

IMS Online customisation: Express / Max combination

IMS Online is usually either Express (leave only) or Max (leave and timesheets). Some organisations wish to split their database into an Express / Max site.

In this case, the database is initially set up as a Max site and the customisation work is then done.

Can a database include both Express and Max employees?



A database can have a mixture of both Express and Max employees.

This can be useful for businesses where:

- there may be salaried employees who do not require timesheets, but do require leave request functionality. Online Express would suit this employee group. Online Express attracts a lower licence fee than Online Max
- there may be waged employees who require leave request functionality as well as timesheets for recording worked time. Online Max would suit this employee group.

What is there to understand about having a mixture of Express and Max employees?

There are some key things to know about having a mixture of Express and Max employees in one database:

1. there must be a means of differentiating the Express and Max employees. This differentiation can be based on, for example, Status field, Salaried/Waged field, pay points or contract type
2. derived roster functionality is only available for sites that are Express only. Express employees within a Max database will not have rosters derived via IMS payroll data and will require their rosters to be entered into TimeFiler in order to apply for leave
3. Express employees will have no ability to enter worked time, or job costing time – this involves a timesheet – and they will therefore be a Max employee (subject to Max licence fees)
4. the Express and Max groups will have separate period codes in IMS Online (e.g. W-Express for Weekly Express and W-Max for Weekly Max).

Why is a separate period code required for each group?

Separate period codes are required because processes are performed at different times for each group:

Express	Max
<p>Leave requests:</p> <ul style="list-style-type: none"> are locked immediately prior to the export file being created i.e. will happen at the <u>end</u> of the period 	<p>Leave requests:</p> <ul style="list-style-type: none"> are locked up to the period end. This occurs immediately prior to creating the timesheets. Any unplanned leave throughout the period is entered directly into the timesheet i.e. will happen at the <u>start</u> of the period
<p>Timesheets:</p> <ul style="list-style-type: none"> are created at the end of the pay period at the same time the export file is created are read only are for the purpose of creating payments only 	<p>Timesheets:</p> <ul style="list-style-type: none"> are opened at the beginning of the period. This allows employees to enter worked time and unplanned leave into their timesheet throughout the period

Order customisation

Please complete the IMS Online Customisation order form to have your database split into an Express / Max site.

It is important to ensure your database is created as a Max site in the first instance.

This customisation then needs to be put in place before you start using the system.

Standard costs will usually apply, but this may vary depending on the above factors.