

Your independently owned **ADVANTAGE**[®]
PAYROLL SERVICES

ACCOUNT ACTIVATION ±			
Pay Frequency – Start Date (mm/dd/yyyy) (The start date determines when all other pay periods begin.)			
Client Name:		Client Contact:	
Phone Number:			
Monthly :		Semi-monthly (twice a month):	
Bi-Weekly (Every two weeks):		Weekly:	
Other:			
Work Week - Overtime Calculation			
Overtime Calculation Week: (Check One)	Monday – Sunday		Friday -Thursday
	Tuesday – Monday		Saturday - Friday
	Wednesday –Tuesday		Sunday - Saturday
	Thursday – Wednesday		
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)			
Other:			
Rounding (If Applicable)			
Round to the nearest minute (s) :	1 2 3 4 5 6	Please circle one:	Round minute interval in favor of EMPLOYER
	10 15 20		Round minute interval in favor of EMPLOYEE
30 60			
Optional: Miscellaneous Information (Check all that Apply)			
Use Minute Rounding (Tracks time in hours and minutes rather than decimal hours)			
Use 24 Hour Time (Military Time)			
Allow Client to create their own supervisor logins (Supervisor Accounts)			
Allow employees to change departments without punching out (Out Punch Completion)			

Activating a Previously Purchased Access1Source Terminal _____	Serial Numbers for Reprogramming a Non-Access1Source Terminal _____	Transferring Access1Source Terminal to an Existing Account _____
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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