

System features and capabilities chart



The table below shows standard features and capabilities available using our time clock system. Please contact PayMatic for any other Items or features not shown below. We can customize almost anything to suit your business needs.

Standard feature Feature available with scripting

A Automatic daily lunch deduction		
Supervisor login access (limited-access login)		
Restrict supervisor access by department, location or employee		
Restrict supervisor access by clock prompt category or data		
Enable/disable punch viewing or editing		
Enable supervisor to add and edit employee setup files		
Holiday Pay Settings		
Apply a standard or custom pay rate multiple for hours worked on Holiday (Ex: 1.5 x)		
Apply a dollar or hour amount to a group of employees		
Create custom Holiday dates		
Apply Holiday Pay on actual work day or closest weekday		
Labor Distribution		
Collect categorical, or departmental, data at clock in/out (up to 3 categories)		
Assign pay rates to employees via collected categorical data (Ex: by dept, job code)		
Collect up to 3 numerical totals at clock in/out (Ex: piece rate; tips)		
Create reports by job code, department, location, or other collected data		
Create shift differentials and attach pay rates		
Create shift by hour or day worked		
Create custom categories		
Assign up to four standard pay rates to employee		
Allow employees to move between categories (Ex: departments) throughout work day		
Track location of punch via the TimeClock™		
Attach pay rate by department worked		
Attach pay rate by day worked		
Create 2 separate sets of data collection, or clock prompting - limit of 3 numeric/filtering		
Employee Scheduling and Rounding		
Assign one standard daily rounding rule, or "schedule," by employee		
Create custom minute-rounding rules, or "schedule," by department		
Round punch times by a rounding increment of 60 (Ex: nearest 15 minutes)		
Customize the "before" and "after" rounding behaviors on a single punch		
Apply rounding rule, or schedule, to a specific day		
Create Exception Flags for employee absenteeism		
Employee View Time Card		

Allow employee to view personal time card online		
Allow employee to view and edit personal time card online (Supervisor account)		
Overtime Settings		
Define work week start/end day for OT calculation		
Apply standard FLSA OT calculations		
Apply state-regulated OT settings (Ex: California OT)		
Pay 1.5x after 40 or 80 hours worked in week		
Attach multiple OT rules to client		
OT after 40 hours in a week or 8 hours in a day		
OT after 10 hours in a day, without Double Time		
OT after 12 hours in a day, without Double Time		
Assign OT rules to specific weekday, by department, by employee		
Calculate OT based on employee's average pay rate in pay period		
Spread OT across work week		
Include custom category hours in OT calculation		
Apply Ontario rules		
Apply Alberta rules		
Data Editing		
Edit employee in/out times		
Add hours or dollar amounts to a group of employees		
Apply hours or dollar amounts to a group of employees		
Create custom pay categories		
Override pay rate for a punch series		
Create Supervisor accounts for data editing		
View Missing Punch totals		
Activate a Supervisor "Exception" approval check box for edited punches		
Freeze past punch data, or protect data, from current changes in account settings		
Track and reassign erroneous in/out employee punches		
Company Settings		
Set pay frequency: Weekly, Bi-Weekly, Semi-Monthly, or Monthly		
Apply standard and custom punch rounding rules (see <i>Employee Rounding & Scheduling</i>)		
Apply differing Time Zones to individual TimeClock™s		
Allow client to manage clock prompts		
Disable Pay Rate Override function		
Disable WebClock™ punching		
Activate a Supervisor "Exception" approval check box		
Create custom categories		
Hide company pay rates		
Freeze past punch data, or protect data, for account setting changes		
Apply company, department, or employee OT rules (see <i>Overtime Settings</i>)		
Apply Holiday Pay settings (see <i>Holiday Pay Settings</i>)		