



## TimeIPS IPSJOB Enhanced Real-Time Job Tracking Module™

### Maximize Employee Productivity and Minimize Waste

Ideal for businesses involved in production, fabrication, assembly, professional services or any business that needs to track where workforce time is being spent.

### Product Description

The TimeIPS **IPJOB – Enhanced Real-Time Job/Project Tracking Module™** - is one of the most powerful expansion modules for the TimeIPS system. It provides the flexibility to track hundreds or even thousands of active jobs or projects. Employees can move efficiently from one job to the next throughout the day while TimeIPS records the job changes in real-time. IPJOB allows users to set per-job rates including hourly rates for a job, pay differentials or a rate multiplier for each job. Additionally, each employee can be assigned a default job to be automatically clocked into unless they clocked into another job, and when used in conjunction with the TimeIPS IPSSCH – Scheduling Module™, automatic job changes can be set to provide for pay differential and automatic default job changes. At the end of each user-defined period, TimeIPS can provide a report of the time worked, by each employee, on each job they have clocked in/out of. Since TimeIPS allows for multiple, simultaneous clock in/out access, employees can efficiently clock in/out of a job no matter how many employees are assigned to that specific job. TimeIPS can even help calculate “down-time” for employees based on their clock events for more effective management of labor costs and maximization of personnel productivity.

### Key Benefits of IPJOB™

- Allows the creation and management of hundreds, even thousands, of jobs.
- Each job can have a Category, Billing Rate, GL number, Control Number and Customer
- A per-job pay rate can be set for work done by employees on the job
- Per-job pay rates include hourly-rate for the job (i.e. \$10.00/hour), pay differential per job (i.e. +\$2.00/hour) or pay rate multiplier (i.e. 125%)
- Option to set per-employee overrides on the per-job pay
- Option to specify a “job manager” who can run reports and view/edit times of all employees involved with a specific job/project even when the job manager is not the employee's manager.
- Each employee can be assigned a default job that the employee would automatically be clocked into unless/until they clocked into a different job.
- Generate reports of employee time spent on jobs, in real time
- Payroll reports are fully aware of job differential pay and use it to calculate "base pay" for overtime calculations per federal labor law requirements
- Use in conjunction with the TimeIPS Scheduling module (IPSSCH) to schedule default jobs and automatic job changes to provide shift differential pay.
- Use in conjunction with the TimeIPS Advanced Overtime module (IPSOTO) to designate jobs as standard time, overtime, doubletime, or premium time and to count (or not count) toward overtime calculations. Ideal for paid breaks or special pay outside of normal work hours.

### The TimeIPS IPJOB Real-Time Job/Project Tracking Module™

- Creation and management of large amounts of jobs.
- Assign jobs a Category, Billing Rate, GL Number, Control Number and Customer
- Set per-job pay rates that can include an hourly-rate, a differential or rate multiplier
- Define a “job manager” who can view and edit times worked on a job
- Assign a default job for employees
- Payroll reports calculate base-pay with shift-differentials for overtime per all federal labor law requirements
- Use in conjunction with TimeIPS IPSSCH – Scheduling Module™ for automatic job changes to provide shift differential pay

FOR MORE  
INFORMATION OR TO  
PURCHASE THIS  
MODULE  
CONTACT TIMEIPS:  
877-846-3256  
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www.timeips.com



# TimeIPS IPSJOB Enhanced Real-Time Job Tracking Module™

## Key Features of IPSJOB™

### Job Creation & Management

- Allows for the creation of hundreds, even thousands, of jobs.
- Each job can have a Category, Billing Rate, GL number, Control Number and Customer.

**Add New Jobs**

Job Name:  Small Display Name:

Category:  Manager:

Job Code:  Copy From:

Description:

Category	Job Name	Job Code	GL Number	Manager
Empty	paint	33	Empty	Empty
Empty	sheet rock	44	Empty	Empty
Empty	flooring	55	Empty	Empty
Empty	prime	32	Empty	Keeler, Matthew M.
Empty	touch up	34	Empty	Keeler, Matthew M.

General	Control Number:	<input type="text" value="3444"/>	GL Number:	<input type="text" value="93444"/>
Billing	Subcode Number:	<input type="text"/>	Alternate Number:	<input type="text"/>
Pay Rates	Billing Rate:	<input type="text" value="37.50"/>	Customer:	<input type="text" value="Al Brethouse"/>
Override Rates				
Coverage				
Default Membership				
Membership				
Membership Restrictions				
Clocked In				
Allocations				
Modifications				
Tracking Fields				

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# TimeIPS IPSJOB Enhanced Real-Time Job Tracking Module™

## Key Features of IPSJOB™ (cont.)

### Set Per-Job Pay Rates

- Each job can have a hourly rate, a pay differential per job or a pay-rate multiplier.
- Option to set per-employee overrides on the per-job rates.

Category	Job Name	Job Code	GL Number	Manager		
Empty	paint	33	Empty	Keeler, Matthew M.		
General	<b>Hourly Rate</b>	<b>Hourly Differential</b>	<b>Rate Multiplier</b>	<b>Pay Type</b>	<b>Counts OT</b>	<b>Effective</b>
Billing	15	2	10 %	Star	Def	01/06/2014 01:03:07 P
Pay Rates						Add
Override Rates						
Coverage						
Default Membership						View Audit History
Membership						
Membership Restrictions						
Clocked In						
Allocations						
Modifications						
Tracking Fields						

Revert Row Save Row

Category	Job Name	Job Code	GL Number	Manager		
Empty	paint	33	Empty	Keeler, Matthew M.		
General	<b>Name</b>	<b>Current Rate</b>	<b>Pay Type</b>	<b>Counts OT</b>	<b>Action</b>	
Billing	Lierz, Ken	Default	Default	Default	Close	
Pay Rates						
Override Rates	<b>Hourly Rate</b>	<b>Hourly Differential</b>	<b>Rate Multiplier</b>	<b>Pay Type</b>	<b>Counts OT</b>	<b>Effective</b>
Coverage	16	1	15 %	Star	Def	01/06/2014 01:11:34 P
Default Membership						Add
Membership						
Membership Restrictions						Employee Rate Audit History
Clocked In						
Allocations						
Modifications						
Tracking Fields						

Revert Row Save Row

### Set Job Managers

- Flexibility to assign a “job manager” who can view and edit any employee's time who work on that job.
- Job manager can run reports that include all time worked on that job.
- Applies even if Job Manager is not the employee's direct manager.

Add New Jobs	
Job Name:	paint
Small Display Name:	paint
Category:	-- No Category --
Manager:	Keeler, Matthew M.
Job Code:	33
Copy From:	(Create New)
Description:	
Create Job	

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## Key Features of IPSJOB™ (cont.)

### Default Jobs

- Each employee can be assigned a default job to be clocked into unless they clock to a different job.
- When used in conjunction with TimeIPS IPSSCH™ – Scheduling Module™, default jobs can be scheduled to change at specified times.
- When used in conjunction with TimeIPS IPSSCH™ – Scheduling Module™, automatic job changes can be scheduled to provide a shift differential.

The screenshot shows the 'Employees' form for Patty Bosesow (ID/Badge: 1005, Manager: Lierz, Whitney). The form includes fields for Title/Position, Manager, Payroll Type (Direct), Holiday Group (All Holidays), Organizational Unit (Family), Default Department (Family), Default Job (paint (33)), ID / Badge (1005), Alternate Number (1005), Start Date (11/17/2011), Employed (Yes), Workweek Group (Direct), Status (FT), and Delete (Disabled). There are also buttons for 'Print Badge' and 'Suggest ID/Badge Number'.

The screenshot shows the 'Schedule Groups' form for 'HolidayWorkers'. It includes tabs for General, Automatic Clocking, Default Jobs, Minimum Break, Break Rules, Advanced Rules, and Salary Options. The 'Default Jobs' tab is active, showing fields for Start (Tuesday, 12:00 AM), End (Tuesday, 11:59 PM), and Default Job (sheet rock (44)). There are 'Delete' and 'Add New' buttons.

The screenshot shows the 'Auto Clocking Rules' tab for 'HolidayWorkers'. It includes a table with columns for Starting Time, Ending Time, and Action. The table shows a rule for Monday at 12:00 AM to Saturday at 12:00 AM, with the action 'Clock In At 08:00 AM'. Below the table are fields for Starting Day (Monday), Starting Time (12:00 AM), Ending Day (Saturday), Ending Time (12:00 AM), Action (Change Job At Time), At Time (10:00 AM), Work Order / Jobs (demolition, flooring (55)), Requires (Require In During Rule, Require Out During Rule, Require Duration During Rule), Send Alert (Send Alerts), and Delete Rule (Delete). There are also 'Revert Row' and 'Save Row' buttons.

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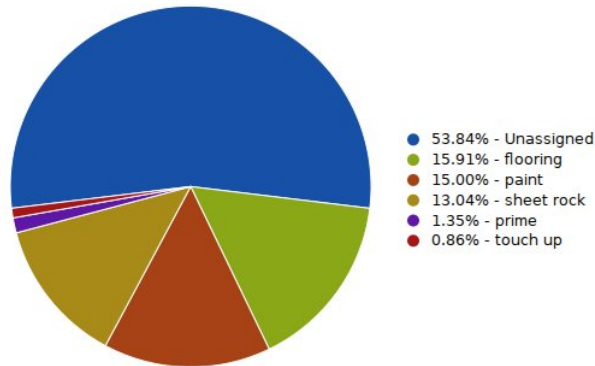
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## Key Features of IPSJOB™ (cont.)

### Reporting

- The Employee Summary Report provides the total hours worked per job by the selected employee(s) within the specified time range and shows them in a pie graph.
- A comprehensive Extended Employee/Job Report is exported into a CSV file for use in a spreadsheet application and can be formatted and subtotaled by job, employee or any criteria chosen.
- Payroll reports automatically comply with federal labor law regulations by taking shift differentials into consideration when calculating the “base-pay” for overtime purposes.

**Employee Summary Report For All Employees In Keeler Co.**  
**From 01/01/2014 12:00:00 AM CDT to 02/28/2014 12:00:00 AM CDT**



Daily/Weekly Summary	
Days In Range	58.00
Days Worked	6
Average Per Day Worked	102.84 hours
Weeks In Range	8.29
Weeks Worked	3
Average Per Week Worked	205.69 hours

Job Percentage Summary			
Job Name	Time Worked	Percentage of Total	
Unassigned	332:13:36	53.84%	
flooring	98:10:46	15.91%	
paint	92:35:01	15%	
sheet rock	80:27:09	13.04%	
prime	08:19:14	1.35%	
touch up	05:17:59	0.86%	
<b>Total</b>	<b>617:03:45</b>	<b>100%</b>	

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