



VEGA TIMECARDS SETUP

VEGA TimeCards is highly configurable, and suits the needs of many organization. Each screen can be modified to add or remove features as required. Key questions help in configuring some of the major functions and features.



BACKGROUND QUESTIONS

What is your current timecard system, and how would you like to see it improved?
How many employees do you need to track?
Which province(s) do the employees work?
Is the payroll for a single company or multiple?

CONFIGURATION QUESTION

Do you require a punch clock or employee time entered based system?
Do employees have a single pay rate or does it vary?
How is overtime currently tracked, and what are the overtime rules within your organization?
What payroll program do you use and would you need to export file?
Do statutory holiday calculation apply to you?
Do you need to restrict the locations from which employees log time?
Do you require an internal messaging system?
Do you need to account for late submissions?

VEGA SYSTEMS

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