TIME●IPS®

- Global schedule settings

- Employee Report Card

- Attendance Percentage Report

- Repeat schedules up to 16 weeks

- Round clocking events to the nearest interval

- Set automatic lunch deductions

- Snap employee clock in/out times to a scheduled clock in/out time

- Import schedules, set schedule groups and automatically email schedules to employees

- Group Clocking allows managers to clock groups of employees in/out of the system at the same time.

- Automatically clock employees in/out for the day, specified breaks or in/out of specified jobs based on a time of day or specified length of time.

FOR MORE INFORMATION OR TO PURCHASE THIS MODULE
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TimeIPS IPSSCH
Scheduling Module™

Simplify Clocking and Eliminate Wasted Personnel Hours

Automatic clocking and time-snapping help eliminate unauthorized overtime while features like global schedule settings and group clocking simplify the process scheduling and clocking multiple employees.

Product Description

The TimeIPS **IPSSCH – Scheduling Module**™- is an expansion module for the TimeIPS system that offers the flexibility of automatic clock controls for less deviation from scheduled work hours. With features such as Time Rounding, Time Snapping and Automatic Lunch Deductions, employers can use the TimeIPS IPSSCH Scheduling Module to prevent early clock-ins, eliminate the hassles of clocking in/out for lunches and accommodate time worked away from the clocking site. The Group Clocking feature offers the capability for managers and administrators to clock an entire group of employees in or out, drastically simplifying the manual time adjustment for groups of employees that may be working off-site, etc. Additionally, this module allows employers to import/export schedules and send automatic emails to employees within the employee management tab. Global settings make scheduling your workforce even easier by allowing you to apply the same set of rules to all schedules. IPSSCH™ is equipped with reporting features that include an Employee Attendance as a Percentage of Schedule report and an Employee Report Card that allows managers to view all of the pertinent information about an employee at a glance and the option to make both present, as well as past and future, schedules visible to employees in the "My Schedule" section of "My TimeIPS". With even more features like setting automatic clocking times for employees on set schedules, optional automatic clocking of employees into different jobs at specified times, the ability to set minimum breaks, and the functionality of using job clocking to provide for pay differential, the **IPSSCH – Scheduling Module**™ makes the TimeIPS system an even more dynamic tool for managing your work force.
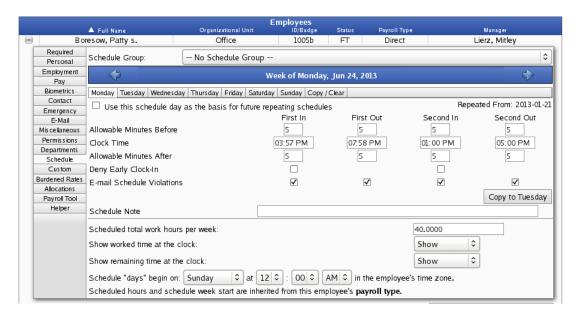
Key Benefits of IPSSCH™

- Time Rounding rounds employee clocking times to a user-defined interval.

- Time Snapping prevents early clock-ins by snapping employee clock times forward to a designated start time. The Time Snapping feature can be set for up to eight snaps per employee group, for all days, or selected days of the week.

- Auto lunch deductions automatically clock employees out for lunches and/or breaks after employees have worked a user-defined number of hours. The automatic deduction can be set so that it does not deduct the lunch or break if that break has already been taken. This feature is a powerful tool for closely managing personnel hours and eliminates the hassle and wasted time from employees clocking out for lunches and/or breaks.

- Group clocking simplifies the process of manual clocking by allowing a manager or administrator to clock groups of employees at one time with the option to set a clocking note and clock into specific jobs.

- Automatic clocking provides a host of enhancements to the TimeIPS system by allowing users to set automatic job change times, specify default jobs, provide pay differentials, and set minimum break times.

TimeIPS IPSSCH
Scheduling Module™

Key Features of IPSSCH™

Employee Schedules
- Set schedule times, allowable times in before and after before clocking becomes a schedule deviation, option to deny early clock in, email schedule deviation, and helper function to copy schedules
- Employees may see their schedules under the "My Schedule" portion of the "My TimeIPS" section (if enabled in Global Settings – see below) .

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Key Features of IPSSCH™ (cont.)

Attendance Report by Percentage
• Report shows employee attendance as a percentage of their scheduled time.
• Can be run for any date range and any group of employees or for a single employee
• Can be downloaded as a CSV file

Employee Attendance Percentage Report

Starting Time:
10/21/2013

Ending Time:
10/25/2013

◁	**Oct**	▷
⇦	**2013**	⇨

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	[25]	26
27	28	29	30	31		

Select an employee's presets for this page:
🔍 Keeler, Matthew M. ⬍

-- No Preset Selected -- ⬍
[Save Preset] [Delete Preset]

Select employee group [Manage]:
🔍 All Visible Employees In Keeler Co. ⬍

Summmarize by:
Day ⬍

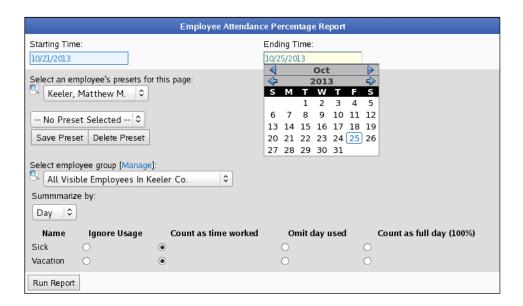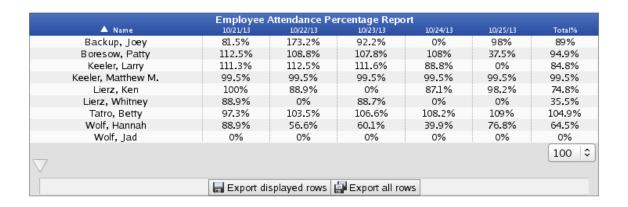| Name	Ignore Usage	Count as time worked	Omit day used	Count as full day (100%)
Sick	○	◉	○	○
Vacation	○	◉	○	○

[Run Report]

Employee Attendance Percentage Report

▲ Name	10/21/13	10/22/13	10/23/13	10/24/13	10/25/13	Total%
Backup, Joey	81.5%	173.2%	92.2%	0%	98%	89%
Boresow, Patty	112.5%	108.8%	107.8%	108%	37.5%	94.9%
Keeler, Larry	111.3%	112.5%	111.6%	88.8%	0%	84.8%
Keeler, Matthew M.	99.5%	99.5%	99.5%	99.5%	99.5%	99.5%
Lierz, Ken	100%	88.9%	0%	87.1%	98.2%	74.8%
Lierz, Whitney	88.9%	0%	88.7%	0%	0%	35.5%
Tatro, Betty	97.3%	103.5%	106.6%	108.2%	109%	104.9%
Wolf, Hannah	88.9%	56.6%	60.1%	39.9%	76.8%	64.5%
Wolf, Jad	0%	0%	0%	0%	0%	0%

100 ⬍

🖫 Export displayed rows   🖫 Export all rows

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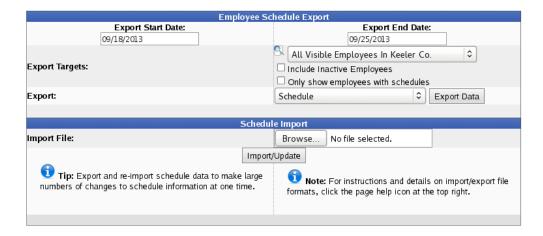
Key Features of IPSSCH™ (cont.)

Global Schedule Settings
• Allows for a set of parameters to be applied to all employees' schedules within the system.
• Schedules can be repeated from 1 week up to 16 weeks with an option for the schedule to be made visible in the "My Schedule" section of "My TimeIPS" when the employee is logged on. Option to allow employee to see previous week's schedule and a user-defined number of future weeks of schedules.
• Also includes an option to email the employees their schedules at a chosen time interval.

Global Settings	
Repeating Schedule	1 week
Future weeks visible in My Schedule	1
Show Previous Week Schedule	☐ Show Previous Week Schedule in My Schedule
Time Without a Schedule is a Violation	☐ Time Without a Schedule is a Violation
Default Allowable Minutes Before	5
Default Allowable Minutes After	5
Default Deny Early Clock In	☐ Default Deny Early Clock-In
Default Email Schedule Violations	☑ Default Email Schedule Violations
Show notes in My Schedule	☐ Show Notes in 'My Schedule'
Automatically Send Schedules by E-mail	Disabled
	Apply Defaults to All Schedules Save Changes

Employee Schedule Import/Export
• Allows for bulk schedule changes
• You may also use your own file for import as providing it meets the CSV file criteria available at http://support.timeips.com
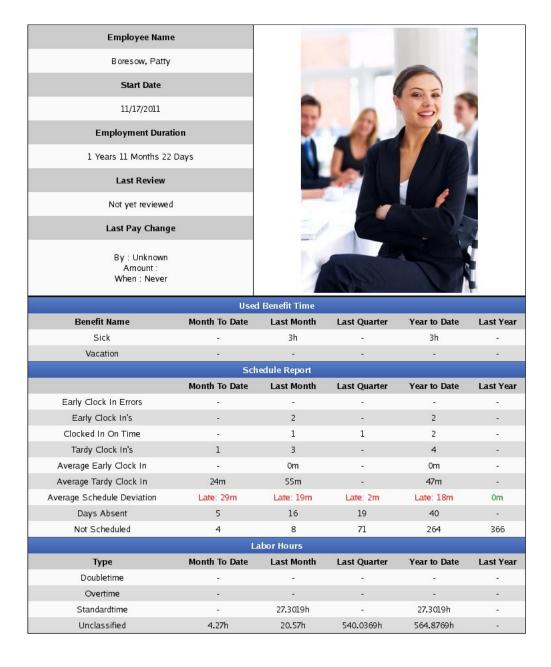
Employee Schedule Export	
Export Start Date: 09/18/2013	Export End Date: 09/25/2013
Export Targets:	All Visible Employees In Keeler Co. ☐ Include Inactive Employees ☐ Only show employees with schedules
Export:	Schedule Export Data

Schedule Import	
Import File:	Browse... No file selected.
	Import/Update

ⓘ **Tip:** Export and re-import schedule data to make large numbers of changes to schedule information at one time.

ⓘ **Note:** For instructions and details on import/export file formats, click the page help icon at the top right.

TimeIPS IPSSCH
Scheduling Module™

Key Features of IPSSCH™ (cont.)

Employee Report Card
- Provides a quick snapshot of employee information vital for reviews or at any time an manager needs to see employee performance
- Shows benefits usage, absences, tardies, and labors hours broken down by type. Also lists employee's employment duration, the date of last review and the date of last pay raise.
- Conveniently keeps all of this information in one, easy-to-use report ending the need for hours of information gathering from various sources at review time.
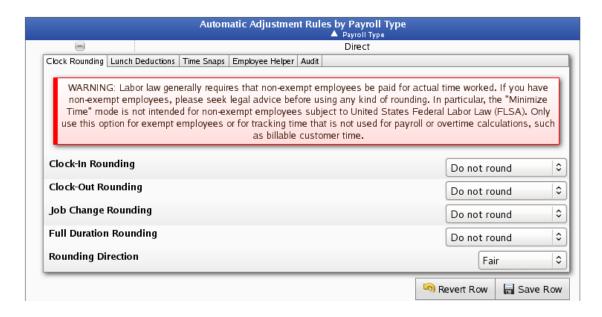
Employee Name
Boresow, Patty
Start Date
11/17/2011
Employment Duration
1 Years 11 Months 22 Days
Last Review
Not yet reviewed
Last Pay Change
By : Unknown Amount : When : Never

Used Benefit Time					
Benefit Name	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Sick	-	3h	-	3h	-
Vacation	-	-	-	-	-

Schedule Report					
	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Early Clock In Errors	-	-	-	-	-
Early Clock In's	-	2	-	2	-
Clocked In On Time	-	1	1	2	-
Tardy Clock In's	1	3	-	4	-
Average Early Clock In	-	0m	-	0m	-
Average Tardy Clock In	24m	55m	-	47m	-
Average Schedule Deviation	Late: 29m	Late: 19m	Late: 2m	Late: 18m	0m
Days Absent	5	16	19	40	-
Not Scheduled	4	8	71	264	366

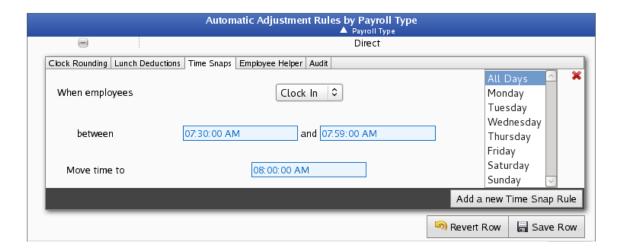| Labor Hours					
Type	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Doubletime	-	-	-	-	-
Overtime	-	-	-	-	-
Standardtime	-	27.3019h	-	27.3019h	-
Unclassified	4.27h	20.57h	540.0369h	564.8769h	-

Key Features of IPSSCH™ (cont.)

Time Rounding
• Round employee clock-in/out times to the nearest 1, 5, 6, 10, 15, 25, 30 or 60 minute interval.

Time Snapping
• Prevents early clock-ins by snapping clock-in times forward to a designated start time.
• Accommodate early departures for off-site activity by snapping clock-out times forward to a designated end time.
• Capability to set up to eight time snaps per employee or group.
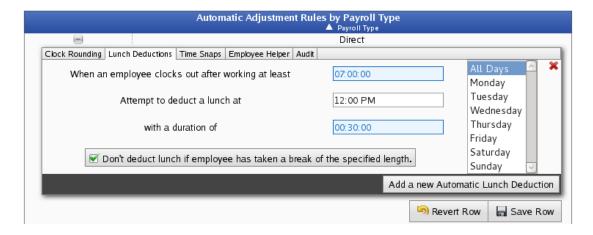• Set time snaps for all days, or selected days of the week.
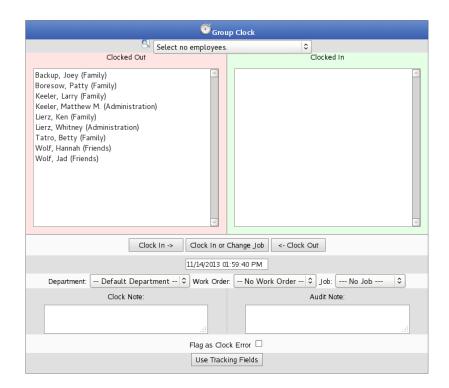
Key Features of IPSSCH™ (cont.)

Auto Lunch Deductions
- Automatically clock selected employees out for lunch and/or break after a designated numbers of hours worked.
- Eliminates wasted time and the hassle of clocking in/out for lunch or break.
- Option to not deduct lunch or break if the specified length was already taken.

Group Clocking
- Clock in/out a group of employees at one time.
- Option to clock into a job and/or record a clock note.
- Drastically simplifies the process of manually adjusting time for each employee.

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Key Features of IPSSCH™ (cont.)

Automatic Clocking
- Automatically clock employees in, out or change jobs at set times. Useful for employees who forget to clock or employees on set schedules that do not need to clock.
- Automatically clock employees out or change jobs after being clocked in for a set duration of time or at a specified time of day.
- Specify a default job for employees at set times of day. Used to automatically put employees in correct jobs, and to provide pay differentials via job pay rates at scheduled times.
- Specify a minimum break for employees. Useful for preventing employees from clocking in early when returning from a break or lunch too soon.