



TIME & ATTENDANCE SOLUTIONS
6097 North 57th Drive · Glendale, Arizona 85301

www.InfiniTime.com
SalesEngineer@InceptionTechnologies.com

Toll Free: (800) 473-9457
Fax: (623) 930-0012

InfiniTime Questionnaire

Company Information:

Company Name:	
Vertical/Industry:	
Primary contact:	
Technical contact:	
Phone Number:	
Fax Number:	
E-mail:	
Address/City, State, Zip:	

Introduction: Steps 1 - 3

Step 1 – List Groups of Employees with Different Policy Settings

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.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Table 1: Groups of Employees



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Step 2 – List all Shift Differentials Paid by the Company

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
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Table 2: Shift Differentials

Step 3 - List employee groups eligible for 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
1		
2		
3		
4		
5		
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8		
9		
10		

Table 3: Eligible Differentials



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InfiniTime Questionnaire

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?

Weekly Bi-Weekly Monthly Semi Monthly Other

If Other, Please explain: _____

Start of Week

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

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Current Pay Period: Start and End Dates

(4) What is the Start and End Date of your Current Pay Period?

Start Date: _____ End Date: _____

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.

Start Date: _____ End Date: _____

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 choose the desired Split Punch Setting.

- Never** Employee Work Hours will not be split. All work hours will be totaled on the day the employee punched in.
- End of Day** Employee Work Hours will be split at Midnight every day. Working Hours will be split appropriately between each working day.
- End of Pay Period** Employee Work Hours will be split at Midnight at the end of the Pay Period. Working Hours will be split appropriately between each Pay Period.



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End of Week

Employee Work Hours will be split at Midnight at the end of the Work Week. Working Hours will be split appropriately between each Work Week.

Break Rules

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.

_____ Hours

Break Type

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

Unpaid Paid

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.

_____ Hours

Break Type

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

Unpaid Paid

Auto Break

First Auto Break

Minimum Worked Hours

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

_____ Hours



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Auto Break Length

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

_____ Hours

Auto Break Type

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

Unpaid Paid

Second Auto Break

Minimum Worked Hours

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

_____ Hours

Auto Break Length

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

_____ Hours

Auto Break Type

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

Unpaid Paid

Break Limits

Paid Break Limits

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.

_____ Hours



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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.

_____ Hours

Unpaid Break Limits

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, of 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.

_____ Hours

Exceptions

- Absent** – The employee did not punch in or out at any time on a day they were scheduled to work.
- Approaching overtime** – The employee is getting close to earning overtime.
(20) A threshold must be defined for the Approaching Overtime exception. If an employee receives weekly overtime after 40 Hours and the Approaching Overtime Threshold is set to 10 hours the threshold will occur when the employee works more than 30 hours.

Please specify the desired threshold: _____ Hours

- Approved Overtime** – The employee has approved overtime.
- Early** – The employee clocked-in earlier than his scheduled start time.
- Early Departure** – The employee left before his scheduled time ended.
- Exceeded Accrued Time** – Occurs when an employee uses more time than was available in their Accrual Type. The Exceeded Accrual exception can only be viewed on the Employee Exception Detail Report as accrual exceptions are not related to employee timecards. When using the Employee Exception Detail report to view the Exceeded Accrual Exception the Date Range should match the Accrual Period for the Accrual Type in question.
- Invalid Department** – InfiniTime includes a Valid Department listing within the employee table. If valid departments are assigned to employees the Invalid Department exception can be used to track punches assigned to departments that are not considered valid for the employee.
- Late Departure** – The employee left after his scheduled time ended.
- Long Break** – The employee took a longer break than scheduled.
- Missed Punch** – The employee missed a clock-in/out punch.
- Missing Break** – The employee did not take a break
- Outside Schedule** – The employee punched at a time when they were not scheduled.
- Overtime** – The employee more then the minimum hours
- Short Break** – The employee took a shorter break than scheduled.
- Tardy** – The employee clocked-in late.
- Unapproved Overtime** – The employee has unapproved overtime.
- Under Daily Hours** – Occurs when employees work less than a predefined number of hours in a day.
(21) A threshold must be set for the Under Daily Hours exception. If an employee works 5 hours in a day and the Under Daily Hours Threshold is set to 8 Hours the Under Daily Hours Exception would occur.

Please specify the desired threshold: _____ Hours



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Hours and Time Limits

Minimum Hours Tab

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

- A. Employees are required to punch at both the start and end of their work day. Employees should receive the minimum Daily and / or Weekly Hours if they work enough hours to qualify during the Day / Week.
- B. Employees are only required to punch in at the start of their work day. Employees should automatically be clocked out at the end of their work day after they have received the minimum number of daily hours.
- C. Employees are not required to punch. Employee Hours should be calculated automatically.

Guaranteed Daily Hours

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

_____ Hours

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:

_____ Hours

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.

Yes No

Guaranteed Weekly Hours

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

_____ Hours

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:

_____ Hours

Maximum Hours Tab

Daily Hours Limit

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

_____ Hours



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Weekly Hours Limit

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

_____ Hours

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	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	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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Overtime Rules

General

Excessive Hours Amount

(31) Specify the threshold for excessive hours:

_____ Hours

(32) Specify the desired Missing Punch Threshold:

_____ Hours

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:

BLANK _____

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:

BLANK _____

Overtime Must be Approved

(35) Would you like to enable the Overtime Must Be Approved Option?

YES NO

Deduct Daily OT From Weekly OT

(36) Would you like to enable the Deduct Daily OT From Weekly OT Option?

YES NO

Add / Subtract Daylight Savings Hour When Time Changes

(37) Would you like to enable the Add / Subtract Daylight Savings Hour Option?

YES NO

(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.

_____ Hours



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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.

_____ Hours

Overtime Pay Method

(40) Check the pay method that best describes how Overtime 1 Hours are paid.

- A. Amount Pay Method
- B. Percent Pay Method
- C. Rate Pay Method

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.

Overtime Pay Amount / Percent / Rate: _____

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.

_____ Days

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.

What is the Starting Date of the Current Pay Period? _____

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

	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
1						
2						
3						

Cons. Day OT

Reset Consecutive Day Count of Beginning of Work Week

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

- A. Resets at Each Work Week
- B. Persists from Work Week to Work Week

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
1	Day 1				
2	Day 2				



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Day of Week OT

(46) Complete the Day of Week OT table if individuals within this employee group are eligible for Day of Week Overtime.

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
1			
2			
3			
4			

Payroll Overrides

(47) Complete the Payroll Override Table if individuals within this employee group are eligible for Payroll Overrides.

	Activity Type	Minimum Hours	Override Hours
Ex. 1	Regular Hours	25	40
Ex. 2	OT1	2	8
1			
2			
3			
4			
5			

Rounding Rules

Unscheduled Time

(48) Specify the Desired Unscheduled Rounding Duration:

- A. No Rounding
- B. Tenth Hour
- C. Quarter Hour
- D. Half Hour

(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

Round Back if Equal To or Less Than: _____ Minutes from the Tenth Hour, Quarter Hour, or Half Hour.

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

Round Forward if Equal To or Greater Than: _____ Minutes from the Tenth Hour, Quarter Hour, or Half Hour.

(51) Specify the desired Rounding Method:

- A. Each Punch
- B. Net Round Each Punch Pair
- C. Net Round Each Day



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Scheduled Time

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

- A. No Scheduled Rounding
- B. Round Employee Clock In to Schedule
- C. Round Employee Clock Out to Schedule
- D. Round Employee Clock In and Clock Out to Schedule

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

YES NO

Scheduled Rounding: Clock In

Round Clock In to Schedule

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

YES NO

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.

_____ Minutes

Early Grace Period

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

_____ Minutes

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.

_____ Minutes



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Schedule Rounding: Clock Out

Round Clock Out to Schedule

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

YES NO

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.

_____ Minutes

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.

_____ Minutes

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.

_____ Minutes

Schedule Settings / Rules

Lockout

Clock In Schedule Lockout

(62) Would you like to enable Clock In Schedule Lockout? YES NO

Clock Out Schedule Lockout

(63) Would you like to enable Clock Out Schedule Lockout? YES NO



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Auto Punch

Auto Clock In

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

YES NO

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)

YES NO

Auto Punch to Schedule

(66) Would you like to automatically punch according to employee schedules for individuals in this employee group?

YES NO

Shift Differential Options

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)

- A. Punch In
- B. Punch Out
- C. Majority Hours
- D. Zone

Unscheduled Hours Distribution

Unscheduled Hours Distribution

(68) Complete the Unscheduled Hours Distribution Table by specifying an overtime type (OT1 – OT4) if you wish to post Unscheduled Hours to a specific Overtime Type.

Unscheduled Hours Distribution #	Unscheduled Hours Distribution	Overtime Type
Ex. 1	Unscheduled Regular Hours	OT3
Ex. 2	Unscheduled OT1 Hours	OT4
1	Unscheduled Regular Hours	
2	Unscheduled OT1 Hours	
3	Unscheduled OT2 Hours	
4	Unscheduled OT3 Hours	
5	Unscheduled OT4 Hours	

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:



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Stand By Time

(71) Complete the table below to describe Stand by Time requirements for individuals within this employee group.

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
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			