



The TimeIPS IPSSCH Scheduling Module™

- 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.

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.

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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) .

The screenshot shows the 'Employees' management interface. The employee profile for Bosesow, Patty s. is displayed, including organizational unit (Office), ID/Badge (1005b), status (FT), payroll type (Direct), and manager (Lierz, Mitley). The 'Schedule' tab is active, showing a schedule for the week of Monday, June 24, 2013. The schedule is set to 'No Schedule Group'. The interface includes a calendar view and a detailed configuration panel for the selected day (Monday). The configuration panel includes fields for 'Allowable Minutes Before' (5), 'Clock Time' (03:57 PM), 'Allowable Minutes After' (5), 'Deny Early Clock-In' (unchecked), and 'E-mail Schedule Violations' (checked). It also shows 'Scheduled total work hours per week' as 40.0000 and 'Schedule "days" begin on' Sunday at 12:00 AM. A 'Copy to Tuesday' button is visible.

My Schedule

Week of Monday, Jun 24, 2013

This Week (06/24/2013) ▾

My TimeIPS Schedule												
Day	Allowable minutes before	In	Allowable minutes after	Allowable minutes before	Out	Allowable minutes after	Allowable minutes before	In	Allowable minutes after	Allowable minutes before	Out	Allowable minutes after
Monday	5	3:57 PM	5	5	7:58 PM	5	5	1:00 PM	5	5	5:00 PM	5
Tuesday	5	8:00 AM	5	5	12:00 PM	5	5	1:00 PM	5	5	5:00 PM	5
Wednesday	5	8:00 AM	5	5	12:00 PM	5	5	1:00 PM	5	5	5:00 PM	5
Thursday	5	8:00 AM	5	5	12:00 PM	5	5	1:00 PM	5	5	5:00 PM	5
Friday	5	8:00 AM	5	5	12:00 PM	5	5	1:00 PM	5	5	5:00 PM	5

My Advanced Scheduling Rules

You will have 60 minutes deducted from your time at 12:00 PM on all days if you work more than 8 hours.

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TimeIPS IPSSCH Scheduling Module™

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: Ending Time:

Select an employee's presets for this page:

-- No Preset Selected --

Select employee group [Manage]:

Summarize by:

Name	Ignore Usage	Count as time worked	Omit day used	Count as full day (100%)
Sick	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 ▾

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TimeIPS IPSSCH Scheduling Module™

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	<input type="checkbox"/> Show Previous Week Schedule in My Schedule
Time Without a Schedule is a Violation	<input type="checkbox"/> Time Without a Schedule is a Violation
Default Allowable Minutes Before	5
Default Allowable Minutes After	5
Default Deny Early Clock In	<input type="checkbox"/> Default Deny Early Clock-In
Default Email Schedule Violations	<input checked="" type="checkbox"/> Default Email Schedule Violations
Show notes in My Schedule	<input type="checkbox"/> Show Notes in 'My Schedule'
Automatically Send Schedules by E-mail	Disabled
<input type="button" value="Apply Defaults to All Schedules"/> <input type="button" value="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.
	<input type="checkbox"/> Include Inactive Employees
	<input type="checkbox"/> Only show employees with schedules
Export:	Schedule <input type="button" value="Export Data"/>
Schedule Import	
Import File:	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="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.

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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	-

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TimeIPS IPSSCH Scheduling Module™

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.

Automatic Adjustment Rules by Payroll Type
Payroll Type: Direct

Clock Rounding | Lunch Deductions | Time Snaps | Employee Helper | Audit

WARNING: Labor law generally requires that non-exempt employees be paid for actual time worked. If you have non-exempt employees, please seek legal advice before using any kind of rounding. In particular, the "Minimize Time" mode is not intended for non-exempt employees subject to United States Federal Labor Law (FLSA). Only use this option for exempt employees or for tracking time that is not used for payroll or overtime calculations, such as billable customer time.

Clock-In Rounding: Do not round

Clock-Out Rounding: Do not round

Job Change Rounding: Do not round

Full Duration Rounding: Do not round

Rounding Direction: Fair

Revert Row | Save Row

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.

Automatic Adjustment Rules by Payroll Type
Payroll Type: Direct

Clock Rounding | Lunch Deductions | Time Snaps | Employee Helper | Audit

When employees: Clock In

between: 07:30:00 AM and 07:59:00 AM

Move time to: 08:00:00 AM

All Days | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday

Add a new Time Snap Rule

Revert Row | Save Row

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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.

Automatic Adjustment Rules by Payroll Type
▲ Payroll Type
Direct

When an employee clocks out after working at least

Attempt to deduct a lunch at

with a duration of

Don't deduct lunch if employee has taken a break of the specified length.

Add a new Automatic Lunch Deduction

Revert Row Save Row

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.

Group Clock

Select no employees.

Clock Out Clock In

Backup, Joey (Family)
Boresow, Patty (Family)
Keeler, Larry (Family)
Keeler, Matthew M. (Administration)
Lierz, Ken (Family)
Lierz, Whitney (Administration)
Tatro, Betty (Family)
Wolf, Hannah (Friends)
Wolf, Jad (Friends)

Clock In -> Clock In or Change Job <- Clock Out

11/14/2013 01:59:40 PM

Department: -- Default Department -- Work Order: -- No Work Order -- Job: --- No Job ---

Clock Note: Audit Note:

Flag as Clock Error

Use Tracking Fields

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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.

Schedule Groups		Alert E-mail	
Name			
+	ClockOutEndOfDay	Empty	
-	HolidayWorkers	Empty	
General Automatic Clocking Default Jobs Minimum Break Break Rules Advanced Rules Salary Options			
Add New Rule			
Auto Clocking Rules			
Starting Time	Ending Time	Action	
+	Monday at 12:00 AM	Saturday at 12:00 AM	Clock In At 08:00 AM
100			

Schedule Groups		Alert E-mail	
Name			
+	ClockOutEndOfDay	Empty	
-	HolidayWorkers	admin@keelerco.com	
General Automatic Clocking Default Jobs Minimum Break Break Rules Advanced Rules Salary Options			
Add New Rule			
Auto Clocking Rules			
Starting Time	Ending Time	Action	
-	Monday at 12:00 AM	Saturday at 12:00 AM	Clock In At 08:00 AM
Starting Day	Monday		
Starting Time	12:00 AM		
Ending Day	Saturday		
Ending Time	12:00 AM		
Action	Change Job At Time		
At Time	08:00 AM		
Work Order / Jobs	- No Work Order -		
	sheet rock (44)		
Requires	Require In During Rule Require Out During Rule Require Duration During Rule		
Send Alert	<input type="checkbox"/> Send Alerts		
Delete Rule	Delete		
Revert Row Save Row			

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