

Preferences

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Navigate to the Preferences page.

Preferences have two sections: Payroll Settings and Company Preferences.

Company Preferences

Select the Company Preferences tab.

The screenshot shows a web application interface with two tabs: 'Payroll Settings' and 'Company Preferences'. The 'Company Preferences' tab is selected and circled in purple. Below the tabs is a form titled 'Edit Company Info' with a 'Save' button in the top right corner. The form contains the following fields:

- Company:** Text input field containing 'SedonaOffice'.
- Address:** Text input field containing '8401 Chagrin Rd'.
- Address 2:** Text input field.
- City:** Text input field containing 'Chagrin Falls'.
- State:** Dropdown menu showing 'Ohio'.
- Zip:** Text input field containing '44023'.
- Plus 4:** Text input field.
- Phone:** Text input field containing '(440) 247-5602' and an 'ext.' field.
- Phone 2:** Text input field containing '(440) 247-5602' and an 'ext.' field.
- Email:** Text input field containing 'travisp@perennialsoftwa'.
- From Name:** Text input field containing 'From Name:'.
- Logo:** A 'Select files...' button.
- Logo Preview:** A preview of the 'sedona one' logo with the tagline 'take control of your business'.

This is a close-up view of the form fields from the previous image. It shows the 'Phone', 'Phone 2', 'Email', and 'From Name' fields. A purple arrow points to the 'Email' field, which contains the text 'travisp@perennialsoftware.' and has a red square icon with a white 'x' next to it, indicating an error.

Complete the fields on this page with your company information and then click Save.

Payroll Settings Company Preferences

Edit Company Info Save

Company:
SedonaOffice

Address:
8401 Chagrin Rd
Address 2

Chagrin Falls Ohio 44023
Plus 4

Phone: (440) 247-5602 ext.
Phone 2: (440) 247-5602 ext.
Email: travisp@perennialsoftware.
From Name: From Name:

Logo: Select files...
Logo Preview: sedona one
take control of your business

When you click Save a green box appears, indicating that the Save was successful.



Payroll Settings

Navigate to Setup - Preferences and select Payroll Settings

Payroll Settings Company Preferences

Edit Payroll Settings

Time Clocking

Enforce Geo Location:

Shift Minute Rounding Value: None

The Payroll Settings screen looks like this:

Payroll Settings Company Preferences

Edit Payroll Settings Save

Time Clocking

Enforce Geo Location:

Shift Minute Rounding Value:

Allow Overtime Calculation:

Appointment Defaults

Dispatch Code:

Arrival Code:

Payroll Provider & Export

Require Employee Approval:

Default Payroll Provider:

Payroll Company Number:

Detailed Payroll Export:

Payroll Notification Job:

Time Clocking

Enforce Geo Location

Requires location tracking to clock in or out.

Shift Minute Rounding Value

Provides the option to select the increment for shifting rounding or to not round at all.

Allow Overtime Calculation

Indicates whether or not overtime will be calculated. If Overtime is calculated the options will expand.

A screenshot of a software interface for configuring overtime settings. The 'Allow Overtime' checkbox is checked and circled in purple, with a purple arrow pointing to it. Below it, the 'Calculation:' section includes 'Overtime Factor (x.x times base hourly rate)' set to 1.50 and 'Double Overtime Factor (x.x times base hourly rate)' set to 2.00. Other options like 'Allow Weekly Overtime', 'Allow Daily Overtime', and 'Allow Consecutive Work Days Overtime' are unchecked.

Overtime Factor

The multiple that overtime is paid based on the regular rate.

Double Overtime Factor

The multiple that double overtime is paid based on the regular rate.

Allow Weekly Overtime

Option to pay overtime. If Weekly Overtime is allowed the options expand.

A screenshot of a software interface for configuring overtime settings. The 'Allow Weekly Overtime' checkbox is checked and circled in purple, with a purple arrow pointing to it. Below it, the 'Weekly payable hours required before overtime is paid' is set to 40.00. Other options like 'Allow Daily Overtime' and 'Allow Consecutive Work Days Overtime' are unchecked.

Weekly payable hours required before overtime is paid

Amount of hours in a week that need to accumulate before overtime is paid.

Allow Daily Overtime

Set the number of hours in a day where overtime pay begins to calculate. If Allow Daily Overtime is selected the options expand.

Allow Daily Overtime:

Daily payable hours required before overtime is paid: 8.00

Daily payable hours required before Double overtime is paid: 12.00

Allow Consecutive Work Days Overtime:

Daily payable hours required before overtime is paid

Set the number of hours in a day where double overtime pay begins to calculate.

Allow Consecutive Work Days Overtime

Option to limit the number of consecutive days that overtime is paid on. When checked the options expand.

Allow Consecutive Work Days Overtime:

Consecutive Work Days (8 hrs/day) per Week for full day overtime: 7.00

Hours on last consecutive day for Double overtime: 0.00

Consecutive Work Days (8 hrs/day) per Week for full day overtime

Each consecutive day(s) must contain a shift totaling at least 8 hours/day. Shifts belong to the work day that the shift was started. Individual shifts that span multiple days do not count as multiple days worked.

Hours on last consecutive day for Double overtime

The number of hours

Appointment Defaults

Appointment Defaults

Dispatch Code:

Arrival Code:

Dispatch Code

Select the default Pay Code for dispatch.

Arrival Code

Select the default Pay Code for arrival.

Payroll Provider & Export

Payroll Provider & Export

Require Employee Approval:

Default Payroll Provider:

Payroll Company Number:

Detailed Payroll Export:

Payroll Notification Job:

Require Employee Approval

Option to require employees to approve their time for a pay period. If necessary, a manager can override.

Default Payroll Provider

Select your payroll provider. If your payroll provider is not on the list, select Generic Payroll Export.

Detailed Payroll Export

Select Detailed Payroll Export if you want to see the Task Pay Codes in the Export. The default is to export the Regular, Overtime, Double Overtime, etc., which is what most companies will use.

Payroll Notification Job

Select this checkbox for notifications to be sent to specified parties for payroll notifications.

Payroll Provider & Export

Require Employee Approval:

Default Payroll Provider: PayChex

Payroll Company Number: **Generic Payroll Export**

Detailed Payroll:

Payroll Company Number

The number that your Payroll Company uses as an identifier for your company.

Detailed Payroll Export

Select if you want to send a detailed Payroll Export to your Payroll Company that includes the Pay Code breakdown.

Payroll Notification Job

When a pay period ends, an email is sent to all Pay Group Managers. If Employee Approval is turned on then employees of the associated Pay Periods also receive an email to approve the Pay Period. Administrators do not receive the email.