

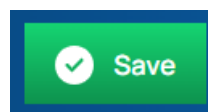
Time & Attendance Preferences: Time Clock, Appointment Defaults, Payroll Provider, Reset Date

Last Modified on 04/30/2025 11:58 am EDT

The **Setup>Time&Attendance>Preferences** section will allow you to:

1. [Configure Time Clock Settings](#)
 - [Allow Overtime Calculations](#)
2. [Create Appointment Defaults](#)
3. [Select Payroll Provider & Export](#)
4. [Miscellaneous](#)

NOTE: After any changes, be sure to select



Configure Time Clock Settings

Time Clocking Settings

Enforce Geo Location

☒ YES

Shift Minute Rounding Value

15 Minutes

Allow Overtime Calculation

☒ YES

Overtime Factor (x.x times base hourly rate)

1.50

Double Overtime Factor (x.x times base hourly rate)

0.00

Allow Weekly Overtime

☐ NO

Allow Daily Overtime

☐ NO

Allow Consecutive Work Days Overtime

☐ NO

Enforce Geo Location

- Toggle to YES. Requires location tracking to clock in or out. This allows visibility on the timesheet to see where each employee clocked in/out of each pay code on a Google map.

Shift Minute Rounding Value

- Offers the choice to select the increment for adjusting rounding or to avoid rounding altogether.
- Selections are:
 - None
 - 1 minute - timesheets will only show the whole minute values for clocking in/out
 - 5 minutes - timesheets will reflect only five-minute increments for clocking in/out
 - 10 minutes - timesheets will reflect only ten-minute increments for clocking in/out
 - 15 minutes - timesheets will reflect only fifteen-minute increments for clocking in/out

Allow Overtime Calculation

If toggled to NO, the Time Clocking Settings section is complete.

If toggled to YES, this indicates whether or not overtime will be calculated. If Overtime is calculated, additional options are presented.

Overtime Factor (x.x times base hourly rate)

- The multiple that overtime is paid based on the regular rate.

Double Overtime Factor (x.x times base hourly rate)

- The multiple that double overtime is paid based on the regular rate.
- This factor is used for calculating daily overtime or consecutive work day overtime.

Allow Weekly Overtime

Option to pay overtime based on weekly hours worked.

Allow Weekly Overtime	☒
Weekly payable hours required before overtime is paid •	40.00
Calculate Weekly Overtime by Calendar Week	☒
Overtime Calendar Week starts on Monday	☒

If Allow Weekly Overtime is toggled to YES:

- Weekly payable hours required before overtime is paid: *Amount of hours in a week that need to accumulate before overtime is paid.*

Calculate Weekly Overtime by Calendar Week

- If toggled to NO, move on to the next selection
- If toggled to YES, select whether or not you wish to have the Overtime Calendar Week start on Monday.

Allow Daily Overtime

By toggling to YES, additional options are presented.

This allows hours to be set in a day before overtime is paid.

Allow Daily Overtime	☒
Daily Payable hours required before overtime is paid •	8.00
Daily payable hours required before double overtime is paid •	0.00

- Daily payable hours required before overtime is paid: *Set the number of hours in a day where overtime pay begins to calculate.*

- Daily payable hours required before **double** overtime is paid: Set the number of hours in a day where double overtime pay begins to calculate.

Allow Consecutive Work Days Overtime

Option to limit the number of consecutive days that overtime is paid on. When toggled to YES, additional options are presented.

Allow Consecutive Work Days Overtime ☒	
Consecutive work days (8hrs/day) per week for full day of overtime •	7.00
Hours on last consecutive day for double overtime •	0.00

- Consecutive Work Days (8 hrs/day) per week for full day overtime
 - Each consecutive day(s) must contain a shift totaling at least 8 hours/day. Shifts belong to the work day that the shift was started. Individual shifts that span multiple days do not count as multiple days worked.
- Hours on last consecutive day for double overtime
 - The number of hours required to work on the last consecutive day before double overtime is paid.

Appointment Defaults (not in Sedona-X Mobile currently)

Appointment Defaults	
Dispatch Code	Emergency Service
Arrival Code	Lunch

- Dispatch Code: Select the default Pay Code for dispatch. This is the code defaults for technicians when dispatching themselves to an appointment.
- Arrival Code: Select the default Pay Code for arrival. This is the code defaults for technicians when they arrive at an appointment.

Payroll Provider & Export

Payroll Provider & Export	
Require Employee Approval	☒
Default Payroll Provider	Generic Payroll Export
Detailed Payroll Export	☒
Payroll Company Number	2
Payroll Approval Notification	☐ NO

Require Employee Approval

- Option to require employees to approve their time for a pay period. If necessary, a manager can override.

Default Payroll Provider

- Select your payroll provider. If your payroll provider is not on the list, select Generic Payroll Export. Other options are PayChex, ADP TotalSource, Paylocity.

Detailed Payroll Export

- Select Detailed Payroll Export if you want to see the Task Pay Codes in the Export. The default is to export the Regular, Overtime, Double Overtime, etc., which is what most companies will use.

Payroll Company Number

- The number that your Payroll Company uses as an identifier for your company. If you are using a Generic Payroll Export, leave this blank.

Payroll Approval Notification

- When a pay period ends, an email is sent to all Pay Group Managers. If Employee Approval is turned on then employees of the associated Pay Periods also receive an email to approve the Pay Period. Managers will always receive an email. Administrators do not receive the email.

Miscellaneous

Select the date when the trackable hours will reset. This applies to all employees.

Miscellaneous	
Trackable Hours Reset Date	January 01 