# TSS: Advanced Travel
At Last, Complete Visibility Into Your Travel Business!

clearview: TSS

In the world of healthcare staffing, travel assignments present a unique set of challenges. Selling, deploying, and maintaining personnel in remote locations requires the precise coordination of assignment activities and the involvement of many resources. Failures in execution can cause the loss of clients, personnel, and revenue. TSS: Advanced Travel provides you with the tools you need to efficiently manage travel assignments from credentialing and submissions to housing, invoicing, and payroll. Most importantly, TSS: Advanced Travel gives you perfect visibility into every aspect of an assignment in a single interface, including expenditures, personnel performance, and gross profit margin.

TSS: Advanced Travel

- Submissions
- Rate Sheets
- Housing
- Expenses & Travel Pay
- Reporting
- Travel Manager
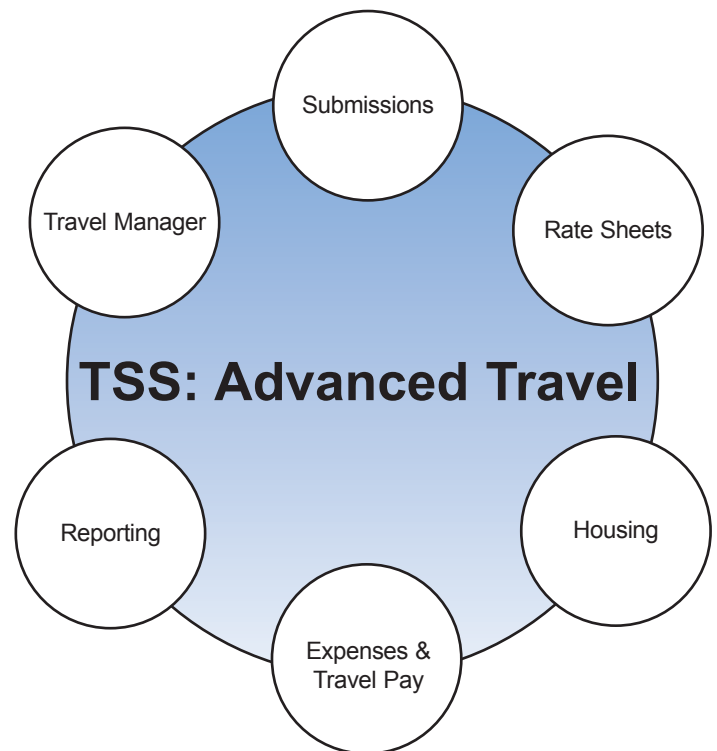
Submissions

When submitting a candidate for a travel assignment, nothing is more important than a high quality presentation of the candidate's profile. The submission document can be your single most important tool for direct sales. An accurate and readable document is essential and can be difficult to produce in a timely manner.

TSS:AT gives you the capability to generate submissions directly from profile information stored in TSS. Submission templates can be constructed by client, allowing you to quickly create a document that will adhere to each client's exact requirements.

Clearview's unique Stitch and Split technology allows you to assemble all the components of the submission document into a single file, including documents that were uploaded electronically. These documents can then be emailed directly from within TSS or printed to a third-party fax server.

Submission tracking insures that the status of every submission can be viewed in real-time. So, you always know which submissions are outstanding, which require follow-up, which were accepted, etc. Submission tracking also integrates into the Journaling and Tasks modules of TSS. Every activity is documented, providing a complete audit trail and a means for performance measurement.

TSS:AT - Submissions Features:

- ❑ Traveler Profile Form
- ❑ Document Stitch & Split Functionality
- ❑ Integrated Document Distribution
- ❑ Detailed Submissions Tracking
- ❑ Client-Specific Submission Templates
- ❑ Complete Integration to Journaling

TSS: AT
Integrated Workflow Automation

Rate Sheets

The Rate Sheet module was designed to serve as the foundation for traveler payroll and billing. Its most basic function is to show the gross margin for an assignment under different pay and bill scenarios, providing you with a powerful tool for negotiating with clients and personnel.

The Rate Sheet automatically feeds TSS Invoicing and Payroll, and because all cost components are accounted for, you will know exactly how profitable the assignment is prior to contract execution.

The Rate Sheet also ties to TSS Messaging allowing you to effortlessly create a contract confirmation letter for your client and an employment agreement for your traveler, using your own document templates.

TSS:AT - Rate Sheets Features:

- ❑ Modeling Functionality Allows You to Create "What If" Scenarios
- ❑ Define Minimum/Maximum "Hour Requirements" Per Assignment
- ❑ Track and Calculate Estimated vs. Actual Expenses
- ❑ Calculate Both Taxable and Non-Taxable Compensation
- ❑ Trigger Payroll Events in the Expenses and Travel Pay Module

Payroll and expense estimates that are set in the Rate Sheet can be compared against actuals giving you the ability to see progress and address issues quickly. The Rate Sheet can trigger the paying of completion bonuses, cap per diem and stipend payouts, and even create payroll alerts if contract minimums aren't met. Using the Rate Sheet module, you will reduce payroll and billing errors and be able to perform detailed analysis to ensure maximum profitability for your organization.

Housing

The Housing module was designed to aid in the management and delivery of services (lodging, furniture, utilities, etc.) for travelers on assignments. It provides a means for organizing all of the details, while at the same time giving you the tools you need to control expenses and minimize unexpected assignment costs.

The Housing module allows you to create payment schedules and includes the ability to compare estimates vs. actuals, so you can closely monitor expenses and manage your margin. The system is fully integrated with the TSS Tasks module, so that reminders for making payments, giving notices, and collecting deposits can be set, all of which can have an enormous impact on your bottom line.

TSS:AT - Housing Features:

- ❑ Managing Vendors
- ❑ Vendor Payment
- ❑ Deposit Tracking
- ❑ Custom Housing Packages

Have you ever agreed to pay a traveler a set amount for housing only to find out after it's too late the expense is more than you agreed to or the traveler is not working the required number of hours? Uncontrolled personnel performance and unexpected expenses quickly diminishes profitability for many travel companies. To solve this problem, the system automatically tracks variances and makes it easy to deduct them from a traveler's payroll.

You will save time and effort by easily finding vendors that provide necessary services in a remote location. You can also create customizable template packages that can be reused, further reducing the time needed to organize housing services.

TSS:AT
Real-Time Profitability Analysis

Expenses & Travel Pay

Unlike the world of per diem staffing, travel nurses incur many direct expenses while on assignment. While it's important that these expenses are accounted for, it is often easier said than done. As a result, Clearview has designed a way to make it easy to track these direct expenses and reimburse them through the TSS payroll module. Conversely, you can deduct pay to account for overages in traveler expenses. You can even carry balances forward from one assignment to the next automatically.

TSS:AT - Expenses & Travel Features:

- ❑ Reimbursement of Direct Expenses
- ❑ Automatic Subtraction of Overages Payroll
- ❑ Carry-Over of Expense Balances from One Payroll to Another
- ❑ Write-Off Unrecoverable Expenses
- ❑ Bulk Timecard Entry
- ❑ Handles Both Taxable and Non-Taxable Iitems
- ❑ Automatically Pays Completion Bonuses

One of the most powerful features of the Expenses & Travel Pay module is its interaction with the Rate Sheets. The Rate Sheet feeds Expenses and Travel Pay including taxable and non-taxable pay, as well as stipends for things such as lodging and airfare. You can also set limits on stipend pay-outs, so that you don't overpay personnel. Similarly, you can specify that personnel work a certain number of hours in order to qualify for completion bonuses. Best of all, because the system is truly integrated you are able to write a single check for both payroll and reimbursed expenses and stipends.

Travel Reports

Rounding out TSS: AT is a powerful set of reports designed to give you complete visibility into your business. Business intelligence is key and the more information you have the better decisions you can make to drive your business forward. Travel specific Long Term Profitability reports can be run by client, traveler and even the assignment. These reports take into account not only payroll and billing but also the expenses and overhead built into travel assignments.

Housing reports give you detailed insight and help you compare estimated against actual expenses. Housing reports can be modified to summarize housing expenditures by client, traveler and vendor.

TSS:AT helps you measure workflow efficiency through the use of Activity reporting. These reports can be used to measure the time it takes to accomplish each step of in your business process and the outcomes of these activities, for example submission response times and submission to placement ratios. These metrics are provided for every step in your business process.

Journal reports give you detailed information on activities performed. Practically everything within TSS gets logged to the journal including changes made to traveler and client profiles, phone-call notes, sent emails as well as changes to the status of assignments. Once logged, the journal activities can easily be reported on in either a detailed or summarized format.

TSS:AT - Travel Reports Features:

- ❑ Per Assignment Profitability
- ❑ Housing
- ❑ Performance Measurement and Activity
- ❑ Payroll

TSS:AT
A Complete 360 Degree View

Travel Manager

The Travel Manager gives you a 360 degree view of your travel assignments in a single interface. Powerful filtering capabilities make it easy to narrow-down the information you are looking for. Viewing the status of all your open assignments, reviewing important statistics such as outstanding submissions, hours worked, shifts worked and gross profit margin is just a click away. You can also monitor all the open activities associated with travelers and assignments ensuring that nothing falls through the cracks.

Running your business efficiently is a top priority and enabling your staff to do more with less effort certainly will have an impact on your bottom line. One good way to accomplish these goals is to have the right set of processes in place. In TSS:AT a customizable workflow allows you to define both the phases and activities required for placing a traveler on assignment. At any point in time you can view the status of one traveler or all your travelers to check for outstanding issues.

TSS:AT - Travel Manager Features:

- ❑ 360 Degree View of Business
- ❑ Customizable Workflow
- ❑ Activity and Task Managemenrt
- ❑ Integrated Journal Tracking

Clear communication with your travelers is critical. With this in mind the Travel Manager is integrated closely with TSS Messaging. With minimal effort you can access customized templates for expiring credentials, employment contracts or any other type of communication you see fit and then send it out as a fax, e-mail, or letter to your traveler. Everything sent from TSS is logged in the journal so you have a perfect account of exactly what has transpired over the life of your relationship with your travelers.

Customizable workflow tracks your travelers through every step in your business process.

Summarization of assignment details with one-click drilldown.

Instant visibility to important assignment statistics.

Quickly generate communications by fax, email, or printed letters.

Submission history and current status.