Noun-verbs

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| Noun | Verb |
| Employee | -Clock into the system  -Clock out into the system  -Review the current and past pay periods time sheet |
| system | -Time keeping application |
| Pay period | -Period of 14 days that employees are paid for |
| Time Clock | -Mechanism for Clock in/clock out |
| Payroll | -Holds list of timeclock transactions  -Is associated with a single Pay period  -Holds total employee earnings for Pay Period  - Is approved by employee’s division manager |
| Division Manager | -is an employee  - approves payroll for their Division |
| Exempt | -employee is exempt if they are a manager |
| Overtime | -non-exempt employees can work overtime (80+ hours in a single pay period) |
| Log in | -credentials for each employee to log into time keeping application |
| Group | -Collection of employees within a Division. Has a Group Manager that is an employee. |
| Division | -Section of the company.  - Consists of multiple Employees  -Has a Division Manager |
| HR Payroll | -Perform similar to manager  -Assign managers to a division  -Approve/reject manager’s time sheet  -Generate payroll period reports  -Review pending timesheets not yet approved by manager  -Approve/reject time sheets of employees if manager is unavailable  - Print payroll checks (generate view) for pay period |
| Report | -Shows total wages paid to each group and the whole company |

Vacation Request -Employees can request Vacation time

-Is approved or denied by manager