TIME IPS®

TimeIPS ASP

Stores your data "in the cloud" to provide the most convenient and affordable way to track time and attendance. With ASP service, we build and configure a virtual TimeIPS server for you and we host it in our data-center.

● "Zero footprint" architecture means no need for IT infrastructure or installation of any hardware or software
● Track employee attendance and hours worked in real time
● Eliminate payroll calculation errors
● Eliminate time cards, time card prep, collection and filing
● Proactive email alerts prevent unauthorized overtime
● Automatic accrual of vacation and sick time
● Attach documents & files to employee records
● Employee work trend reports
● Multiple system access levels for employees and management
● Comprehensive employee personnel files
● Realtime attendance information
● Directory shows who's clocked in
● Individual employee scheduling to manage early/late clockins
● Customizable, realtime personnel reports
● Enhanced employee scheduling options
● Email alerts for schedule deviation/overtime
● Employee lockout feature
● Historical attendance reporting

*Note: Some features my require additional Modules.

FOR MORE INFORMATION CONTACT TIMEIPS:
877-846-3256
sales@timeips.com

IPSASP TimeIPS Monthly Web Hosted Service™

The Best Solution
The TimeIPS ASP (Application Service Provider) (also known as an SaaS (Software as a Service)) Solution is the easiest way to begin experiencing the full benefits of a TimeIPS system with minimum initial investment and implementation time. For your monthly fee, you get all of the real-time Time and Attendance tracking benefits of the full TimeIPS systems on a dedicated server for your company, securely hosted in the TimeIPS data-center. You will have access to your server over the Internet, and employees will clock in/out from their PC/Laptop/mobile device using a web browser. Optionally, employees may also use telephone clocking and/or a physical clock housed at your location. Additionally, your plan automatically covers all upgrades and product enhancements that we make to the TimeIPS system on a regular basis.

With The Most Versatility
Since your TimeIPS web hosted system is a full version of the TimeIPS self-hosted servers, it can be as powerful you need it to be. Powerfully equipped as is, the ASP is a robust tool for time and attendance tracking, elimination of payroll calculation errors and proactive employee management. With the addition of optional modules, your system can be enhanced to accommodate advanced benefits tracking, work order management and many more available features. With so many options, we can design the system that fits your business needs and your budget.

Features
• Dedicated Virtual Server for your company, hosted in the TimeIPS data center
• Choice between Standard and Unlimited access to all current TimeIPS modules
• Option to purchase a server (to host yourself or keep on your internal network) at any time
• Affordable, easy setup with no Update, Backup or Warranty costs
• All clocking done by web. Also supports telephone clocking and physical clocks at your locations. These clocks are purchased separately. Physical clocks are ideal for situations where biometric (fingerprint/hand reader) validation is needed to prevent buddy punching.

For The Least Investment
The TimeIPS ASP is the most efficient and productive solution available on the market today. With a low monthly cost, no long-term commitment required (monthly subscription) and high return on investment, TimeIPS is the solution of choice for thousands of companies with small initial investment budgets; companies looking for a solution with little to no IT overhead; or companies who are simply looking for the most cost-effective way to implement a web hosted time and attendance system.

Pricing
• One-time initial setup fee includes first month's use
• Billed monthly based on the number of active employees in the system (with a minimum of 10 employees billed each month)
• Auto-Pay by credit card or bank draft on subsequent months
• Quarterly, Semi-annual and Annual billing options are also available

TIME●IPS®

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(cont.)

Requirements

- **PC with modern OS (Windows™, Linux™, MacOS™)**
- **Internet Access (broadband highly recommended)**
- **Web browser (most recent version of Firefox™ or IE™)**

TimeIPS Modules

Standard ASP Service
- Intelligent Personnel System (IPSIPS)
- Payroll Integration Module (IPSQBI)
- Data Import/Export Module (IPSIMP)
- Security Module (IPSSEC)
  *Additional modules may be purchased as needed.

ASP Service with Unlimited Modules = Standard 4 plus the following
- Benefits Request/Approval and Timesheet Approval Module (IPSAPP)
- Scheduling Module (IPSSCH)
- Advanced Scheduling Module (IPSASH)
- Advanced Benefits Tracking Module (IPSBEN)
- Burdened Rate Module (IPSBRD)
- Custom Data fields Module (IPSCDF)
- Database Read only Module (IPSDBRO)
- Email Automation and automatic reports Module (IPSEML)
- Customizable Payroll Export Module (IPSEPC)
- Enhanced Payroll Integration Module (IPSEPI)
- Real-Time Job/Project Tracking Module (IPSJOB)
- Real-Time Work Order Tracking Module (IPSJWO)
- Custom Links Module (IPSLNK)
- Login Integration Module (IPSLOGIN)
- Advanced Overtime Options Module (IPSOTO)
- Enterprise Permissions Module (IPSPRM)
- Piecework, Tips, Commissions and Bonus Module (IPSPWT)
- Custom Reporting Module (IPSRPT)
- Shift and Shift Differential Module (IPSSFT)

IPSIPS – Intelligent Personnel Upgrade Module (Included)

- Transforms the TimeIPS server into an even more powerful tool for managing your workforce with numerous system enhancements.
- Provides the base components required for optional enterprise-class modules including Remote Clocking, Advanced Benefits Tracking, Real-Time Job Tracking and more.
- Allows custom weekly scheduling of each employee with schedule deviation enforcements
  - Track tardiness and absenteeism
  - Prevent employees from clocking in before the start of their shift
  - Reduce overtime costs
- Proactive e-mail alerts for schedule deviations and overtime
  - Designate up to three email addresses per employee for schedule deviations, clocking errors or overtime alerts
  - Helps track tardiness and prevent unauthorized overtime
- Track up to 30 jobs/projects
  - Monitor time and personnel costs on each job
  - Better manage labor costs and maximize employee productivity

IPSQBI – Payroll Integration with Benefits Tracking Module (Included)

- View and adjust benefit time available and benefit time used
- Easily log reasons for benefit time used or refunded
- Automatic benefit accruals
  - two customizable tenure levels
  - Easily track sick and vacation time earned
  - Set accrual accumulation limits
- Track Company Holidays
  - Schedule paid company holidays by employee type
- Custom workweeks and scheduled hours per employee or employee type
  - Set custom overtime and doubletime rules
  - Set workweek start date
  - Set weekly hours displayed on LCD screen
- Supports ten popular payroll exports formats, including Quickbooks, ADP and Paychex
  - Easily integration transfers hours worked from TimeIPS into Quickbooks®
  - Quickly export into the following formats:
    - Quickbooks (Pro, Premier, Enterprise)
    - ADP (PC-payroll)
    - Paychex 5, 6.4, 9
    - Fortune1000
    - Paywork
    - PeopleSoft
    - Payroll CS
    - Paywork

IPSIMP – Employee Import/Export Module (Included)

- Allows importing and exporting of data from TimeIPS
- Greatly reduces time spent on entering new employees or making changes withing the system
- Import/ Export Features include
  - Employee data
  - Departments
  - Payroll Types
  - Jobs, Job Customers & Job Categories
  - Benefit Levels
  - .iif files (produced with an employee export from popular software such as Quickbooks®)

Custom Employee Import

Select Preset: Camp Keeler | Delete

The following importable columns have been configured for import.

Before a preset can be used to import a file, every column in the file needs to be accounted for.

	Imported Column, Expression, or Default Value	TimeIPS Target Field	
☐ ◉ ○ ○	first	First Name	✖
☐ ◉ ○ ○	last	Last Name	✖
☐ ◉ ○ ○	status	Status	✖
☐ ◉ ○ ○	dept	Department	✖
☑ ◉ ○ ○	govid	SSN	✖
☐ ○ ◉ ○	Expression	Time Zone	✖

=if([dept]="Maintenance","CST","PST")

| ☐ ○ ○ ◉ | Jessie Bee | Manager | ✖ |

Add a new Mapping

Number of header lines in the imported file: 0
EmpExport.csv

Begin Import

Save Preset | Cancel

Create a New Certificate or Install an Existing Certificate

Generate Self Signed Certificate or Certificate Signing Request (CSR)

Organization Name:
For example, the name of your company.
Keeler Co.

Common Name:
This is the IP address or domain name used to access TimeIPS. If this is incorrect, your web browser may not accept the certificate.
asp.timeips.com

City:

State or Province (Full Name):
Use the full name of your state or province, NOT an abbreviation.

Country Code:
Use the two-letter code for the country your TimeIPS® server is in. For example: US, CA, UK
US

E-Mail Address:
mkeeler@timeips.com

Expiration:
How long your certificate will remain valid, in days. We recommend 3650 days (10 years).
3650 days

Install Existing Certificate

Install Your Own Certificate:
If you already have a signed X.509 certificate you wish to use, you may upload it here. The certificate and private key may not be encrypted with a password, they must be in PEM format, and they must have the address of the TimeIPS® server as their common name. If you provide a certificate, the fields above will be ignored.

Certificate: Browse... No file selected.
Private Key: Browse... No file selected.
Chain File: (optional) Browse... No file selected.

Generate/Install Certificate and Enable Security

IPSSEC – Enterprise Enhanced Security Module (Included)

- Encrypted data communication between all TimeIPS clocks
- Secure (HTTP) site login and administration
- Highest level Secure Socket Layer (SSL) encryption utilizing AES block cipher
- Ability to generate high security 1024-bit RSA encryption key certificates
- Enhanced firewall protection. Internal stateful firewall blocks all traffic except TimeIPS critical ports.

IPSJOB – Enhanced Real-Time Job/Project Tracking Module

- The ideal enhancement for any business involved in production, assembly, service or professional services.
- A powerful upgrade module that provides the ability to track hundreds or even thousands of active time-validated (clock in/clock out) jobs or projects.
- Each job can be assigned billing and pay rates, and can vary by employee.
- Managers can be assigned to each job and can view and edit time of the employees who work on that job, even when they are not the active manager of that employee. Additionally, job managers run reports in real-time to maximize personnel efficiency.
- Each employee can be assigned a default job that they will be automatically assigned to unless they specify a different job when they clock.

IPSSCH – Scheduling Module

- Provides the option for rounding employee clock-in/clock-out times to the nearest 1, 5, 6, 10, 15, 25 or 60 minute interval.
- Prevent early clock-ins by snapping clock-in times to a designated start time.
- Accommodate early departures for after-work activity by snapping clock-out times forward to a designated time.
- Automatically clock selected employees out for lunch and/or break(s) after a designated of worked hours.
- Clock in/out a group of employees at one time. Drastically simplifies the process of manually adjusting time for each employee.

IPSEPC – Customizable Payroll Export
Provides the following features:
- Powerful custom payroll export
- Unlimited, fully mappable fields
- User defined headers and footers
- Embedded spreadsheet formulas with row references
- Summarization mode

IPSBEN - Advanced Benefits Tracking
- Create accruals groups that each contain employees that will earn benefits based on the settings based on that group.
- Create additional benefit types, such as military leave, PTO, family leave, etc.
- Create addition tenure levels based on how long an employee has worked.

IPSJWO – Real-Time Work Order Tracking™
- Allows the creation and management of work orders
- Each work order can have a Customer, Name, Code, Stat Date, Due Date and PO number set and re-arranged
- A bar-coded PDF page can be generated and printed for each work order. This can be used by employees to clock into the work order so that the jobs on the work order can be tracked.

Export Payroll Options

Export Type	Manual ▾
Select employees to include in the export	🔍 [Global] Payroll
Start Date and End Date	Today ▾
	From: 03/18/2015 12:00:00 AM
	To: 03/19/2015 12:00:00 AM
Select Time Zone	In Employees' TZ ▾
Pre-checks	All / Currently clocked in / Overlapping time events ▾
Lock While Preparing	Don't Lock ▾
	Run pre-checks only / Prepare Payroll for Export

▲ Exported on	Comment	Export start	Export end	Status
⊟ 09/18/2013 04:04 PM CDT	Payroll Type: Direct	09/01/2013 12:00 AM CDT	09/08/2013 12:00 AM CDT	Pending

Exported by: Keeler, Matthew M.

Manual (.csv) ▾
Export Payroll Data

Pending Export
You have prepared payroll data to be exported. To download/export the payroll data to your payroll software (such as QuickBooks or ADP), use the 'Export Payroll Data' button to the left.

ⓘ There are 9 employees included in this export.
More details about this payroll data.

Invalidate this Export   Hide

Comment: Payroll Type: Direct

↩ Revert Row   💾 Save Row

100 ⬍

IPSEPI – Enhanced Payroll Integration
- Provides the following payroll exports:
  - Ceridian Insync
  - Dynamics – Great Plains*
  - MAS90**
  - MAS200**
  - PayChoice
  - Peachtree
  - Pyramid HR
  - Sage Payroll Services
  - Syndeo
  - Time+Plus
  - TimeBank
  - Vadim
- Also includes all functions in the Custom Payroll Export:
  - Unlimited, fully mappable fields
  - User defined headers and footers
  - Embedded spreadsheet formulas with row references
  - Summarization mode

*Integration module for Great Plains required
**An integration module such as "Extended Solution PR-1031" or Sage "Visual Integrator" is required. (Integration modules are purchased separately from their respective companies and may require mapping or configuration.)

IPSAPP – Approvals Module
Provides features including:
Employees Request Benefit Use which Managers can Approve or Deny
- Employees request time off in My TimeIPS by seeing time available
- Managers see requests and can approve or deny
- Managers see a Benefit calendar to help with the approval decision
- Email reminders that are configurable to help manage these requests

Employees and Managers can approve Time Cards for Payroll:
- Worked time can be reviewed on a calendar and approved
- Payroll will verify that all time cards have been approved before it will run payroll
- Email reminders that are configurable to help manage time card approvals

December 01, 2013 – December 31, 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 December	02 December	03 December	04 December	05 December	06 December	07 December
08 December	09 December	10 December	11 December	12 December	13 December	14 December
15 December	16 December	17 December	18 December	19 December 4 Sick Lierz, Whitney	20 December	21 December
22 December	23 December 4 Vacation Boresow, Patty	24 December 4 Vacation Boresow, Patty	25 December	26 December	27 December	28 December
29 December	30 December	31 December				

TimeIPS ASP Server™

Superior Return on Investment

TimeIPS pays for itself many times over by reducing time required to manually monitor employee schedules, reducing / eliminating employee overtime costs, tracking jobs and projects to reduce cost overruns and providing powerful record keeping capabilities that ensure accurate, real-time attendance and project reporting for monitoring employee work trends.

How Much Can TimeIPS Save You?

TimeIPS uniquely integrates time and attendance records, scheduling, job/project tracking and employee information, providing real-time detailed viewing and reporting of work trends. By incorporating advanced features with an easy-to-use interface, TimeIPS pays for itself by eliminating common employee and payroll issues such as:

- Calculating payroll hours manually
- Verifying sick and vacation time
- Scheduling employees
- Managing early & late clock ins and clock outs
- Reducing unauthorized overtime and unproductive time incorrectly allocated to jobs and projects
- Tracking time on jobs and projects
- Processing payroll
- Tracking employee records and history

Additionally, TimeIPS provides powerful Real-Time viewing and reporting of your personnel and attendance and job/project activity to help you quickly identify areas of your business to improve employee productivity, lower personnel management costs and save money.
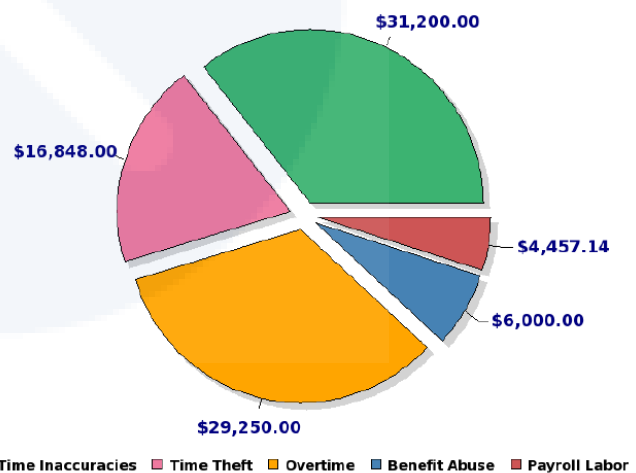
Potential ROI based on APA study for 100 employee company and purchase price of TimeIPS Large Business Server.

Total Possible Amount Saved Using TimeIPS	
Time Inaccuracies	$31,200.00
Time Theft	$16,848.00
Overtime	$29,250.00
Benefit Abuse	$6,000.00
Payroll Labor	$4,457.14
Annual Savings Possible	**$87,755.14**
3 Year Savings	$263,265.43

TimeIPS Annual Savings Possible
$87,755.14

$31,200.00
$16,848.00
$4,457.14
$6,000.00
$29,250.00

■ Time Inaccuracies ■ Time Theft ■ Overtime ■ Benefit Abuse ■ Payroll Labor

Save 95% over manual punch clocks and 83% over PC-based clocking systems with a TimeIPS Time and Attendance system!

To get your own ROI calculator, click here.

TimeIPS is trusted around the world by thousands of organizations just like these:

City of Wadsworth Ohio
Since 1814

SAV·ON DRUGS
Your Neighborhood Drug Store and More...

HEALTHSOUTH

Kansas City Chiefs
Arrowhead Stadium