



Helping business work smarter.

Manager's Guide to TimeIPS

A training and reference guide for Managers using the TimeIPS time and attendance system.
For more information, please contact WorkSmart Systems.

To Log in, please go to your TimeIPS Main Page at the web address <http://asp.timeips.com:10820/>
Your division number is 489.

Viewing Your Employees:

Directory:

The “Clocked In” page displays all employees who are currently clocked in. This page lists the employees and how many hours they have worked for the day. This view can be used to determine if an employee is present at any given time and to ensure all employees clock out at the end of the shift.

From the **Main Menu**, go to **Directory** and then select **Clocked-In**

Employees Currently In:						
Administration:						
Elliott, Heidi <i>Off-Site</i> 22 hours, 37 minutes	Henning, Kim <i>Machine 12</i> 6 hours, 48 minutes	Morgaine, Bryn <i>none</i> 0 hours, 2 minutes	Musel, Missy <i>none</i> 0 hours, 2 minutes	Pankoe, Ryan <i>EMT</i> 0 hours, 2 minutes	Reeing, Todd <i>none</i> 0 hours, 2 minutes	Shuckerow, Bret <i>MHI General</i> 0 hours, 2 minutes
Transport, Mona <i>none</i> 0 hours, 2 minutes						
Administration:						
No Employees Currently Clocked In						
Administration:						
No Employees Currently Clocked In						
Employees:						
Jones, Sam <i>none</i> 0 hours, 2 minutes	Lofton, Austin <i>Taking out the Trash</i> 0 hours, 2 minutes	O'Byrne, Emily <i>none</i> 0 hours, 2 minutes	Yorks, Leslie <i>none</i> 0 hours, 2 minutes			
Employees:						
No Employees Currently Clocked In						
Housekeeping:						
Housekeeper, Jane <i>none</i> 9 hours, 37 minutes	Linens, Sarah <i>none</i> 0 hours, 2 minutes	Sweeper, Jill <i>none</i> 0 hours, 2 minutes				
Human Resources:						
No Employees Currently Clocked In						
IT:						
Monroe, Jacob <i>none</i> 0 hours, 2 minutes	Ortiz, David <i>none</i> 0 hours, 2 minutes	Patrick, Jason <i>none</i> 0 hours, 2 minutes				
Training:						
Nolan, Andrea <i>none</i> 0 hours, 2 minutes	Peterson, Adrian <i>none</i> 0 hours, 2 minutes	Romo, Tony <i>none</i> 0 hours, 2 minutes				

Employee List:

The Employee List displays the employees and the employees' information that you choose to list.

From the **Main Menu**, go to **Directory** and then select **Employee List**

Directory by Department



Case

11

Records

Acme Management Accounting

Employee List

▲ Employee

Extension

Home Phone

Cell Phone

Address

E-Mail

Admin, Joe S.

mschnee@timeips.com

Emp14, Emp14

Emp15, Emp15

Employee, Male

fweffwff, asdfasdf a.

1-5

Export displayed rows

Export all rows

Rows to display: 5

Acme Management Administration

Employee List

▲ Employee

Extension

Home Phone

Cell Phone

Address

E-Mail

a2a, aaaa s.

1234

316.264.1600

316.264.1600

dginskey@timeips.com

Bean, Nova

Bean, Luna

SiteManager, Susan

Export displayed rows

Export all rows

Rows to display: 5

Acme Management HR

Employee List

▲ Employee

Extension

Home Phone

Cell Phone

Address

E-Mail

Babin, Richard

Bartlett, Randy

Marks, John k.

Export displayed rows

Export all rows

Rows to display: 5

Employee Status:

The Employee Status View is an electronic In/Out board for tracking an employee's status throughout the day. This shows where the employee clocked from, what department they are working in, their status and when their last clocking event was. This screen shot includes a number of optional fields that may not appear in all cases.

From the **Main Menu**, go to **Directory** and then select **Employee Status**

Current Employee Status



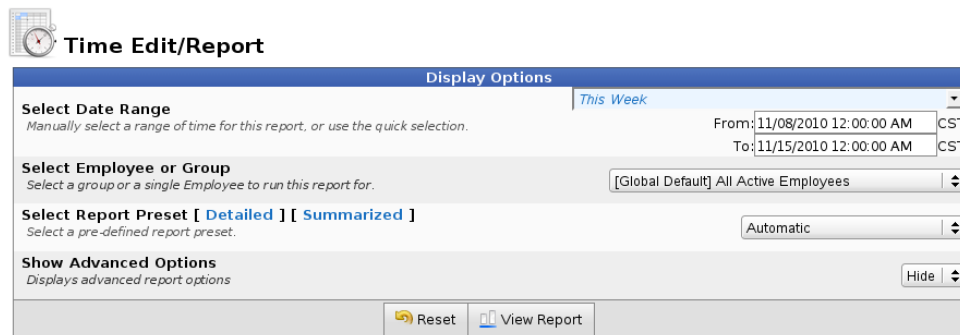
Display Options						
Set status for <input type="text" value="Myself"/> to <input type="text" value="Testing"/> <input type="button" value="v"/>						
Global Status Controls: <input type="text" value=""/> <input type="button" value="Add"/> <input type="button" value="asdf"/> <input type="button" value="Delete"/>						
<input type="checkbox"/> Automatically refresh this page (change your default)						
▲ Employee	Location	In/Out	Work Order	Job	Status	Last Clock
a2a, aaaa s.	User Administration	In		DaveJob3	Work work	02:55 PM 2010-11-10
Admin, Joe S.	User Administration	In			Testing	02:55 PM 2010-11-10
Babin, Richard	User Administration	In			--	02:55 PM 2010-11-10
Bartlett, Randy	User Administration	In			--	02:55 PM 2010-11-10
Bean, Luna	User Administration	In		test	Walking the Dog	02:55 PM 2010-11-10
1-5 6-10 11-15 16-20 21-22			Export displayed rows	Export all rows	Rows to display: 5	

Editing Time In/Out:

You can view and edit an employee's time through the Time Edit Report. Clocking errors show up in red on the time edit/report. Any clocking errors may be edited from this menu selection.

From the **Main Menu**, go to **Administration, Reports** and then click on **Time Edit/Report**

Use the “Select Date Range” drop down to select a time frame for which you wish to run the report. At the bottom, click “View Report”.



Time Edit/Report

Display Options

Select Date Range
Manually select a range of time for this report, or use the quick selection. This Week
From: 11/08/2010 12:00:00 AM CST
To: 11/15/2010 12:00:00 AM CST

Select Employee or Group
Select a group or a single Employee to run this report for. [Global Default] All Active Employees

Select Report Preset [Detailed] [Summarized]
Select a pre-defined report preset. Automatic

Show Advanced Options
Displays advanced report options. Hide

Reset View Report

This will be all of your employees for the time frame you chose with all of their total hours. To make a change, simply click on the employee's name and then select the clocking event you wish to edit. This screen shot includes a number of optional fields that may not appear in all cases.

Time Report						
08 Nov 2010 to 15 Nov 2010						
Employee	Employee Alternate Number	Employee Payroll Type	Percentage		Total Time	
a2a, aaaa s.	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Admin, Joe S.	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Babin, Richard	None	Weekly	7.69%	<div></div>	0hrs, 5min	
Bartlett, Randy	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Bean, Luna	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Bean, Nova	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Emp14, Emp14	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Emp15, Emp15	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Employee, Male	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
fwefwfw, asdfasdf a.	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Gender, Unknown	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
Grudowski, Ben	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
guy, newacme	None	BiWeekly	7.69%	<div></div>	0hrs, 5min	
			Export displayed rows	Export all rows	Rows to display: 50	
				Time Worked: 1hr, 4min		
				Benefit Time Used: 0hrs		
				Holiday Time Earned: 0hrs		

Piecework or benefits can be added by using the buttons below the time worked section. Clock punches can also be added by using the appropriate selection.

An edit can be made by adjusting the clocked in or out time, duration, or clicking the “edit” option at the end of the row. By selecting the “edit” option, you can open up the entire clocking event.

Click on the calendar to change the date and type the new time over the incorrect time. You can also add a note to your documentation in the “Audit Note” field. When finished, click on the “Update” button. This will make the change and take you back to the employee's time card.

Edit Event for Babin, Richard			
Time In:		Time Out:	
Paid:	11/10/2010 02:55:01 PM CST	Paid:	<input type="text"/> CST
Real:	11/10/2010 02:55:01 PM CST	Real:	<input type="text"/> CST
Location: Administration Section -- Select Location Type --		Location: Not Set -- Select Location Type --	
<input type="button" value="Insert Before"/> <input type="button" value="Delete"/>		Select a time here to clock the employee out.	
Work Order:	-- None --		
Current Job Completion:	<input type="text"/> %		
Job:	unassigned		
Clock Note (In): <small>Entered when clocking in by the employee. For example: jobnote++jobnum*badgenum</small>	<input type="text"/>		
Clock Note (Out): <small>Entered when clocking out.</small>	<input type="text"/>		
Custom Fields (In):	Numeric Field: <input type="text"/>		
Custom Fields (Out):	Numeric Field: <input type="text"/>		
Audit - Last Audit Note:	View Full Audit		
Audit Note:	<input type="text"/>		
Pay Type Override:	Type Of Pay	Follow Overtime Policy Rules	
	Counts Toward Overtime	Follow Overtime Policy Rules	
Pay Override:	Hourly Rate	<input type="text"/>	
	Hourly Differential	<input type="text"/>	
	Rate Multiplier	<input type="text"/> %	
Tip: When editing an event while the employee is still clocked in, do not select anything for "Date/Time Out" to leave them clocked in.		Tip: After selecting the date and time, click anywhere outside of the calendar to close it.	
<input type="button" value="Update"/> <input type="button" value="Split"/> <input type="button" value="Insert Break"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>			

This screen shot includes a number of optional fields that may not appear in all cases. Optional fields include

- Real Time – A separate time used to track employee arrival/departure if different
- Department, Job and Work Order – Used on systems configured with job tracking
- Custom Fields – Used on systems with remote clocking and custom fields configured

To see an audit trail of changes to a clocking event, click the “+” sign at the far left of the employee’s name to expand the selection. You can then view all changes to the time event, including your edits, and it also shows the detail on clocking errors.

Time Report
08 Nov 2010 to 15 Nov 2010

▲ Preferred Name	Employee Payroll Type	Work Order	Job	In Time and Location	Out Time And Location	Clock In Note	Clock Out Note	Duration	Duration	Flags
None	Weekly	None	None	11/10/2010 02:55:01 PM CST User Administration	11/10/2010 03:05:56 PM CST User Administration	None	None	655	00:10:55	

In

Nov 10, 2010 at 2:55:07 PM CST

Clock In on Nov 10, 2010 at 02:55:01 PM CST by "Admin, Joe S."

Out

Nov 10, 2010 at 3:05:58 PM CST

Clocked out by "Admin, Joe S." at Nov 10, 2010 at 3:05:56 PM CST

Revert Row

Save Row

Export displayed rows

Export all rows

Rows to display: 50

Time Worked: 0hrs, 11min

View/Use Benefits

Clock In/Out Now

Add Clock In/Out Pair

Batch Time Entry:

The time tracking system allows you to enter time in a batch, like a weekly time sheet. This allows you add paid time off or other hours to individuals or groups and/or allocate time into departments and positions.

From the **Main Menu**, go to **Administration, Clocking** and then click on **Batch Time Entry**

You will see a date box where you can change the date, enter the total number of hours and apply the hours to the correct department and position codes. You can change the date to allow for multiple entries per day and multiple entries for the week or pay period. Use the red x at the beginning of each row to delete and/or the green + at the end of each row to add additional shifts. You can enter one day at a time or an entire week. Paid time off is listed as in the drop down under the “benefit” area. Once you **submit**, if there are any changes to be made, corrections can be made from the Time/Edit Report selection. This screen shot includes optional fields that may not appear in all cases.

Date	Defense Shift	Offense Shift	Work Order	Job	Location	In Note	Out Note
07/12/2010	4		None	Vacation	None		
07/12/2010	4		None	Clerical	None		
07/13/2010	3		None	Administrative	None		
07/13/2010	5		None	Sick/Personal	None		
07/14/2010			None	-- None --	None		
07/16/2010			None	-- None --	None		

Jul 2010

S M T W T F S

Submit

Audit Note:







- Enter a Date when the employee worked
- Enter hours of work on each shift.
- Select the department and/or position as needed
- Optionally, enter an In Note or Out Note
- To add work on additional days, click the green + at the end of the row.
- Don't forget to "submit and process" the hours















































Time Sheet Approvals:

This will give you the ability to approve all of your employees' time sheets from your computer. You can review each employee's time individually and approve it. You can also approve them all together once they have been reviewed. This provides you the ability to control all of the time worked by your employees with minimal manipulation of time sheets.

From the **Main Menu**, go to **Administration, Payroll** and then click on **Timesheet Approvals**

Verify the options are set up as required, then click on the “Continue” button.

Legend				
	Requires employee AND manager approval		Requires employee's approval	
	Requires a manager's approval		No approval required	
	Work week boundaries [disable]		Pay period boundaries [disable]	

Name	Manager	Worked	Benefit	Total
11/09/2008 01:00:00 AM - 11/23/2008 01:00:00 AM				
  Duster, Mary		0.0000	0.0000	0.0000
  Elliott, Heidi	Ortiz, David	95.9072	0.0000	95.9072
  Henning, Kim		67.5247	16.0000	83.5247
  Housekeeper, Jane	Linens, Sarah	143.0000	0.0000	143.0000
  Jones, Maria		3.9044	0.0000	3.9044
  Jones, Sam		0.0000	0.0000	0.0000
  Linens, Sarah		0.0000	0.0000	0.0000
  Lofton, Austin	Henning, Kim	71.6667	0.0000	71.6667
  Monroe, Jacob	Henning, Kim	72.0000	0.0000	72.0000
  Morgaine, Bryn	Ortiz, David	0.0000	0.0000	0.0000
  Musel, Missy	Ortiz, David	72.0000	0.0000	72.0000
  Nolan, Andrea	Ortiz, David	72.0000	0.0000	72.0000
  O'Byrne, Emily	Ortiz, David	0.0000	0.0000	0.0000
  Ortiz, David	Ortiz, David	69.0369	0.0000	69.0369
  Pankoe, Ryan		0.0000	0.0000	0.0000
  Patrick, Jason	Ortiz, David	72.0000	0.0000	72.0000
  Peterson, Adrian	Lofton, Austin	72.8386	0.0000	72.8386
  Reesing, Todd	Ortiz, David	9.5389	0.0000	9.5389
  Romo, Tony	Henning, Kim	72.0000	0.0000	72.0000
  Shuckerow, Bret	Ortiz, David	68.0408	0.0000	68.0408
  Sweeper, Jill		0.0000	0.0000	0.0000
  Transport, Mona		12.2903	0.0000	12.2903
  Yorks, Leslie	Ortiz, David	68.4739	0.0000	68.4739

You can click on an employee's name to see the details about that employee's time sheet:

Timecard for Henning, Kim

Generated on November 30, 2008 at 03:13:24 PM

November 09, 2008 – November 23, 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09 November 2.4503 Standardtime	10 November 2.0333 Standardtime	11 November 1.3692 Standardtime	12 November 7.2500 Vacation	13 November 2.0333 Standardtime	14 November 2.0333 Standardtime	15 November
0.0850 Standardtime	4.0000 Standardtime	1.1697 Standardtime	4.0000 Standardtime	4.0000 Standardtime		
0.0153	0.1844	0.7500	1.9667	0.1072		
16 November 1.9667 Standardtime	17 November 4.9667 Standardtime	18 November 2.0333 Standardtime	19 November 2.0333 Standardtime	20 November 4.1667 Vacation	21 November 0.0361 Standardtime	22 November 0.0100 Standardtime
	3.1275 Standardtime	2.2319 Standardtime	3.0794 Standardtime	2.0333 Standardtime	0.0081 Standardtime	0.0031 Standardtime
	0.8600	1.7400	0.0453	4.0000	0.0158	2.9775
23 November						

Worked Time		Benefit Time		Total Time	
Type	Amount	Type	Amount	Type	Amount
Holiday	0.0000	Sick	0.0000	Worked Time	67.5247
Overtime	0.0000	Vacation	16.0000	Benefit Time	16.0000
Doubletime	0.0000	Flex Time	0.0000	TOTAL	83.5247
Standardtime	67.5247	Training	0.0000		
Deferred Holiday	0.0000	Unpaid Time Off	0.0000		
Premium Time	0.0000	Personal	0.0000		
TOTAL	67.5247	TOTAL	16.0000		

☐ Confirm timecard for Henning, Kim

By clicking here, you are providing your digital signature to confirm that the times shown are a complete and accurate representation of the time worked during these periods.

Confirm

The time sheet will show you every clocking event for this employee. The time card will total the time worked by the appropriate type of pay. It will also differentiate actual time worked from any benefit time taken. Then you can click the box that says, “Confirm time card for” and click “Confirm” and your digital signature will be attached to the time card.

Tardiness Reporting (if scheduling is configured):

You can run a Tardy Report by Schedule that will show you how prompt your employees are based on the schedule you have set for them within the system. This report shows whether they were on time or tardy and if they were not scheduled to work at all. It also shows if the employee is using some type of benefit time.

From the **Main Menu**, go to **Administration, Reports**, click on **Special Reports** and **Tardy Report by Schedule**.

Then choose the week for which you would like to see the report from the drop down menu and click on “Run Report”.

Prev Week	Period between Nov, 10 2008 and Nov, 16 2008						Next Week
Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Duster, Mary	Absent	Absent	Absent	Absent	Absent	<i>no schedule</i>	<i>no schedule</i>
Elliott, Heidi	Tardy	On Time	On Time	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Henderson, Joshua	Tardy	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Henning, Kim	Tardy	Tardy	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Housekeeper, Jane	On Time	On Time	On Time	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Jones, Maria	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>
Jones, Sam	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>
Linens, Sarah	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>
Lofton, Austin	On Time	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Monroe, Jacob	Tardy	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Morgaine, Bryn	Absent	Absent	Absent	Absent	Absent	<i>no schedule</i>	<i>no schedule</i>
Musel, Missy	On Time	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Nolan, Andrea	On Time	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
O'Byrne, Emily	Absent	Absent	Absent	Absent	Absent	<i>no schedule</i>	<i>no schedule</i>
Ortiz, David	Tardy	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Pankoe, Ryan	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>
Patrick, Jason	Tardy	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Peterson, Adrian	On Time	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Reeing, Todd	Absent	Absent	Absent	Absent	Tardy	<i>no schedule</i>	<i>no schedule</i>
Romo, Tony	On Time	On Time	Tardy	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>
Shuckerow, Bret	On Time	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>
Sweeper, Jill	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>	<i>no schedule</i>
Transport, Mona	Absent	Absent	Absent	Absent	Absent	<i>no schedule</i>	<i>no schedule</i>
Yorks, Leslie	On Time	On Time	Tardy	On Time	On Time	<i>no schedule</i>	<i>no schedule</i>


Employee Report Card:

This report will be a great starting point for performance reviews. There is a lot of information in this report that will be compiled for you automatically. It will tell you time worked, benefit time used, and average tardy time.

From the **Main Menu**, go to **Administration, Reports**, click on **Special Reports** and then select **Employee Report Card**

Choose the employee's name from the drop down list and then click on the “Run Report” button.

Employee Report card

Employee Name		
Henning, Kim		
Start Date		
12/29/2007		
Employment Duration		
0 Years 11 Months 1 Days		
Last Review		
01/18/2008		
Last Pay Increase		
By : Henning, Kim Amount : Current: \$2500.0000 Salary Last: 22.5000 Hourly When : 2008-10-09 22:10:00		

Used Benefit Time					
Benefit Name	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Flex Time	-	8h	8h	32h	-
Personal	-	-	-	-	-
Sick	-	-	-	-	-
Training	-	4h	8h	12h	-
Unpaid Time Off	-	-	-	-	-
Vacation	-	-	-	-	-
Absences					
	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Total Absences	8	10	13	83	260
Tardies					
	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Total Tardies	-	-	33	10	-
Average Tardy Time	-	-	15m 45s	15h 11m 55s	-
Max Tardiness	-	-	1h 0m 0s	23h 5m 0s	-
Labor Hours					
Type	Month To Date	Last Month	Last Quarter	Year to Date	Last Year
Doubletime	-	-	5.5511h	18.7561h	-
Overtime	-	-	4.9247h	21.2464h	-
Standardtime	37.0403h	119.7719h	191.7722h	597.6997h	-
Unclassified	105.4083h	18.1264h	266.2372h	1089.4906h	-

Sign-off Report:

The Sign-off Report displays employees hours worked in regular time, overtime, and double time for the select date range and includes a signature line for the employee and supervisor.

From the **Main Menu**, go to **Administration, Reports** and then click on **Sign-off Report**

The screenshot shows the Sign-off Report configuration page. At the top, there is a dropdown menu for presets, currently set to '- No Preset Selected -', with 'Save Preset' and 'Delete Preset' buttons. Below this is a 'Select a report range:' label and a dropdown menu showing 'Last completed calendar week (Mon to Sun)'. The 'Report Targets:' section includes a 'Select employee group [Manage]:' dropdown menu with 'All Visible Employees / Manage' selected. A note states: 'Note: Some combinations of options may cause the report to exceed the printable area of the page.' Below the note is a large text area labeled 'Append note:'. The 'Output format:' is set to 'PDF (Landscape)'. 'Lines Per Page (Text - Paged only)' is set to '66'. 'Show breaks:' has two dropdowns set to 'All' and 'Earliest'. 'Sort reports by:' is set to 'Employee'. 'Show hours as:' is set to 'Hours (decimal)'. There are several checkboxes: 'Add date line to signature' (checked), 'Total individual workweeks (PDF only)' (checked), 'Show future scheduled time' (unchecked), 'Show columns:' (set to 'Overtime only'), 'Show benefit usage and holidays' (checked), 'Show unpaid benefit usage and holidays' (checked), 'Show job changes as breaks' (checked), 'Show job/benefit details (identify jobs for clocks, show summary)' (checked), 'Hide work day ranges (not recommended)' (unchecked), 'Hide days with no events' (checked), 'Ignore the no default overtime policy warning' (unchecked), and 'Hide events with no duration' (unchecked). A 'Run Report' button is at the bottom right.

1. Select a report range from the pull-down menu.
2. Select the user group or individual to view.
3. Select the Output format for your report.
4. Choose your options to Show breaks.
5. Select how you want your report sorted.
6. Select how you'd like your times displayed from the Show hours as menu.
7. Select which Overtime, Double Time, or Premium Time columns to show.
8. Check the Show benefit usage and holidays checkbox to have benefit usage printed on the report.
9. Click on the Run Report button to view the report.

Carey, Shannon		Department: Support Staff															
		Badge #: 7017															
Day Start - Day End		Clock In	Clock Out	Std	Over	Dbl	Ben										
02/12/09 - 02/12/09 12:00 AM 6:00 PM		02/12/09 7:00 AM Sick	02/12/09 3:00 PM	0.00	0.00	0.00	8.00										
02/12/09 - 02/13/09 6:00 PM 6:00 PM		02/13/09 7:00 AM 1007	02/13/09 6:00 PM	11.00	0.00	0.00	0.00										
02/13/09 - 02/14/09 6:00 PM 6:00 PM		02/14/09 7:00 AM 1007	02/14/09 6:00 PM	11.00	0.00	0.00	0.00										
02/15/09 - 02/16/09 6:00 PM 6:00 PM		02/16/09 7:00 AM 1007	02/16/09 6:00 PM	11.00	0.00	0.00	0.00										
02/16/09 - 02/17/09 6:00 PM 6:00 PM		02/17/09 7:00 AM 1007	02/17/09 6:00 PM	7.00	4.00	0.00	0.00										
				40.00	4.00	0.00	8.00										
Employee Signature: _____ Approved by: _____				Total: 52.00													
Signed on: _____ Approved on: _____																	
				<table border="1"> <tr> <td>Job</td> <td>Code</td> <td>Std</td> <td>Ovr</td> <td>Dbl</td> </tr> <tr> <td>Receptionist</td> <td>1007</td> <td>40.00</td> <td>4.00</td> <td>0.00</td> </tr> </table>				Job	Code	Std	Ovr	Dbl	Receptionist	1007	40.00	4.00	0.00
Job	Code	Std	Ovr	Dbl													
Receptionist	1007	40.00	4.00	0.00													

Scheduling:

You can create schedules for your employees or you can create them in an Excel spreadsheet and import them for adherence. Once you have created schedules you can receive an automatic email alert if the schedule is violated.

From the **Main Menu**, go to **Administration**, open **Employees**, click on the + next to the employee's name, and then select **Schedule**.

Babin, Richard HR 1010 FT

Required
Personal
Employment
Biometrics
Contact
Emergency
E-Mail
Miscellaneous
Permissions
Schedule
Helper

Schedule Group: -- No Schedule Group --

Week of Monday, Nov 08, 2010

Monday Tuesday Wednesday Thursday Friday Saturday Sunday Copy / Clear

First In First Out Second In Second Out

Allowable Minutes Before 8 8 8 8

Clock Time 08:00 AM 12:00 PM 01:00 PM 05:00 PM

Allowable Minutes After 8 8 8 8

Deny Early Clock-In ☒ ☐ ☒ ☐

E-mail Schedule Violations ☐ ☐ ☐ ☐

Copy to Tuesday

Schedule Note

Scheduled total work hours per week: 40.0000

Schedule "days" begin on: Sunday at 12:00 AM in the employee's time zone.

Scheduled hours and schedule week start are inherited from this employee's **payroll type**.

To export a schedule of all of your employees for editing and to import it back into TimeIPS:

From the **Main Menu**, go to **Administration**, **Schedules** and then **Import/Export**

You may then choose the start and end date for your export and click "Export Data". This will create a file, like the one below, that you can edit and import back using the same screen, just use the "Import/Update" button.

Employee Name	11/13/08				11/14/08			
	Time In	Lunch Out	Lunch In	Time Out	Time In	Lunch Out	Lunch In	Time Out
Antonio, Bob	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM
Baron, Debbie	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM
Carter, Jim	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM
Duster, Mary	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM
Elliott, Heidi	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM
Ennis, Richard	09:00:00 AM			02:00:00 PM	09:00:00 AM			02:00:00 PM
Guzman, Veronica	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM	08:00:00 AM	12:00:00 PM	01:00:00 PM	05:00:00 PM

Benefit Approvals:

This will allow you the ability to approve benefits for all of your employees from your desk. This can be done completely electronically.

From the **Main Menu**, go to **Administration, Benefits** and then click on **Benefit Approvals**



The interface is titled "Benefit Request Review". It features a navigation bar with icons for "Back", "Edit Options", and "Benefits Calendar". Below this is a "Display Options" section. The main content area is divided into two sections: "Pending Requests" and "Reviewed Requests".

Pending Requests

Requested On	Requested For	Employee	Type	Subclass	Requested	Pending Approved	Pending Unapproved	Net	
11/10/2010 03:11 PM	11/10/2010 01:00:00 AM CST	Admin, Joe S.	Sick		1 hrs 0 min	0 hrs 0 min	1 hrs 0 min	0 hrs 0 min	Select Approval

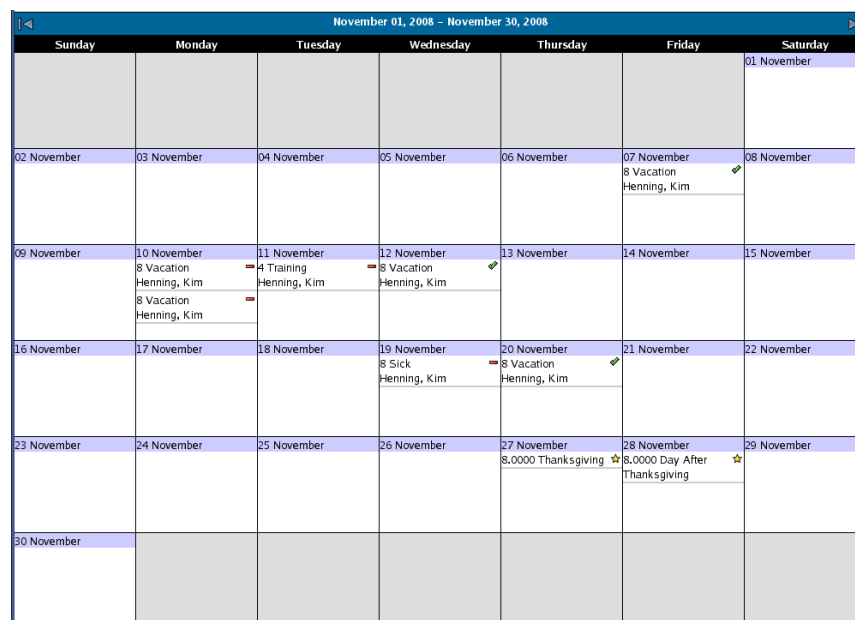
Below the table are buttons: "Mark All Approved", "Mark All Denied", and "Ignore All". There is also a text area labeled "Attach a note:" and a "Submit" button.

Reviewed Requests

Approved	Usage Date	Employee	Type	Subclass	Hours Requested	Hours Approved	Reviewer	Review Date
You Have Not Reviewed Any Benefit Requests For The Selected Employee Or Employee Group.								

At the bottom of the Reviewed Requests section are buttons for "Export displayed rows" and "Export all rows", and a "Rows to display:" dropdown set to 5.

This will show you all of the Pending Requests you have from your employees and all of your previously Reviewed Requests. You can then view the requests individually and approve or deny them one at a time or altogether. You may also click on the Benefits Calendar icon to see all of the previously approved requests, so that you ensure you do not have too many people off at any given time.



The calendar shows the month of November 2008, from Sunday, November 01 to Saturday, November 30. The days of the week are listed at the top. The calendar cells show the date and any approved benefit requests for that day. Requests are indicated by a small icon and text.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01 November
02 November	03 November	04 November	05 November	06 November	07 November 8 Vacation Henning, Kim	08 November
09 November 8 Vacation Henning, Kim	10 November 8 Vacation Henning, Kim	11 November 4 Training Henning, Kim	12 November 8 Vacation Henning, Kim	13 November	14 November	15 November
16 November	17 November	18 November	19 November 8 Sick Henning, Kim	20 November 8 Vacation Henning, Kim	21 November	22 November
23 November	24 November	25 November	26 November	27 November 8,0000 Thanksgiving	28 November 8,0000 Day After Thanksgiving	29 November
30 November						

Please contact your Supervisor or WorkSmart Systems should you have any questions.