TimeIPS Implementation Flow Chart

TIME IPS
INTELLIGENT PERSONNEL SYSTEM®

Physical Installation

Identify boxes and hardware in shipment

Install Server
Mount in Server Closet
Assign Static IP Address
Create an administrative account

Install clocks
Provide network and power, mount on wall.
On a LAN, clocks can detect the server.
For WAN, configure clocks with the static IP of the server.

Install telephone clocking units
Connect to network. Configure on server.

Create Test Employee
Add an employee for testing

Test Clocks
Try keypad and/or badge readers, scanners, biometrics, etc.

Configuration

Configure Critical Settings
Read Administrator's Guide on support.timeips.com.
Configure Workweeks, Payroll types, and Overtime Policies

Delete Test Employee
Mark test employee as inactive
Use partial data reset to purge inactive employees

Configure Divisions
If you are using divisions (IPSDIV modules) create them before adding employees

Configure Options
Configure options used in your business, such as:
• Biometrics
• Jobs (IPSJOB module)
• Work Orders (IPSJWO module)
• Benefits (IPSBEN module)
• Benefit request/timecard approval (IPSAPP module)
• Sites (IPSSITE modules)
• Schedules (IPSSCH module)
• Divisions (IPSDIV modules)
• Security (IPSSEC module)
• Permissions (IPSPRM module)
• Custom reporting (IPSRPT module)

Add Employees
Enter or import (IPSIMP module) employees from spreadsheet

Training

Train Managers
Show managers how to log into TimeIPS
Explain options and objectives of electronic time tracking
Show managers how to clock
Provide Manager's Guide to TimeIPS

Train Employees
Show employees how to log into TimeIPS (if needed)
Explain objectives and expectations for time tracking
Provide Employee's Guide to TimeIPS

Details

Backups
Configure backups (IPSBAK service) and/or make local backups

Integration
Use IPSIAPI, IPSCAPI, and/or IPSDBRO modules, if needed, to provide integration with existing systems.

Reporting and Payroll
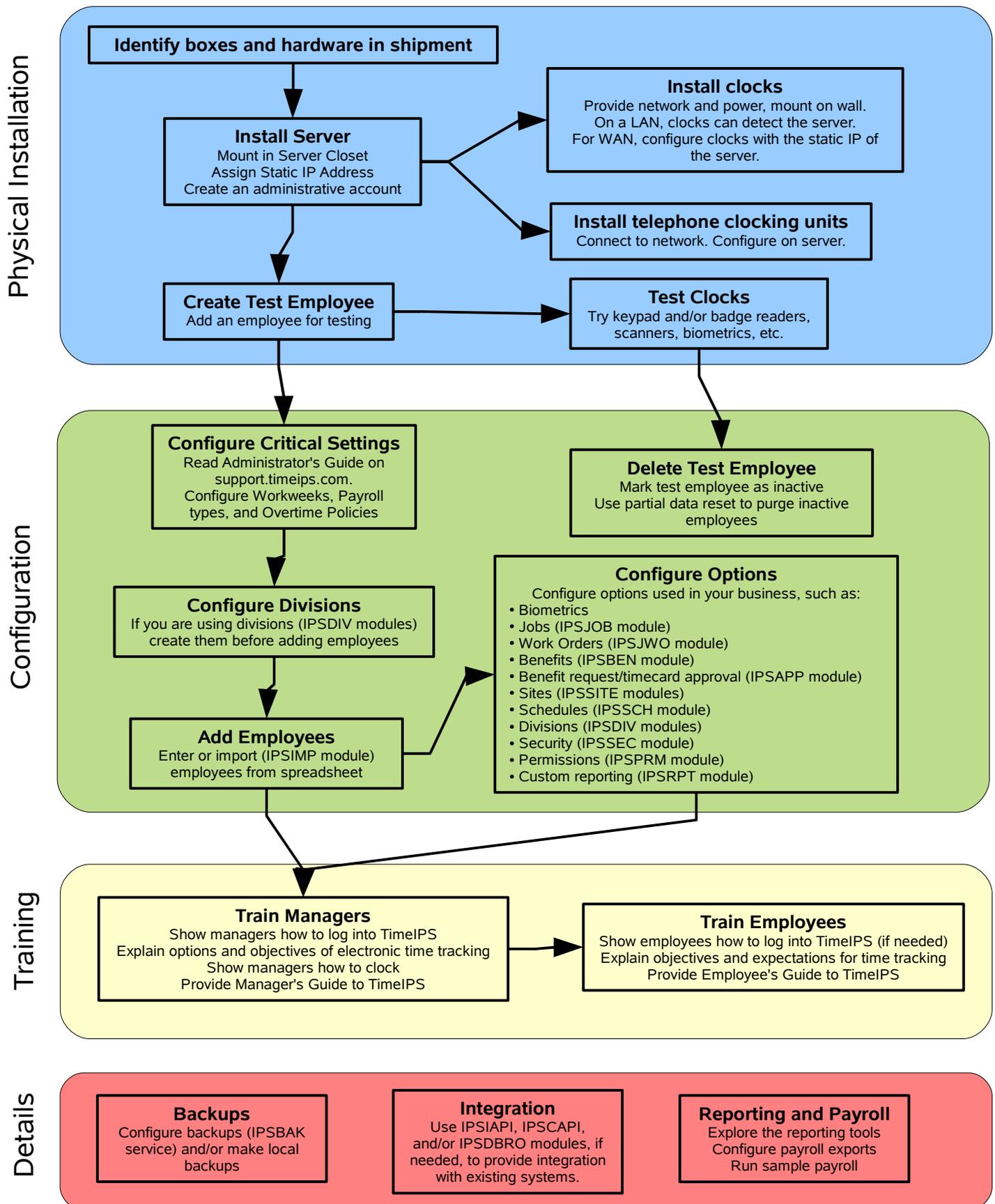Explore the reporting tools
Configure payroll exports
Run sample payroll

TimeIPS Implementation Flow

Physical Installation

The first step in installing TimeIPS is to unpack your shipment and find your server.   A typical installation will consist of one server (big, heavy) and one or more clocks (small, light).

When you have your server unpacked, read the accompanying manual, and install the server as instructed. In most cases, you'll just need network and power connections (for initial setup, you'll need a monitor and keyboard as well). Then, you'll use a computer with a web browser to configure the server.

Although not absolutely necessary, it's a good idea to create a test employee in your server to use for testing your clocks. When you're done testing, it's easy to delete this user and test data.

Once the server is configured and on the network, you're ready to install clocks. Read the clock's Installation Guide. If they're on the same network, clocks can scan for server. Otherwise, it's easy to set the server's IP address in the clock. If you're using badges or biometrics, test them now.

Configuration

Once the physical installation is complete, it's time to begin configuring the TimeIPS master. There are several critical settings that should be set before adding employees. These are: Overtime Policies, Workweeks and Payroll Types. Details on these are in the first part of the Administrator's Guide.

If you plan to use divisions, you'll want to create them so employees belonging to each division can be added in the right place.

When the critical settings are made, it's time to create or import employees in TimeIPS. Each employee will be connected to a Payroll Type, will have Workweeks and an applicable Overtime Policy. Additional settings are easy to make and adjust later.

Depending on the needs of your business, and the modules you've purchased, you may have a number of additional settings to adjust and items to create. For example, there are jobs, work orders, benefits, sites, schedules, divisions, security options, permissions, etc.

Training

With TimeIPS configured and ready, it's time to train your Managers. You'll want to show them how to log into the server, how to clock in and out, and explain the overall objectives you have for your new time tracking system. You should give managers a copy of the Manager's Guide to TimeIPS.

Typically, managers will train their employees. They'll show employees how to log-in (if necessary), how to clock, and what the expectations for clocking are (clock every time, don't forget!).

Details

Lots of other details may remain. For example:
You'll need to configure backups and make sure you're getting them.
Most payroll exports need a bit of configuring, and you may want to do a few test runs.
If you plan to integrate with other systems, you can look into our integration modules.
There may be some additional settings and configuration for options you didn't have time to complete during the Configuration step.