



**The TimeIPS
IPSQBI
Payroll Integration
with Benefits
Tracking Module™**

- Easily track employee benefit usage and accrual
- Automatically accrue benefits based on start date with two tenure levels
- Automatically apply holiday pay to user-defined payroll types
- Set custom overtime and double time rules
- User-friendly export of hours worked into popular payroll software such as Quickbooks®
- Define custom work weeks for employees with over-time and double time rules

**TimeIPS IPSQBI
Payroll Integration with Benefits Tracking
Module™**

Track Benefits and Export Payroll Information

Eliminate the hassle of managing benefits in a different system and easily export payroll information to many popular payroll software.

Product Description

The TimeIPS **IPSQBI – Payroll Integration with Benefits Module™** is an expansion module for the TimeIPS system that offers basic benefit time tracking as well as supporting the export of payroll information to a multitude of formats. Easily track and adjust employee sick and vacation time earned and set accrual limitation limits on those benefits. Automatic benefit accrual makes the process of giving your employees the correct amount of benefit time easy. **IPSQBI™** also has the option of scheduling company holidays and paying holidays by employee type. The option to set custom work weeks enables you to easily customize overtime and double time rules and set work week start dates. With **IPSQBI** you can even set the worked hours to be displayed on the screen when clocking so employees can easily see the accrual of their worked hours.

Additionally, the **IPSQBI – Payroll Integration with Benefits Module™** supports popular payroll export formats including Quickbooks, ADP and multiple versions of Paychex, just to name a few. Saving time and eliminating manual time entry, this module makes exporting payroll information as easy as point and click.

Key Benefits of IPSQBI™

- Easily track and adjust benefit time available and/or used.
- A permanent audit log keeps all benefits-related changes for simplified dispute resolution and/or accounting.
- Benefits accrue automatically based on two user-defined tenure levels and the accrual can be capped with accumulation limits.
- Effortlessly observe company holidays and pay holidays based on employee type.
- Set custom overtime and double time rules for compliance with state and federal laws as well as administration of company rules.
- Set the employees' weekly worked hours to display on screen at the clock so employees can see their weekly work hours as they are accruing.
- User-friendly export of payroll hours into popular payroll software eliminates the need for hand-entering and maximizes efficiency.

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



TimeIPS IPSQBI Payroll Integration with Benefits Tracking Module™

Key Features of IPSQBI™

Track Employee Sick and Vacation Benefits

- View & adjust benefit time available & benefit time used
- Easily log a Reason/Note for each benefit occurrence

| Current Levels | | | | | | |
|----------------|-------------------|---------------|-------------------------|------------------------|-----|-------|
| Benefit | Current Available | Net Available | Future Pending Requests | Future Approved Usages | Add | Reset |
| FMLA | 0 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min | Add | Reset |
| Sick | 250 hrs 0 min | 250 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min | Add | Reset |
| Vacation | 121 hrs 1 min | 121 hrs 1 min | 0 hrs 0 min | 0 hrs 0 min | Add | Reset |

100 ▾

| Edit Benefit Usages | | | | | | | |
|---------------------|----------|----------|--------------------|-----------------------|--------------------|----------|---------|
| Effective Date | Type | Subclass | Reason for Request | Reason for Adjustment | Adjuster | Duration | Actions |
| 12/24/2013 08:00 AM | Vacation | None | None | None | Keeler, Matthew M. | 04:00:00 | Delete |
| 12/23/2013 01:00 PM | Vacation | None | None | None | Keeler, Matthew M. | 04:00:00 | Delete |
| 11/27/2013 08:00 AM | Vacation | None | None | None | Keeler, Matthew M. | 08:00:00 | Delete |
| 10/25/2013 08:00 AM | Sick | None | None | None | Keeler, Matthew M. | 03:00:00 | Delete |

Requested Date 10/25/2013 08:00:00 AM

Effective Date

Paid Date Same as Effective Date

Request Note
Made by the employee who requested the benefit.

Adjusters Note

Duration

Benefit Sick ▾

Benefit Subclass No Subclass ▾

Department - No Department - ▾

Add Audit Note

Notes
By Keeler, Matthew M. [10/29/2013 03:31 PM] This benefit usage was not created through an employee request, but this usage was created by Keeler, Matthew M. for the employee.

100 ▾

Total Benefit Time Used: 19hrs



TimeIPS IPSQBI Payroll Integration with Benefits Tracking Module™

Key Features of IPSQBI™ (cont.)

Automatic benefit accruals

- Two customizable tenure levels
- Easily track sick & vacation time earned
- Set accrual accumulation limits

Division: Keeler Co. Existing Accrual Groups: Default

General | FMLA | Sick | Vacation

Accrual Tenure Levels for Vacation

Starting after 90 days, accrue 2.13 hours per accrual interval. Net hours available may not exceed 250. (Help)

Add Accrual Tenure Level

General Settings for Vacation Accruals

Accrual Waiting Period: 0 days Prorate partial periods

Maximum Accrued Hours: hours Benefit time used contributes to time worked for accruals

Usage Waiting Period: days Hide this benefit type (hidden benefit types can be viewed with appropriate permissions).

Accrual Interval: Weekly Accrue at beginning of interval

Starting at: Every 1 week(s) Employee's accrual start date 12/12/2013 10:47 AM

Tenure Starts Relative To: Employee's accrual start date

Advanced Options for Vacation

Enforce Minimum Hours: Disabled Do not use beyond hours minimum.

When enforcing a minimum number of available hours, what action should be taken when a request would violate the minimum: Allow

Use benefit time in increments: Disabled Increments of: 00:00:00

Periodic Modification Tenure Levels for Vacation

Add Modification Tenure Level

Periodic Modification Settings for Vacation

Modification Interval: Never This accrual group does not have any periodic modifications to Vacation hours.

Modify at beginning of interval

*** Advanced Options and Periodic Modifications sections shown above require separate IPSBEN module.**



TimeIPS IPSQBI Payroll Integration with Benefits Tracking Module™

Key Features of IPSQBI™ (cont.)

Track company holidays

- Schedule paid company holidays by employee type

Manually Create a Holiday

Holiday: New Holiday

Pay Holiday At: 03/21/2014 12:00:00 AM

Pay Amount: 08:00:00

Create Holiday Events For: All Direct Employees

Department: -- No Department --

Show Advanced Options: Hide

Create: Create

Custom workweeks and scheduled hours per employee or employee type

- Set custom overtime and double time rules
- Set workweek start date
- Set weekly hours displayed on LCD screen

| Type Name | Active | In Use | Delete |
|-----------|--------|--------|--------|
| Bi-Weekly | ✓ | | ✗ |
| Direct | ✓ | ✓ | |

General | Employees | Schedule Day Defaults

Schedule Week Start: Sunday 12:00 AM

Scheduled Hours: 40.0000

Reset Employee Specific Custom Settings

Supports ten popular payroll export formats, including Quickbooks, ADP and Paychex

- Easy integration transfers hours worked from TimeIPS into Quickbooks®
- Quickly export into the following formats:
 - › Quickbooks (Pro, Premiere, Enterprise)
 - › ADP (PC-payroll)
 - › ADP (Pay eXpert)
 - › Paychex 5
 - › Paychex 6.4 (RapidPay)
 - › Paychex 9 (Paylink)
 - › Fortune1000
 - › Paywork
 - › PeopleSoft
 - › PayrollCS
 - › Paywork
- Note: Additional payroll formats are supported by our IPSEPI Enhanced Payroll Integration module.
- Custom payroll reports available. Please contact TimeIPS Sales at 877-846-3256 for details

FOR MORE INFORMATION OR TO PURCHASE THIS MODULE
CONTACT TIMEIPS BY PHONE: 877-846-3256 OR E-MAIL: sales@timeips.com
OR VISIT www.timeips.com