Acroprint ProPunch® Setup Questionnaire

Thank you for your recent purchase of ProPunch from Acroprint. This document will help you gather the information you will need to make configuring your ProPunch software a quick and easy process.

Company Info

Company Name:

Company Address:

Company Email:

Pay Period

Please specify the following:

1. Pay Period Length (select one):   ○ Weekly   ○ Bi-Weekly   ○ Semi-Monthly   ○ Monthly

2. Current Pay Period Start Date:

3. Next Pay Period Start Date:

4. Work Week Begins On (e.g., Sun, Mon, Tue, etc.):

Holidays and Time Off

Should holidays be paid automatically?   ○ Yes   ○ No

If Yes,

1. How many days after start date will employees become eligible for holiday pay?

2. How many hours of holiday pay should eligible employees receive for each holiday?

For holidays that fall on a weekend, should the hours be added to the weekday preceding the holiday or weekday following the holiday?	Preceding Weekday	Following Weekday

Will eligible employees be required to work the day before and/or after the holiday to receive holiday pay?   ○ Yes   ○ No

Please use the space below to list the holidays observed by your company.

Will you be tracking any other time off, e.g., Vacation, PTO, Sick, etc.?   ○ Yes   ○ No

If Yes, specify the name of each time off type:

Will you be tracking dollar amounts, e.g., Tips, Bonus, Commission, etc.?   ○ Yes   ○ No

If Yes, specify the name of each dollar amount type:

Overtime

How do you calculate overtime? Please select all that apply:

○ Daily – After how many hours in a day?

○ Weekly – After how many hours in a week?

○ Pay Period – After how many hours in a pay period?

Doubletime

How do you calculate doubletime? Please select all that apply:

○ Daily – After how many hours in a day?

○ Weekly – After how many hours in a week?

○ Pay Period – After how many hours in a pay period?

Lunch and Breaks

Should lunch be automatically deducted?　　○ Yes　　○ No

If Yes,

1. How much time should be deducted?

2. How many hours will the employee have to work in order for the deduction to occur?

Do employees clock out for lunch?　　○ Yes　　○ No

If an employee takes a lunch shorter than normal, should additional time be deducted?　　○ Yes　　○ No

Do employees clock out for breaks?　　○ Yes　　○ No

If you pay any portion of lunch, how much time do you pay?

If you pay any portion of breaks, how much time do you pay?

Rounding

Do you round employee time?　　○ Yes　　○ No
If Yes, please select type of rounding:

○ Tenths per hour (e.g., 8:06, 8:12, 8:18, etc.)　　○ Quarter hour (e.g., 8:00, 8:15, 8:30, etc.)　　○ Other:

Should all punches, including lunch/break punches be rounded?　　○ Yes　　○ No

Should punches be rounded based on a shift?　　○ Yes　　○ No

Shifts

You can configure an unlimited number of shifts to reflect the different schedules used within your company. Please use the space below to record settings for up to 3 shifts. Copy as needed for additional shifts.

	Shift 1	Shift 2	Shift 3
Shift Name (user defined)			
Shift Start – time when shift starts			
Early IN – number of minutes before Shift Start time that an employee's "early" IN punch will be treated as if it occurred exactly at Shift Start time.			
Late IN - number of minutes after Shift Start time that an employee's "late" IN punch will be treated as if it occurred exactly at Shift Start time (still considered on time).			
Shift End – time when shift ends			
Early OUT – number of minutes before Shift End time that an employee's "early" OUT punch will be treated as if it occurred exactly at Shift End time.			
Late OUT - number of minutes after Shift End time that an employee's "late" OUT punch will be treated as if it occurred exactly at Shift End time.			
Work Day Starts - indicates when the day begins for this shift; default is At Midnight (12am).			
Max Time On Clock (in hours and minutes) - The system will assume an employee failed to punch OUT after this period of time has passed since the last IN punch; default is 12:00.			
If shift crosses midnight (Work Day Starts), time worked should be allocated to: **(1)** the date the shift starts; **(2)** the date the shift ends; OR **(3)** split between the two days.			

* For detailed descriptions of these settings, please reference the ***ProPunch User Guide*** located in the **Documentation** folder on your installation USB.