

New Client Sign-Up Form
page 1

ORDER BY FAX OR MAIL

Fax: **(541) 770-3272**

NEW CLIENT INFORMATION - Please Print Legibly

New Client Info		Client Account Settings	
Name		Requested Login ID:	
Address Line 1		Requested Login Password: (6 character minimum required)	
Address Line 2		Account Time Zone (circle one)	
City, State, ZIP		Alaska / Hawaii / Pacific Mountain / Mountain (Arizona) / Central Eastern / Eastern (Indiana)	
Country			
Phone Number			

RESELLER INFORMATION

Reseller Company Name			
Contact Name		E-mail	
Phone		City	
Secondary Contact Info			

NEW ACCOUNT TYPE (Select one)

Option 1	Activating a WebClock account	
Option 2	Purchasing and activating new time clock(s)*	
Option 3	Activating a previously owned time clock from inventory (see table below)	

*Note: Please complete and submit the Product Order form if you selected
"Purchasing and activating a new time clock."

TIME CLOCK SERIAL NUMBER(S)

If activating time clock(s), list the
applicable serial numbers below.

ADDITIONAL INSTRUCTIONS:

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NEW CLIENT ACCOUNT SETTINGS

PAY FREQUENCY (Select one)

Weekly	Start Date:	Bi-Weekly	Start Date:
Semi-Monthly	Start Date:	Monthly	Start Date:
Other:			

OVERTIME WORK-WEEK CALCULATION (Circle one)	OVERTIME WORK-WEEK CALCULATION	
Monday - Sunday	Weekly Overtime	Calculate OT after how many hours? _____
Tuesday - Monday		Pay OT at what pay rate? _____ (1.5 or 2.0)
Wednesday - Tuesday	Daily Overtime	Calculate OT after how many hours? _____
Thursday - Wednesday		Pay OT at what pay rate? _____ (1.5 or 2.0)
Friday - Thursday	Other OT Settings	
Saturday - Friday	PUNCH ROUNDING (Circle one)	
Sunday - Saturday	Round punches to the nearest minutes:	1 / 2 / 3 / 4 / 5 / 6 / 10 / 15 / 20 / 30 / 60
	Round punching in favor of:	Employee / Employer

Note: The following account settings are optional.

MISCELLANEOUS SETTINGS (Check all that apply)

	Track time in decimal hours
	Track time in hours/minutes ("Minute Rounding")
	Use 24-hour military time ("Military Time")
	Allow client to create their own supervisor logins ("Supervisor Accounts")
	Allow employees to change departments without clocking out ("Out Punch Completion")

Note: New Client forms received after 2:00 p.m. MST will be processed the next day unless other arrangements are made in advance.