



ACCOUNT ACTIVATION ±		
Client #	Client Name:	
Client Contact:	Phone Number:	
Pay period begin date:	Pay frequency (circle one): W BW SM MO	
Pay period end date:	Auto lunch ___ yes ___ no How many minutes ___ after ___ hours	
Weekly Overtime: Calculate OT after how many hours? ___ Pay OT at what pay rate? (1.5 or 2.0)		
Daily Overtime: Calculate OT after how many hours? ___ Pay OT at what pay rate? (1.5 or 2.0)		
Please describe any other special handling for your punches:		
Rounding (If Applicable)		
Round to the nearest minute (s) : 5 10 15	Round in favor of employer (ins = up , outs= down) : 5 10 15	Round to schedule: In punch only ___ up ___ down Out punch only ___ up ___ down Both in and out punch ___ up ___ down Minutes: 5 10 15 30 Other _____
Optional: Miscellaneous Information (Check all that Apply)		
Allow Client to create their own supervisor logins (Supervisor Accounts)		
Allow employees to change departments without punching out (Out Punch Completion)		

Note: New client forms received after 2:00 PM MST will be processed the next day unless other arrangements are made in advance.
 ± Fees May Apply

Sign _____ Date ___/___/___

Print _____