



## INDIVIDUAL TRACKING SYSTEM™ (ITS)



**Designed for Not-For-Profits that employ people with disabilities**

Are you struggling with reporting for NISH and JWOD? Have you all but given up on Piece Rate Payroll? Then ITS™ is your solution!

ITS™ has been developed in SQL Server, Microsoft Access and VBA specifically for tracking these difficult to handle payroll, case management and human resource issues. ITS™ has a direct interface to **TRAVERSE** Accounting Software version 10.x or higher, but can also be purchased as a stand-alone module, or purchased with a custom interface created to your specific accounting package.

The screenshot shows a software window titled "Piece Work: ABBCU001 - DOE, CURTIS". It contains several input fields and a data table. The input fields include "Batch ID" (Batch1), "Individual ID" (ABBCU001), "Default Entry Date" (5/15/2006), and "Filter Date". There is also a "View Posted" checkbox. The data table has columns for "Funding Source Service", "Program", "Job Task", "Hours", "Pieces", and "Date". The table contains four rows of data, each with a "Group" dropdown menu. At the bottom of the table, there are "Totals" for Hours (16.75) and Pieces (565), and a "Next Trans" button. Below the table is a "Record" navigation bar showing "4 of 4" records. At the bottom of the window, there are "Reset", "Find", and "Close" buttons, and a status bar showing "CRP of Montgomery County | ellen" and "F6 Maint".

Funding Source Service	Program	Job Task	Hours	Pieces	Date
VADEPT	Grp11	MARKMAX	4.00	200	5/15/2006
Group		FSENV10			
VADEPT	Grp11	PIZZA	4.50	0	5/15/2006
Group		Cleaning			
VADEPT	Grp11	MARKMAX	4.00	180	5/15/2006
Group		FSENV10			
VADEPT	Grp11	MARKMAX	4.25	185	5/15/2006
Group		FSENV10			

**Transaction Entry Screen for Piecework**



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**ITS™** is designed to meet the needs of non-profit organizations that specialize in hiring disadvantaged or disabled employees. **ITS™** has time and attendance, HR and Case management features. It facilitates the ability to track their productivity as well as calculate their payroll in compliance with federal regulations. The system includes Piecework, Hourly Prevailing Wage, and Health and Welfare payroll features that track **NISH/ JWOD** contracts as well as Department of Labor reporting.

Built directly into the **ITS™** application is the ability to track vital contract information for services provided to businesses rather than for internal purposes. This feature assists in the evaluation of profit and loss based on the business (customer), as well as the contract. Jobs can be assigned to customers and then employees to the jobs. All payroll information can then be reported against the job and against the customer.

### Other Benefits of ITS™

**ITS™** can be used for basic Human Resource functions. Many times clients have no Personnel/ Human Resource Software at all, or purchase a package that has MORE Human Resource features than they need. **ITS™** gives you the ability to have the most common HR needs, including the interface to static Employee Information from the Payroll module, so there is no need for double entry.

The screenshot displays two panels of the ITS™ application. The top panel shows 'Individual ID' A100 and 'Jones, John' with tabs for Diagnostic Information, Medical Information, Medications, Medical Emergency Authorization, Contacts, and Locations. The bottom panel shows the same individual ID and name with tabs for Funding Sources/Services, Jobs, Task Productivity, Programs, Counselors, Case Managers, and Incidents.

*All this information is available for tracking in ITS™*

In addition to powerful payroll tracking and HR features, **ITS™** is a robust package that handles case management and attendance tracking. Case managers and counselors will love the ability to track the progress of their clients through **ITS™** consumers/clients can be tracked even if they are not employees of the company through the attendance tracking features. Client information is provided in a central location for informational purposes and includes key data such as level of disability, contact information, funding sources, diagnostic evaluations, performance, incidents, medications and much more. All of this information is tracked historically and can be recalled if clients/consumers move in and out of multiple programs over a long period of time. The software also includes billing information for easy program billing for attendance and training services.

### Some of ITS™ Reports to analyze your data:

- Attendance Report
- Client List
- Client Productivity List
- Job List
- Task List
- NISH Ratio Reporting
- Daily Entry Report
- No Activity Report



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