket” for Hours paid at a specific rate. Overtime Types are referred to as buckets because employee hours can be “dumped” into them. The most common example is posting Employee Hours Worked on a Holiday to an Overtime Type. This is necessary if employees are paid a different rate for worked Holiday Hours than non-worked holiday hours. InfiniTime also calculates Overtime Hours according to preset conditions based on the number of Daily or Weekly work hours.

Daily Overtime if Over Hours

(38) Specify a daily number of hours, after which all hours are considered overtime. If you do not wish to calculate overtime on a daily basis, leave the line below blank.

Weekly Overtime If Over Hours

(39) Specify a weekly number of hours, after which all hours are considered overtime. If you do not wish to calculate overtime on a weekly basis, leave the line below blank.

Overtime Pay Method

(40) The Overtime Pay Method is used for Wage Reporting within the InfiniTime Application. InfiniTime supports three separate pay methods as listed below. On the Answer Sheet, Circle the pay method that best describes how Overtime 1 Hours are paid. (Circle One)

Pay Method	Description
A Amount Pay Method	<p>The Amount Pay Method pays employees an additional dollar amount for each hour they work. For example, an amount of 5.00 as shown below will pay employees their default wage plus an additional five dollars per hour for Overtime Hours. An example calculation is below.</p> <p style="text-align: center;">Employee Default Wage + Dollar Amount = OT Wage</p> <p style="text-align: center;">$\\$10.00 + \\$5.00 = \text{OT Wage}$ $\\$15.00 = \text{OT Wage}$</p>
B Percent Pay Method	<p>The Percent Pay Method pays employees an additional percentage of their default wage for each hour they work. For example, a percent wage increase of 50 Percent is equivalent to Time and a Half or 1.5 times the employee's default wage. An example calculation is below.</p> <p style="text-align: center;">Employee Default Wage + (Employee Default Wage * Percent Wage Increase) = OT Wage</p> <p style="text-align: center;">$\\$10.00 + (\\$10.00 * 50\%) = \text{OT Wage}$ $\\$10.00 + (\\$5.00) = \text{OT Wage}$ $\\$15.00 = \text{OT Wage}$</p>
C Rate Pay Method	<p>The Rate Pay Method defines a specific wage for overtime hours. When the Rate Pay Method is used employee default wages are ignored and the Overtime Rate is used for overtime hours.</p> <p style="text-align: center;">Example Rate Pay Method: \$12.50</p>



Overtime Pay Amount / Percent / Rate

(41) Specify the Dollar Amount, Percent, or Rate corresponding to the chosen Pay Method. The Overtime Pay Amount / Percent / Rate is highlighted in blue in the examples above.

Custom Weekly Interval

(42) Specify the amount of days for InfiniTime to consider as a week when calculating weekly overtime. For example if this field were set to 14 days weekly overtime would be calculated over a two week period. If overtime will be calculated on a weekly basis (7 days) this field can be left blank.

Custom Weekly Start Date

(43) The custom Weekly Start Date is a reference date used for Weekly Overtime Calculations and is required when using the Custom Weekly Interval. The starting date of the current pay period is recommended for use as the reference date.

Additional Overtime Types: OT2, OT3, OT4

Overtime Types 2, 3, and 4 have the same settings for Daily and Weekly Overtime as OT1. Refer to the prior section for more details if needed, otherwise answer the questions below as they apply to your company. The Overtime Pay Method and Pay Amount / Percent / Rate should be configured for each Overtime Type that is used to track Daily Overtime, Weekly Overtime, or posted hours. Common uses of OT 2, 3, and 4 include:

- a. Overtime Hours at Different Pay Rates
(Time and A Half, Double Time, etc.)
- b. Worked Holiday Hours
(Posted to OT Types according to Holiday Settings)
- c. Unscheduled Work Hours
(Posted to OT Types according to Policy Schedule Settings / Rules)
- d. Day of Week Overtime
(Posted to OT Types according to Policy Day of Week OT Settings)
- e. Consecutive Day Overtime
(Posted to OT Types according to Policy Consecutive Day OT Settings)

(44) Complete the table below to indicate desired OT2, OT3, and OT4 Settings.

Daily Overtime if Over Hours - Specify a daily number of hours, after which all hours are considered overtime.

Weekly Overtime If Over Hours – Specify a weekly number of hours, after which all hours are considered overtime.



Overtime Pay Method – Specify an Overtime Pay Method: Amount, Percent, or Rate.
(Choose One.)

Overtime Pay Amount / Percent / Rate – Specify an Overtime Pay Amount / Percent / Rate for the corresponding Overtime Pay Method.

	Overtime Type	Description of Overtime Type Hours	Daily Overtime if Over Hours	Weekly Overtime if Over Hours	Overtime Pay Method	Overtime Pay Amount / Percent / Rate
Ex. 1	OT2	Double Time	12		Percent	100%
Ex. 2	OT2	Worked Holiday Hours			Percent	100%
Ex. 3	OT3	Sunday Hours (Day of Week OT)			Amount	\$2.00
Ex. 4	OT4	Unscheduled Hours			Rate	\$10.00 / HR



Consecutive Day OT

Consecutive Day Overtime automatically calculates overtime after employees have reported to work for a preset number of days in a row. Complete the Cons. Day OT Table on the Answer Sheet if individuals within this employee group are eligible for Consecutive Day Overtime. Otherwise, continue to the Day of Week OT section.

Consecutive Days Worked Before All time is Overtime

Specify the number of days an employee must work in a row before all time on the next working day will be considered overtime. For example, If this field is set to 5 Days and the employee has worked the minimum number of hours, all hours worked on the 6th consecutive day of work will be counted as Overtime.

Minimum Hours to Get Auto OT

Specify the minimum number of hours which must be worked within the number of days required for Consecutive Day OT. If the employee has not worked the number of hours specified in this field they will not be eligible for Consecutive Day Overtime. This setting is particularly useful for ensuring employees with a flexible schedule or part time employees are not paid consecutive day overtime if they have not worked a predefined number of hours during the time period.

For example, Minimum Hours to Get Auto OT is set to 40. Employees with less than 40 worked hours for the week will not qualify for Consecutive Day Overtime even if they work the number of days required for Consecutive Day OT in a row.

Overtime to Put Consecutive Day Regular Hours Into

If an employee should work the number of days required for Consecutive Day OT in a row all of their activity will be counted toward overtime. This option makes it possible to map hours that would be considered regular hours in normal circumstances toward a specific Overtime Bucket.

Overtime to Put Consecutive Day Overtime Hours Into

If an employee should work the previously specified number of days in a row all of their activity will be counted toward overtime. This option makes it possible to post hours that would be considered overtime hours in normal circumstances to a specific Overtime Bucket. For example, Daily OT or Weekly Overtime Hours will be posted to the selected Overtime type.

Reset Consecutive Day Count of Beginning of Work Week

This option should be enabled if the consecutive day count resets at the beginning of each work week and disabled if the consecutive day count persists from work week to work week.

(45) Does the consecutive day count reset at the beginning of each work week or persist from work week to work week? (Circle One)



Cons. Day OT #	Consecutive OT Day	Consecutive Days Worked Before All Time is Overtime	Minimum Hours to Get Auto OT	Overtime to Put Consecutive Day Regular Hours Into	Overtime to Put Consecutive Day Overtime Hours Into
Ex. 1	Day 1	6	40	OT1	OT2
Ex. 2	Day 2	7	48	OT1	OT2
Ex. 3	Day 1	6	40	OT2	OT2

Day of Week OT

(46) Day of Week automatically calculates overtime if employees work on a predefined week day. All hours worked on the selected day will be considered overtime hours. Complete the Day of Week OT table on the Answer Sheet if individuals within this employee group are eligible for Day of Week Overtime. Otherwise, continue to the Payroll Overrides section.

Day of Week - Specify the day of week, for which all hours worked will be paid at a different rate.

Overtime to Put Day of Week Regular Hours Into - Specify the Overtime Type which Regular Hours worked on the Selected Day of Week will be posted to.

Overtime to Put Day of Week Overtime Hours Into - Specify the Overtime Type which Overtime Hours worked on the Selected Day of Week will be posted to.

Day of Week OT #	Day of Week	Overtime to Put Day of Week Regular Hours Into	Overtime to put Day of Week Overtime Hours Into
Ex. 1	Saturday	1	2
Ex. 2	Saturday	2	2
Ex. 3	Sunday	1	2

Payroll Overrides

(47) Payroll Overrides make it possible to set a limit on employee hours exported to payroll for Regular and Overtime Hours. Employees will receive the Override Hours if they work the minimum number of hours required to be eligible for the payroll override. These options are generally only used for salary employees. Skip this section if individuals within this employee group are only paid for the hours they work.

Activity Type

Specify the activity type for which the payroll override will take effect.

Minimum Hours

Specify the minimum number of hours an employee must work before the override takes effect.

Override Hours

Specify the number of hours to be exported for the selected activity type.

	Activity Type	Minimum Hours	Override Hours
Ex. 1	Regular Hours	25	40
Ex. 2	OT1	2	8



Rounding Rules

Rounding Rules make it possible to round employee punches to the nearest tenth, quarter, or half an hour, for the purpose of altering hour calculations. Rounding rules do not change the time recorded when employees punch in and out. InfiniTime simply calculates hours according to the rounded punch times which affect total hours paid to each employee. In this way InfiniTime retains the actual punch times of employees for audit purposes while also calculating rounded hour totals.

Unscheduled Time

Unscheduled rounding rules can be set separately for different actions such as Clocking In to work when arriving in the morning, Clocking Out from work when departing for the day, and when punching for breaks, though this document assumes a basic rounding configuration where rounding rules are the same for each punch type. This is the most common use of unscheduled rounding and results in rounded hour totals at increments of Tenths, Quarters, or Halves of an Hour.

Unscheduled Rounding Types

The following Rounding Types are available:

No Rounding –Employee Punches will not be rounded.

Tenth Hour – Employee punches will be rounded to the nearest tenth hour according to the Round Back and Round Forward settings.

Quarter Hour – Employee punches will be rounded to the nearest quarter hour according to the Round Back and Round Forward settings.

Half Hour – Employee punches will be rounded to the nearest half hour according to the Round Back and Round Forward settings.

Unscheduled Rounding Methods

The following Rounding Methods are available:

Each Punch – Rounds individual punches as indicated by the rounding settings.

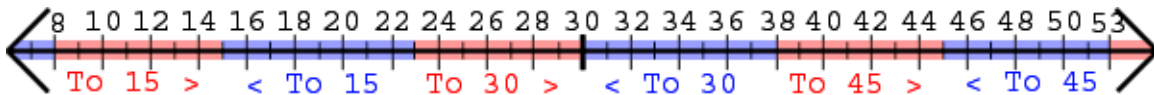
Net Round Each Punch Pair – Rounds the total duration for each punch pair as indicated by the rounding settings.

Net Round Each Day – Rounds the total duration for each day as indicated by the rounding settings.

Mechanics of Unscheduled Rounding: Round Back / Forward Split

The Round Back and Round Forward Split times are used to determine if employee punches should be rounded back or forward to the nearest tenth, quarter, or half hour. The Round Back Split Time is always one minute less than the Round Forward Split Time.

For example, a 7 Minute Round Back / 8 Minute Round forward Split for Quarter Hour Rounding would Round Back if a punch was within 7 minutes or less of the previous quarter hour. Alternatively the punch would be rounded forward if the punch was within 8 minutes or more of the previous quarter hour. This concept is illustrated by the timeline below. All times in blue would round back to the prior quarter hour. All times in red would round forward to the next quarter hour.



(48) Specify the Desired Unscheduled Rounding Duration (Circle One):

(49) Specify the desired Round Back Split. The Default Round Back and Round Forward Split for each Rounding Type are listed below for reference.

Rounding Type	Round Back Split	Round Forward Split
Tenth Hour	3 Minutes	4 Minutes
Quarter Hour	7 Minutes	8 Minutes
Half Hour	15 Minutes	16 Minutes

(50) Specify the desired Round Forward Split. The Round Forward Split is always 1 Minute Greater Than the Round Back Split.

(51) Specify the desired Rounding Method (Circle One).

Scheduled Time

Rounding Rules for Scheduled Time can be used to define grace periods for use with scheduling related exceptions such as Early, Tardy, Early Departure, and Late Departure as well as for rounding employee punches directly to scheduled Start and End times. Scheduled rounding rules can be set separately for different actions such as Clocking In to work when arriving in the morning, Clocking Out from work when departing for the day, and when punching for breaks, though this document assumes a basic Schedule Rounding Setup where Grace Periods are only configured for Punches of the Clock In and Clock Out Type. Round to Schedule can be enabled for Punches of the Clock In, Clock Out Type, or for both. Skip this section if you do not wish to use schedule rounding to round employee punches to schedule or track schedule related exceptions for individuals within this employee group. If you wish to perform either of these functions, all questions below must be answered.

(52) Select the Scheduled Rounding Scenario that best describes the desired rounding for individuals in this employee group. (Circle One).

(53) Would you like to Track Schedule Related Exceptions such as Early, Tardy, Early Departure, Late Departure or Outside of Schedule? (Circle One)



Scheduled Rounding: Clock In

On Time Grace Period (Bright Green)

The On Time Grace Period Describes the time period during which employees are expected to arrive to work. Employees do not receive Early, Tardy, or Outside of Schedule exceptions for punching in during the On Time Grace Period.

Early Grace Period (Blue)

The Early Grace Period Describes the Time Period during which employees will be marked as arriving early for work. This grace period is used with the Early Exception and is a duration prior to the Start of the On Time Grace Period. Employees receive the Early Exception when punching in during the Early Grace Period. This concept is illustrated by the number line below.

Late Grace Period (Dark Green)

The Late Grace Period setting should be set to define the time period during which employees may punch in after their scheduled start time yet still be considered On Time. Many companies consider their employees late if they are not at the site and clocked in before their scheduled start time, in this case the Late Grace Period should be left blank. Employees do not receive Early, Tardy, or Outside of Schedule exceptions for punching in during the Late Grace Period.

Scheduled Rounding Rules – Grace Period Example for Clock In

The Timeline below shows an example scenario with a Ten Minute On Time, Early, and Late Grace Period. The Scheduled Start Time is 8:00 AM. Employees are Early from 7:40AM to 7:50 AM, On Time from 7:50 AM to 8:00 AM, Late From 8:00 AM to 8:10 AM, and both Outside of Schedule and Tardy after 8:10 AM.



Round Clock In to Schedule

(54) Would you like to round employee punches to their Scheduled Start Time? (Circle One)

On Time Grace Period

(55) Specify the Duration, in Minutes, that employees may punch in before their Scheduled Start Time and still be considered On Time.

Early Grace Period

(56) Specify the Duration, in Minutes, that employees may punch in before the start of the On Time Grace Period.

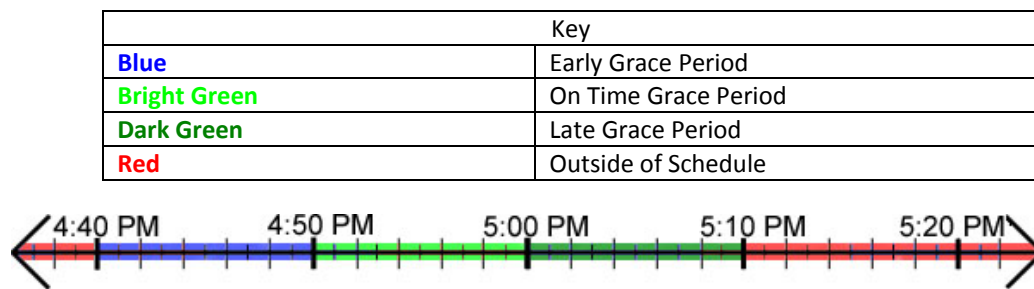
Late Grace Period

(57) Specify the Duration, in Minutes, that employees may punch in after their scheduled start time and still be considered On Time.

Scheduled Rounding: Clock Out

Scheduled Rounding Rules – Grace Period Example for Clock Out

The Timeline below shows an example scenario with a Ten Minute On Time, Early, and Late Grace Period. The Scheduled End Time is 5:00 PM. Employees are Departing Early from 4:40 PM to 4:50 PM, On Time from 4:50 PM to 5:00 PM, Late From 5:00 PM to 5:10 PM, and both Outside of Schedule and Tardy after 5:10 PM.



Round Clock Out to Schedule

(58) Would you like to round employee punches to their Scheduled End Time? (Circle One)

On Time Grace Period

(59) Specify the Duration, in Minutes, that employees may punch out before their Scheduled Start End Time and still be considered Departing On Time.

Early Grace Period

(60) Specify the Duration, in Minutes, that employees may punch out before the start of the On Time Grace Period and still be considered Departing On Time.

Late Grace Period

(61) Specify the Duration, in Minutes, that employees may punch in after their scheduled start time and still be considered Departing On Time.



Schedule Settings / Rules

Schedule Settings and Rules are used in conjunction with Hours and Time Limits to automatically punch employees in and out and to automatically punch to changes in an employee's schedule. Additional options such as associating shift differentials with a policy or setting a default schedule are also available. Skip this section if you do not plan to use schedules for this group of employees. Remember, it is not necessary to configure all policy settings. Many policy settings are optional. Simply leave the corresponding answer blank if an item does not apply to your organization.

Lockout

The options below can be used to lock employees out if they arrive outside of the grace periods defined on the Scheduled Rounding Tab. Lockout prevents employees from punching outside of the Early, On Time, and Late Grace periods. Employees who attempt to punch outside of the Early, On Time, and Late Grace Periods will receive a warning message.

Lockout is a strict option. Employees will not be able to punch if lockout is enabled and they are attempting to punch outside of the grace periods. While this may sound like a good idea in theory it may be impractical for some implementations as employees will need to seek out management personnel in order to punch in or out if they are outside of the grace periods defined on their policy.

***Note:** Most companies who decide to implement Lockout only enable Clock In Lockout. This ensures employees arrive to work on time while permitting them to work past their scheduled end time.*

Clock In Punch to Schedule / Lockout

(62) Would you like to enable Clock In Schedule Lockout? If this option is enabled employees will not be able to Punch In outside of the Early, On Time, and Late Grace Periods defined by the Clock In Grace Periods. (Questions #55 - #57)

Clock Out Punch to Schedule / Lockout

(63) Would you like to enable Clock Out Schedule Lockout? If this option is enabled employees will not be able to Punch Out outside of the Early, On Time, and Late Grace Periods defined by the Clock Out Grace Periods. (Questions #58 – #61)

Auto Punch

Auto Punch settings are used in conjunction with scheduling and the Hours and Time Limits policy settings to automatically punch employees in and out.

***Note:** Refer to Question 22 to determine how Auto Punch Settings should be configured. If you chose scenario A, leave all Auto Punch Settings blank. They are not required for this employee group. If you chose scenario B, leave all Auto Punch Settings Blank. Only the Hours and Time Limit settings are required for this scenario. If you chose scenario C, both Auto Clock In and Auto Clock Out should be enabled.*

Auto Clock In

(64) Auto Clock in punches employees in according to their schedule automatically. Would you like to enable Auto Clock In? (Circle One)

Auto Clock Out

(65) Auto Clock out punches employees out according to their schedule automatically. Would you like to enable Auto Clock Out? (Circle One)

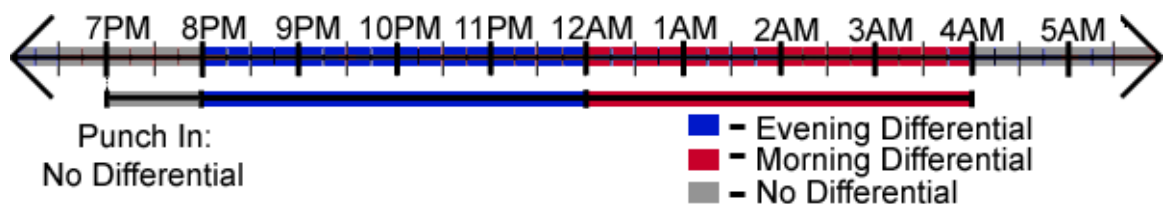
Auto Punch to Schedule

(66) If this option is enabled InfiniTime will automatically insert punches according to an employee's schedule. For example, if breaks are defined in an employees schedule the employee will automatically be clocked in and out for breaks. Alternatively the schedule can also be split across multiple departments using the Gantt Chart. InfiniTime will then switch the employee between departments according to the schedule automatically. Employees must punch in at the beginning of their shift and out manually at the end of their shift when using this feature. Would you like to automatically punch according to employee schedules for individuals in this employee group?

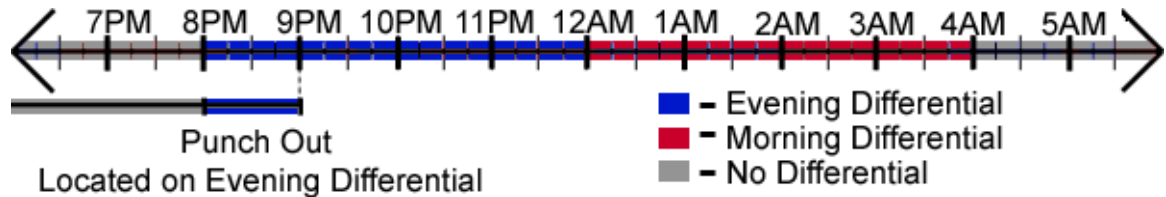
Shift Differential Pay Method

A method of pay must be defined for Shift Differentials. Remember, within InfiniTime shift differentials are defined as a period during which employees receive an additional premium. It is not uncommon for employees to be eligible for multiple shift differentials. Shift Differential pay methods determine which differential an employee will receive based upon when they are working or when they punched in. If individuals within this employee group are not eligible for shift differentials skip ahead to the Unscheduled Hours Distribution section.

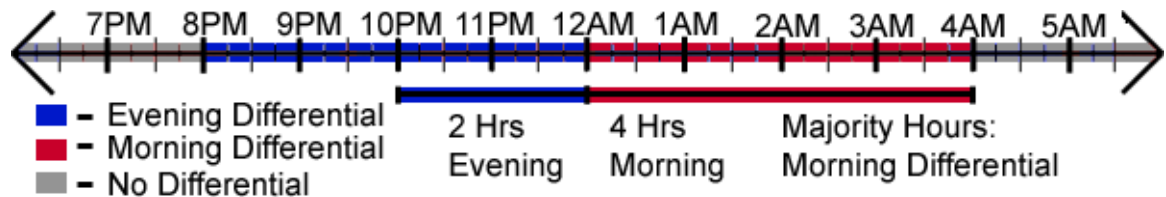
Punch In – When the Punch In Pay method is chosen employees are paid the premium in effect at the time they punch in. For example, A Registered Nurse arrives at the hospital early and is asked to lend a hand prior to their shift. They clock in at 7PM and work until 4AM. Because the RN clocked in at 7PM, which does not fall within a period eligible for differential pay, the RN will not receive a premium for their hours.



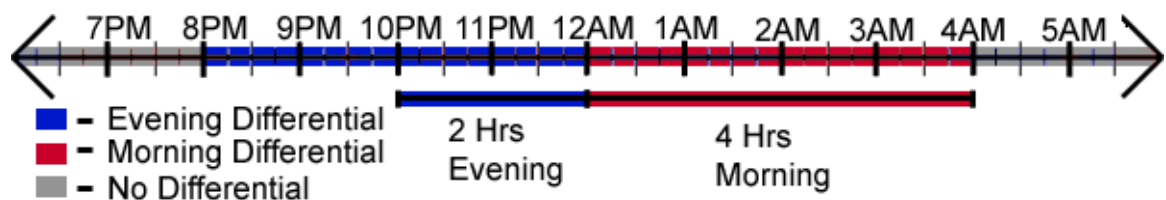
Punch Out – When the Punch Out Pay method is chosen employees are paid the premium in effect at the time they punch out. For example, let us say a typical Registered Nurse shift is 11 AM to 7 PM, with Evening Differentials from 8PM – 12AM and a Morning Differential from 12AM – 4AM. Mary Joe is asked to stay for an additional two hours and works from 11AM to 9PM. Because Mary clocked out at 9PM, which falls within the Evening Differential, she will receive the Evening Differential Premium for all ten hours worked.



Majority Hours – The Majority Hours pay method identifies the differential on which employees worked the greatest portion of their hours. The premium associated with that differential is then used for all hours worked on the day. For example, if a Registered Nurse were to be called in from 10:00 PM to 4:00 AM, The majority of the worked hours fall within the Morning Differential in the scenario below. As such the employee receives the Morning Differential premium for all 6 Worked Hours.



Zone – Zone is the most commonly used pay method for shift differentials. Employees will be paid a premium according to the differential they are working on. For example, if a Registered Nurse were to be called in to work from 10:00 PM to 4:00 AM they would receive two hours of Evening Differential Pay and Four Hours of Morning Differential Pay as follows:



The diagram illustrates an RN being called in to work from 10:00 PM to 4:00 AM. Hours from 10:00 PM to 12:00 AM are associated with the Evening Differential. Hours from 12:00 AM to 4:00 AM are associated with the Morning Differential. The employee is paid as follows:

- 2 Hours Evening Differential Premium
- 4 Hours Morning Differential Premium

Shift Differential Pay Method

(67) Specify the Shift Differential Pay Method that best describes how shift differentials should be paid for individuals within this employee group. (Choose One)



Unscheduled Hours Distribution

(68) Unscheduled Work Hours Distribution options make it possible to post Unscheduled Working hours to a specific Overtime Bucket. This feature is often combined with ‘Overtime Must Be Approved’ is enabled. By combining both of these options, all unscheduled hours must be acknowledged and approved by a supervisor before they are sent to payroll. Complete the Unscheduled Hours Distribution Table on the Answer Sheet by specifying an overtime type (OT1 – OT4) if schedules will be configured for individuals in this employee group and you wish to post Unscheduled Hours to a specific Overtime Type. Otherwise, continue to the Misc. Schedule Options section.

Unscheduled Hours Distribution #	Unscheduled Hours Distribution	Overtime Type
Ex. 1	Unscheduled Regular Hours	OT3
Ex. 2	Unscheduled OT1 Hours	OT4

Misc Schedule Options

Earliest Clock In Time

(69) Sets the earliest time employee’s can clock in. Should employees punch in before the time set in this field InfiniTime will calculate hours for the day as if the employee had punched in at the Earliest Clock In Time. If individuals within this employee group are not permitted to punch in before a certain time specify the Earliest Clock In Time.

Latest Clock Out Time

(70) Sets the latest time employee’s can clock out. Should employees punch out after the time set in this field InfiniTime will calculate hours for the day as if the employee had punched out at the Latest Clock Out time as shown in the table below. If individuals within this employee group are not permitted to punch out after a certain time, specify the Latest Clock Out Time.

Stand by Time

(71) Stand by time is intended for use with on call employees. Stand By Time is automatically inserted for all employees assigned to the policy. Complete the table below to describe Stand by Time requirements for individuals within this employee group. Complete as many entries as needed to describe your organization’s Stand By Time requirements. If your company does not track stand by time simply leave this table blank.

Stand By Time #	Day of Week	Description	Stand By Hours
Ex. 1	Saturday	On Call – RN	8.00
Ex. 2	Sunday	On Call – RN	8.00