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.
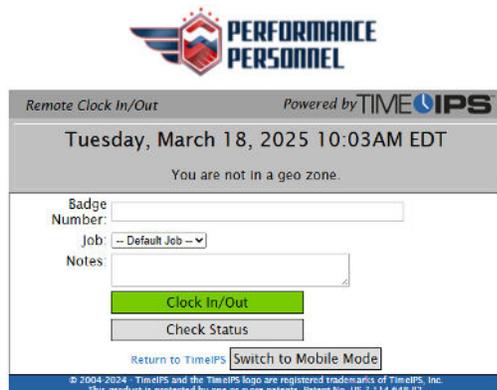
Logging in vs Clocking In and Out

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.)
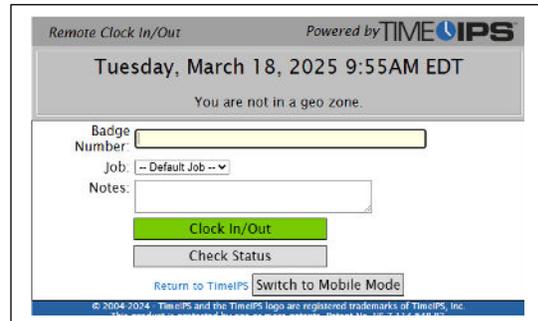4. Click the Login button

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.