

Logging and Clocking Into TimeIPS

TimeIPS is an internet based timekeeping system. Each client of Performance Personnel is considered a “division” and will have its own URL for logging into the TimeIPS account center and a separate URL for clocking associates in and out.

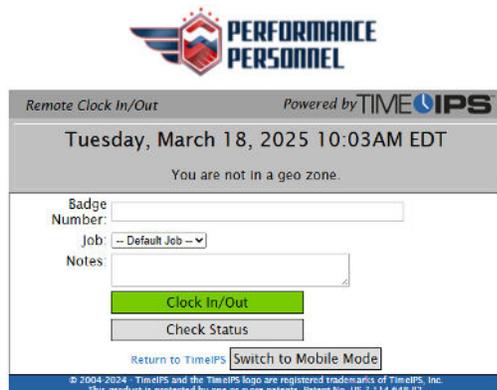
Logging in vs Clocking In and Out

Logging into TimeIPS will give the user access to view their account, punch history, approve their timesheets, and review any documentation. If a person is assigned additional privileges, they may be able to approve timesheets and view reports. As more privileges are added to a user’s account, the more they can do in that division.

The Login pages all look the same except for the logo in the upper left corner that identifies the organization.



Clocking in and out (or punching in and out) is done at a separate url. As with the Login urls, they all look similar except for the logo identifying the organization itself.



NOTE:

Only persons who have been assigned as employees in that division will be able to clock in and out of that organization’s URL.

A person assigned to Organization A will not be able to sign into or clock into Organization B.

Steps for LOGGING IN:

1. Go the Login Page URL
2. Click the Login Icon
3. When the login screen opens enter your Username and Password.
(Do not enter anything into the Division field.)
4. Click the Login button

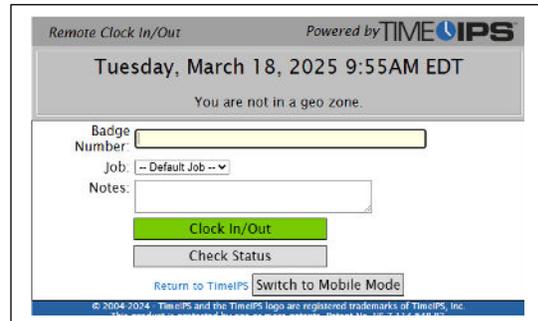


The screenshot shows a login form titled "Login". It has three main input fields: "Division" (with a note: "If you do not know your division specifier, please contact your manager"), "Username" (with a note: "Usernames and Passwords are case-sensitive"), and "Password" (with a note: "If you can not remember your password, or do not have a username and password, please contact your manager."). The "Username" field contains "jjagerson" and the "Password" field is masked with dots. There is a "Remember Me" checkbox and a "Login" button at the bottom.

Steps for CLOCKING IN:

1. Go to the Clock in Page URL
2. Enter your badge number
3. Click the Clock In button

If you are unsure as to whether or not you are clocked in, click the 'Check Status' button.



The screenshot shows the "Remote Clock In/Out" page, powered by TIMEIPS. It displays the date and time: "Tuesday, March 18, 2025 9:55AM EDT" and a message: "You are not in a geo zone." Below this, there is a "Badge Number" input field, a "Job" dropdown menu (set to "-- Default Job --"), and a "Notes" text area. There are two buttons: "Clock In/Out" (green) and "Check Status" (grey). At the bottom, there are links for "Return to TimeIPS" and "Switch to Mobile Mode", and a copyright notice: "© 2004-2024 TimeIPS and the TimeIPS logo are registered trademarks of TimeIPS, Inc."