

Heartland Time

Client Documentation

Prepared by:

Name

Title

Date

RM (Sales Rep)

Cross Sell SPA (Seller)

SDR (Partner)

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Account Name

Accrual Activation Date

Accrual Categories

List each accrual category as you want them labeled in the timekeeping system. If you have more than two accrual categories, please use a second copy of this form.

Category

Category

Eligibility – Who Can Earn the Accrual?

List the Employee Setup fields and values that qualify an employee for the accrual. Ex. Employee Type =FT or Location = Main. Also, list any probationary periods that factor into the accrual.

Details about what qualifies an employee to receive the accrual.
Please reference Employee Setup fields when applicable.

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Vesting Period - A vesting period is a waiting period before the employee can use time.

Accrual Period

How frequently is the accrual earned for each category? This dictates when the employee actually gets the time added to their balance.

☐ Yearly ☐ Monthly ☐ Every Pay Period
☐ Quarterly ☐ Unlimited ☐ Based on Hours Worked
☐ None ☐ Other (please explain below)

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☐ Quarterly ☐ Unlimited ☐ Based on Hours Worked
☐ None ☐ Other (please explain below)

Are earnings accrued on the

☐ Hire Date
☐ Other

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☐ Hire Date
☐ Other

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Expiration and Carryover

At the end of the accrual year, do

☐ all hours expire ☐ hours, up to a limit, carryover

additional details

Explain carryover details

☐ all hours expire ☐ hours, up to a limit, carryover

additional details

Explain carryover details

A max cap can be set on each category, once that cap is reached, the accrual stops until the employee drops below the cap.

Earning Schedule

List service time in terms of years completed. An employee's first year is considered year 0.

For prorated amounts during year 0, enter the full annual amount and list the details of the prorating in the space below the schedule.

EXAMPLE

"Max" refers to maximum cap, not an annual max. When a balance reaches the Max cap, the employee will stop accruing until they spend hours and drop below the max.

Completed Years of Service	Annual Hours Earned
0 years	40
1	80
3	120

Completed Years of Service	Annual Hours Earned
0 Years	

Completed Years of Service	Annual Hours Earned
0 Years	

Alternate Benefit Date

Will employees have a benefit date, other than their start date, that indicates their service time for accruals?

☐ Yes Which Employee Setup field will be used for the benefit date?

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Accrual Based on Hours Worked

Use this section if your accruals are based on how many hours an employee works.

What category of hours factor into calculation?

Additional details

- ☐ All hours on the time card
- ☐ Overtime eligible hours
- ☐ Regular only, no overtime
- ☐ Other

Additional details on deducting from accrual balances

Using Accruals

If an employee exceeds their available balance, how should the overdraft be handled?

☐ Deduct from another category. If selected please list details of which categories should be used for overdraft.

List details of which categories should be used for overdraft.

☐ Allow employee to go negative. If selected how far negative should they be able to go?

How far negative should they be able to go?

☐ Do not allow employees to go negative and unpay the hours.

☐ Other

Additional Details

Use this space to detail any other factors not covered in this form like multipliers or exceptions.

Heartland Time account sign-up

Account Information				
Check all that apply	☐ GPS	☐ Geofencing	☐ Time Off	☐ Job Costing
Client number		Sales Rep Name		
Business Name		FEIN		
Time clock decision maker name				
Street Address				
City		State		Zip
Time clock decision maker email				
Time clock decision maker phone			Fax	
Account Settings				
Time Zone (mark all applicable)	☐ Eastern	☐ Eastern (IN)	☐ Mountain	☐ Mountain (AZ)
	☐ Central	☐ Pacific	☐ Alaska	☐ Hawaii
Pay Frequency and start date (select one and designate start date)				
☐ Weekly	☐ Biweekly	☐ Semi Monthly	☐ Monthly	Start Date
Work week (select one)				
☐ Mon-Sun	☐ Tues-Mon	☐ Weds-Tues	☐ Thurs-Weds	☐ Fri-Thurs
☐ Sat-Fri	☐ Sun-Sat			
Overtime Calculation				
Weekly Overtime	Calculate overtime after how many hours?			
	Pay overtime at what pay rate? (1.5 or 2.0)			
Daily Overtime	Calculate overtime after how many hours?			
	Pay overtime at what pay rate? (1.5 or 2.0)			
Other overtime settings				
Punch rounding (select one)				
Round punches to nearest minute (1/2/3/4/5/6/10/15/20/30/60)				
Round punching in favor of	☐ Employer		☐ Employee	
Additional rounding instructions				
Additional space use as needed				

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Tracking / Jobs / Timesheet			
Will employees be tracking dept / job transfers?		☐ Yes	☐ No
Will there be different rate associated with any dept/ job transfers?		☐ Yes	☐ No
How do you want to track time?	☐ Punch Time Entry – Real Time Clock / Punch In/Out throughout the day		
	☐ Duration Based Entry – Manually enter duration worked on jobs (9hrs)		
	☐ In/Out Entry – Manually enter start & stop time per job		
Clocking Method			
☐ ipad	☐ Photo Capture (ipad)	☐ Location Tracking (ipad)	
☐ Mobile App	☐ Photo Capture (Mobile App)	☐ Location Tracking (Mobile App)	
☐ Web Entry	☐ IP filtering (if selected please submit IP address)	IP:	
Rest / Meal Breaks			
Do employees Clock/Punch out for rest breaks manually or are they automatic breaks?		☐ Manually	☐ Automatic
Do employees Clock/Punch out for meal breaks manually or are they automatic breaks?		☐ Manually	☐ Automatic
If Automatic – How long is a rest break?		Meal?	
If Automatic - After how many hours of continuous work does the break rest break apply?		Meal?	
Are rest breaks paid or unpaid?		☐ Paid	☐ Unpaid
Are meal breaks paid or unpaid?		☐ Paid	☐ Unpaid
Will these breaks apply to all employees?		☐ Yes	☐ No
Timesheet Approval Path			
Who needs to approve timesheets?			
Will there be multi-tier approvals?		☐ Yes	☐ No
Holidays			
How do employees get paid when working on an observed Holiday?			
What Holidays do you observe?			
Time off Approval Path			
Who needs to approve time off?			
Will there be multi-tier approvals?		☐ Yes	☐ No
How many hours do employees typically request as a full day off?			
Schedules			
Would you like to use Shift Schedules within the Heartland Time System?		☐ Yes	☐ No
Who needs to approve shift swaps/drops/pickups ?			
Will there be multi-tier approvals?		☐ Yes	☐ No
Additional space use as needed			



Heartland Time Agreement

Heartland Time Monthly Fees				
Monthly Fee				
Base				\$ 15.00
Active employee count in payroll*	0	Fee per employee	\$ 0.00	\$ 0.00
* Active Employee if defined as any employee that has an Active status in the Heartland Payroll System at any time during that month				Heartland Time Monthly Total \$ 15.00
One Time Charges- Activation, Training, and Scripting				
Account Activation (1-99 employees is \$75.00)				\$ 0.00
Account Activation (100+ employees is \$150.00)				\$ 0.00
Accrual Configuration (\$100)				\$ 0.00
Shift Differential Configuration (\$100)				\$ 0.00
Scheduling Configuration (\$100)				\$ 0.00
Custom Training (\$100)				\$ 0.00
Training and Scripting Total				\$ 0.00

Waiver of Damages

Heartland Payment Systems, Inc. assumes no liability for any loss, injury, claim, liability or damage of any kind including loss of business, lost profits, lost data, or failure of security resulting in any way from the client's use of the service, including without limitation any errors or omissions, any content, any delay or failure of performance, or the unavailability or interruption of service. Accordingly, Heartland Payment Systems, Inc. shall not be liable for direct, indirect, special, incidental, consequential, punitive or exemplary damages of any kind whatsoever, whether or not foreseeable (including, without limitation, attorneys' fees) in any way due to, resulting from, or arising in connection with the Heartland Time service. The client is to also indemnify and hold harmless Heartland Payment Systems, Inc. from any claims resulting from the agreement. Termination of services shall be the client's sole and exclusive remedy for any and all damages or injury.

Terms of time clock service

All monthly service fees and setup fees for Heartland Time are nonrefundable.

Client Signature: **Date:**

Printed Name: **Email:**