



timeware[®] HRMS

Human Resource Management System

Citation ISO Certification

Management System Standards

- ISO 9001: 2015
- ISO 14001: 2015
- ISO 27001: 2022

REGISTERED

Certificate No:
IMS-491342025,
509932026



Introduction...

With more than 7,500 successful installations throughout the UK, Ireland, and West Africa, timeware UK Ltd is renowned for its customised solutions, unwavering reliability, and outstanding customer service. The brand stands as a leader in the field of time and attendance systems.

For over 30 years, timeware® UK has stood at the forefront of workforce management, delivering British-built solutions that businesses trust. Our expertise spans decades, and this heritage drives our dedication to excellence in every solution we craft. timeware® HRMS is our flagship product, designed to streamline HR, Time & Attendance, and workforce management with precision and flexibility.

We pride ourselves not only on innovation but also on the security and reliability of our systems. Holding ISO certifications, including ISO 9001, ISO 14001 and ISO 27001, we ensure that your data and systems are safeguarded to the highest standards. Supported by robust infrastructure and a dedicated UK-based team, we work side-by-side with clients, delivering tailored solutions that fit businesses of every size.

When you choose timeware® HRMS, you're partnering with a company that values your success, delivering not just software but a proven framework for efficiency, growth, and confidence in your workforce management.



Simon Birchall
Managing Director
timeware UK Ltd

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509932026

timeware® customers include:



Index...

Introduction...

2

Company...

6

Product...

8

Pricing...

10

Infrastructure and Security...

12

App Overview...

14

Competitive Advantages...

16

timeware® Customer Care...

18

timeware® Customer Liaison Team...

19

timeware® Technical Support Team...

20

Dashboard...

22

Personnel...

24-37

The Social Feed...

38

The Conversation Hub...

40

Marketplace...

42

Leave Management...	44	General Data Protection Regulation (GDPR)...	68
Time Management...	48	Working Time Regulations (WTR)...	69
Attendance Points...	52	Customisation...	70
Roll Call...	54	Integration...	72
Reports...	56	Developer API and Webhooks...	74
Document Management...	62	Access Control...	76
Queries...	64	timeware® ESS app...	78
Workflow...	66	timeware® Fire Marshal app...	80
		YouTube Video Links... 	82

Company...

timeware UK Ltd.

Tracing its roots to the late 1980s, timeware UK Ltd is a wholly owned British company. It was founded by Simon Birchall and Nathan Price, with Simon continuing to lead as managing director. Nathan, as technical director, is both head of development and lead developer, ensuring all software is developed entirely in-house. With nearly 40 years of legacy, the focus is longevity, building solutions that last. Industry standards, quality, and compliance are paramount, and each innovation is anchored by exceptional customer service. Partnering with timeware UK Ltd means a trusted, long-term relationship built on decades of expertise.

timeware UK Ltd prides itself on the longevity and stability of its team. Employees often remain with the company for many years, fostering a culture of continuity and expertise. This consistency enables the company to deliver a level of customer support and service that is second to none in the industry.

Core Team Members



Simon Birchall
Managing Director.
39 years of service.



Nathan Price
Technical Director.
32 years of service.



Mike Coope
Head of Projects.
14 years of service.



Charlotte Kavanagh
Head of Customer Care.
11 years of service.



Matt Wilkinson
Head of Support.
13 years of service.



Dave Webb
Senior Implementation
Specialist.
21 years of service.

Product...

timeware® HRMS

timeware® HRMS has been designed with four decades of time and attendance expertise, delivering a complete workforce management platform. It unifies HR, leave management, time management, and attendance points, ensuring precision in every process. The dashboard gives you full visibility, while the Conversation Hub and Social Feed centralise communication. Document management streamlines record-keeping, with forms consumed under management control. Reports provide actionable insights, and roll call ensures real-time accountability.

With the Employee Self-Service app, customisation and integration options, developer APIs, security, and specialised apps like the Fire Marshal App, it's a fully integrated, adaptable solution that replaces fragmented systems with a reliable, future-proof approach to workforce management.

Core Features



Dashboard



HR



The Social Feed



The Conversation Hub



Marketplace



Leave Management



Time Management



Attendance Points



Roll Call



Reports



Document Management



Queries



Workflow



Security



Employee Self-Service App



Fire Marshal App



Customisation



Integration



Developer API and Webhooks

Pricing...

Simple, Clear Pricing.

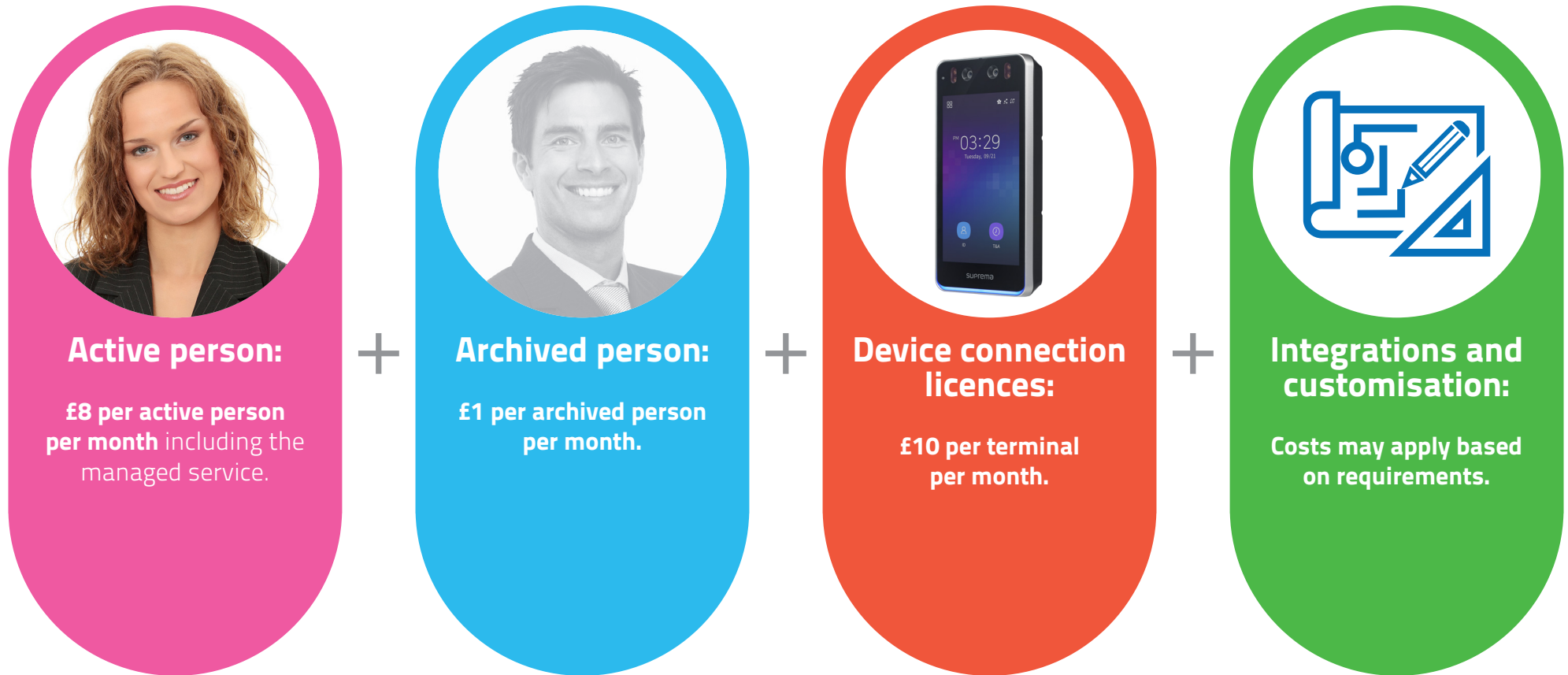
The total cost of timeware® HRMS has been designed to be clear, flexible, and aligned with the way your organisation operates, ensuring you only pay for what you actually use.

At the core of the pricing structure is the number of active employees. You pay a simple monthly fee per active employee. Archived employees remain at minimal cost, ensuring you keep historical records without inflating costs. Device connection licences are per terminal, allowing seamless integration with attendance hardware, scaling as your business grows.

Beyond this, integrations and customisations are tailored to your specific requirements, ensuring that monthly costs align exactly with your infrastructure and needs.

Together, this approach delivers a transparent and scalable pricing model, giving you complete control over costs while benefiting from a fully integrated workforce management system.

The total cost per month is made up of the following elements:



Infrastructure and Security...

Safeguarding customer data.



At timeware®, security is fundamental to everything we deliver. With our cloud product, we take full responsibility for safeguarding customer data, combining robust security measures with over four decades of experience in managing workforce and time-related information.

Built on Microsoft Azure and hosted within the UK, the platform delivers enterprise-grade reliability and resilience. Multi-factor authentication and single sign-on provide secure, controlled access, while data is fully encrypted both in transit and at rest. Compliance with GDPR, ISO 27001, and Cyber Essentials Plus is embedded into the design, ensuring your organisation meets the highest standards of data protection.

Access to customer data is strictly limited to authorised timeware® personnel, all of whom are screened annually to BS7858 standards, reinforcing trust and accountability at every level. Regular security assessments and comprehensive audit trails provide full visibility of system activity, giving you confidence that your data is protected at all times.

The result is a secure, resilient environment that not only protects your organisation but integrates seamlessly into your daily operations, allowing you to focus on managing your workforce with complete peace of mind.



timeware®

HR, Time and Attendance Software

timeware® Cloud security/infrastructure

At timeware®, we understand the importance of security to HR, time and attendance solutions. That's why timeware® ensures enterprise-grade reliability and performance. Ensures robust data handling compliance aligned with

1. **UK-Based Hosting:**
 - Primary Server Location: UK South (London)
 - Backup Server Location: UK West (Cardiff)
2. **Enhanced Security Features:**
 - Single Sign-On (SSO): Simplified access management
 - Multi-Factor Authentication (MFA): Extra layer of security
3. **Integration & Connectivity:**
 - API Available: Easily integrate with third-party systems
4. **Data Handling Compliance:**
 - Compliance with frameworks including UK GDPR, ISO 27001, and Essentials Plus.
 - All data is encrypted both in transit and at rest.
 - Comprehensive auditing and logging for all data access.
 - Data Retention & Deletion Policies – Configurable for clients.
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 - Data Retention & Deletion Policies – Configurable for clients.

timeware®

HR, Time and Attendance Software

6. **Key Components:**
 - a. **Core Business Modules:**
 - HR Management (Reach.Application.HR)
 - Leave Management (Reach.Application.Leave)
 - Attendance Management (Reach.Application.Attendance)
 - Tenant Management (Reach.TenantManagement)
 - Reporting (Reach.Application.Reporting *)
 - Dashboard Widgets (Reach.Application.Dashboard)
 - b. **Infrastructure:**
 - Message Bus (Reach.MessageBus.Core)
 - Event Processing (Reach.EventProcessing)
 - Email Dispatch (Reach.Application.Email)
 - Persistence Layer (Reach.PersistenceLayer)
 - c. **Client/Frontend:**
 - Monolith Client (Reach.MonolithClient)
 - Frontend Resources (Reach.FrontendResources)
 - d. **Core Architecture Components:**
 - Domain Layer (Reach.DomainLayer)
 - Application Layer (Reach.ApplicationLayer)
 - Infrastructure Layer (Reach.InfrastructureLayer)
 - Kernel (Core) Components (Reach.Kernel)
7. **Technical Architecture:**
 - Uses a multi-tenant architecture
 - Implements event-driven architecture
 - Has separate repositories for each tenant
 - Includes reporting and analytics
 - Uses contract-based services
8. **Technology Stack:**
 - .NET 10.0 - Core
 - Blazor Server - Frontend
 - Azure Services - Cloud

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HR, Time and Attendance Software

- TailwindCSS - For styling
 - MassTransit - For message bus abstraction
 - SQL Server - For data storage
 - Azure App Service - For hosting
9. **Cloud Infrastructure:**
 - Hosted on Azure (UK South region)
 - Uses Azure App Service Plan (Standard S1 tier)
 - Implements Azure Service Bus for messaging
 - Uses Azure Application Insights for monitoring
 - Multi-tenant architecture with sharding support
 10. **Security Features:**
 - HTTPS enforcement with HSTS
 - Anti-forgery protection (CSRF)
 - Authentication and authorisation support
 - Rate limiting implementation
 - Secure configuration management
 11. **Development Features:**
 - Development/Production environments
 - Health check endpoints
 - Comprehensive logging
 - Local storage support
 - Hot reload support
 - Development debugging tools
 12. **UI/UX Features:**
 - Responsive design
 - Modern UI with TailwindCSS
 - Custom fonts (Open Sans)
 - Client-side routing
 - Error handling pages
 - Localisation support
 13. **Architecture Highlights:**
 - Clean architecture pattern
 - Domain-driven design elements
 - Event-driven architecture

timeware®

HR, Time and Attendance Software

- Microservices capabilities
 - Tenant isolation
 - Message-based communication
 - Modular design
14. **Key Business Modules:**
 - HR Management
 - Leave Management
 - Attendance Tracking
 - Tenant Management
 - Reporting System
 - Dashboard Widgets
 - Email Notifications
 15. **Performance Features:**
 - Rate limiting
 - Caching capabilities
 - Message queuing
 - Database sharding
 - Resource optimisation
 16. **Monitoring & Maintenance:**
 - Health checks
 - Application insights integration
 - Structured logging
 - Error tracking
 - Performance monitoring



Download timeware® security/Infrastructure document

Company Name: timeware (UK) Ltd.
 Registered Office: 3 Fieldhouse Road, Rochdale, Greater Manchester, OL12 0AD.
 Company Reg. No. 05886806.
 Registered in: England.

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App Overview...

All Your Workforce Tools in One App Suite.

timeware® HRMS is delivered through a suite of intelligently connected applications, each designed to provide clarity, control, and accessibility across your organisation.

At the centre is the timeware® HRMS App, a powerful management platform that brings together HR, time management, reporting, and communication into a single, unified interface. Designed for managers and administrators, it provides full oversight of workforce activity, enabling informed decision-making with real-time data and comprehensive audit capabilities.

Supporting this is the timeware® Employee Self-Service App, giving employees direct access to their own information wherever they are. From booking holidays and viewing schedules to completing forms and acknowledging documents, it empowers staff while reducing administrative workload. All interactions are captured and fed back into the system, ensuring data is always current and consumed under management control.

Completing the suite is the timeware® Fire Marshal App, a critical tool for health and safety. In the event of an evacuation, it provides instant visibility of who is on-site, enabling fire marshals to conduct roll calls quickly and accurately, enhancing safety and compliance.

Together, these applications create a seamless ecosystem, connecting management and employees while ensuring that essential information is always accessible, accurate, and secure.



**timeware®
HRMS App**



**timeware®
ESS App**



**timeware®
Fire Marshal App**

Competitive Advantages...

Why timeware® HRMS Stands Above the Rest.

Here are some of the core features and key functions that make timeware® HRMS stand out in the market. From our fully managed service and intuitive HR tools to advanced reporting and seamless integration, every element is designed to give you control and clarity. With customisation, localisation, and developer tools, timeware® HRMS ensures your workforce management is future-proof.

1. Managed Service

We provide a fully managed solution, supporting you every step, from setup to ongoing optimisation.

2. timeware HR

A powerful HR platform that streamlines your people management with precision and ease.

3. Conversation Hub

Centralised, auditable communication, ensuring clarity and accountability across teams.

4. Marketplace

Offer shifts and opportunities to staff transparently, ensuring operational agility.

5. Leave Management

30+ years developing unbeatable leave management features.

6. Time Management

30+ years developing unbeatable time management features.

7. Social Feed

Foster engagement with a dedicated feed for company updates and interaction.

8. Localisation

Adapt the system to regional needs with full multi-language support, ensuring compliance across locations.

9. Reporting

Gain deep insights with customisable reports that support data-driven decisions.

10. Document Management

Organise documents securely, including editable PDFs, allowing data to be consumed directly back into the system.

Your Company
New Starter Information Form
Please complete all relevant sections below. Information marked with an asterisk (*) is mandatory.

1 Personal Details

Title Preferred pronouns
Miss [dropdown] [dropdown]

First name* Middle name(s) Surname*
Roxanne [input] [input] Adams [input]

Any previous or maiden names
[input]

Date of birth* Gender Marital status
Fri, 30 Jul 1982 [dropdown] Female [dropdown]

Personal email*
[input]

Mobile number Home phone
[input] [input]

2 Home Address

Address type
[dropdown]

Line 1* Line 2 Line 3
[input] [input] [input]

Town/City* County
[input] [input]

Postcode* Country*
[input] [input]

3 Emergency Contact

Name*
[input]

Relationship*
[dropdown]

Mobile number Home phone
[input] [input]

Custom Form

11. Queries

Create ad-hoc, natural language queries for instant answers from your data.

12. Workflow

Automate processes for smooth, efficient task management across the system.

13. Customisation

Tailor the platform to reflect your exact operational needs and preferences.

AutoSave OFF 34vp3d4 - Read... Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

MARKED AS FINAL An author has marked this workbook as final to discourage editing. Edit Anyway

SIGNATURES This document contains valid signatures. View Signatures...

Q11 [dropdown] [input] [input]

Personnel Essential Listing

Employee ID	First Name	Last Name	Payroll Number	Employment Status	Assignments	Division	Site	Department	Group	Job Role	Manager
138	Lucie	Abbott	PR202600138	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
808	Zoia	Abbott	PR202600808	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
461	Haven	Abernathy	PR202600461	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
680	Shanna	Abernathy	PR202600680	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
423	Vicenta	Abernathy	PR202600423	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
841	Collin	Abshire	PR202600841	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
237	Freddy	Abshire	PR202600237	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
820	Mohammad	Abshire	PR202600820	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
406	Raquel	Abshire	PR202600406	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
870	Trisha	Abshire	PR202600870	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
650	Daisha	Adams	PR202600650	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
971	Domenic	Adams	PR202600971	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
823	Hallee	Adams	PR202600823	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
938	Kristoffer	Adams	PR202600938	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
774	Huida	Altenwerth	PR202600774	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
900	Laila	Altenwerth	PR202600900	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
697	Walker	Altenwerth	PR202600697	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
121	Gaston	Anderson	PR202600121	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
921	Josefa	Anderson	PR202600921	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1206	Estrella	Ankunding	PR202601206	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
419	Kavon	Ankunding	PR202600419	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1218	Marc	Armstrong	PR202601218	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
346	Belle	Auer	PR202600346	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1157	Ole	Auer	PR202601157	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1160	Avery	Aufderhar	PR202601160	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
831	Flo	Aufderhar	PR202600831	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
177	Emely	Bahringer	PR202600177	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
846	Helena	Bahringer	PR202600846	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1172	Marjolaine	Bahringer	PR202601172	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
476	June	Bailey	PR202600476	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1088	Kaelyn	Bailey	PR202601088	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
304	Landen	Bailey	PR202600304	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
574	Deron	Balistreri	PR202600574	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
979	Greg	Balistreri	PR202600979	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
9	Stephania	Bartell	PR202600009	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
694	Adriel	Bartoletti	PR202600694	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
919	Fern	Bartoletti	PR202600919	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
894	Abdullah	Barton	PR202600894	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1227	Keeley	Barton	PR202601227	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
70	Marta	Barton	PR202600070	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	

Sheet1

Custom Report

14. Integration

Connect timeware® HRMS seamlessly with other business systems for a unified experience.

15. Developer API & Webhooks

Extend functionality and automate interactions with developer tools.

pl (PL) Światło

en-GB English (GB)

en-US English (US)

en-AU English (AU)

pl-PL Polski

es-ES Español

fr-FR Français

de-DE Deutsch

ko-KR 한국인

hi-IN हिंदी

ta-IN தமிழ்

ar-AE عربي

cy-GB Cymraeg

sv-SE Svenska

Language Selection

timeware® Customer Care...

Once your timeware® software has been implemented, we believe that it is our responsibility to ensure that your system always runs smoothly. The timeware® customer care teams achieve this goal by working closely with each client in a pro-active manner.

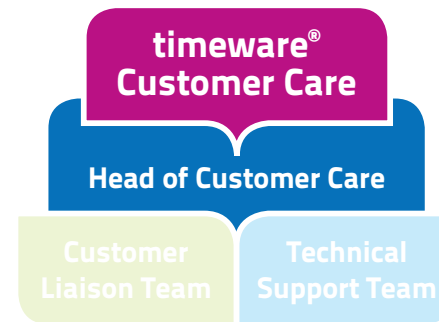


Upon successful configuration of your timeware® system and completion of staff training by our implementation team, the transition to customer care will commence. During the initial weeks, a dedicated liaison team member will engage daily with your timeware® administrator to ensure optimal functionality and coordinate any necessary support.

Our customer care service is bolstered by two pivotal teams: the Technical Support Team and the Customer Liaison Team. Supervised by the Head of Customer Care, these teams are essential for maintaining seamless operations within the department.

The Technical Support Team consists of highly trained technicians committed to resolving support queries efficiently. As part of our managed service, this team will also perform annual software upgrades and regular system performance evaluations to enhance your timeware® experience.

Meanwhile, the Customer Liaison Team focuses on the operational reliability of your timeware® system. Though non-technical, their role is crucial in organising annual software upgrades, system reviews, and customer care engagements. Additionally, they coordinate roadshows and manage the production and distribution of timeware's quarterly publication, timelines.



Charlotte Kavanagh Head of Customer Care

Charlotte is the head of timeware® customer care and manages the customer liaison and support teams and reports to the Managing Director.



Link to timeware® managed Service document

timeware® Customer Liaison Team...

The liaison team ensure you are getting the most out of your timeware® investment.



The Customer Liaison Team at timeware® is dedicated to ensuring that every client receives exceptional service and support through key responsibilities:

System Performance Reviews:

These crucial meetings allow timeware® administrators to engage with our teams, evaluating system efficiency, resolving bottlenecks, and exploring new features. The frequency is tailored to the scale and complexity of each client's system.

Customer Care Calls:

Every six weeks, our administrators check in to confirm smooth system operation. These calls offer direct communication and immediate support insights.

timelines Magazine:

The team oversees timelines, timeware's quarterly magazine. It keeps clients informed about developments and innovations at timeware®.

Each of these services ensures every client interaction with timeware® exceeds expectations. We are committed to delivering excellence and success.



Karl Briggs Customer Liaison Officer

The skills Karl gained during his time at Virgin Trains have been instrumental in the development of his role within timeware®.



timeware® Technical Support Team...

The timeware® Managed Service offers a straightforward and effective solution, ensuring that all timeware® customers enjoy a hassle-free managed experience. This service is structured around the availability of a skilled timeware® support technician, who takes charge of essential tasks such as setting up absence entitlement policies and adding new timeware® users tailored to your specifications.

Delegate routine tasks to timeware® support and focus your efforts on the critical administrative processes that are key to your business success! With timeware® Managed Service, you gain the expertise of seasoned specialists ready to resolve any timeware® queries and customise settings exactly as you need them. Experience simplicity and efficiency like never before!

Included in the timeware® Managed Service:

Support Accessibility:

Reach the timeware® technical support team from 8:30 AM to 5:30 PM, Monday to Friday, including bank holidays (excluding Christmas and New Year).

Efficient Change Management:

timeware® commits to fulfilling approved change requests promptly within a predetermined schedule.

Proactive Upgrades and Training:

Annually, our technical support team will schedule a visit or call to upgrade your software to the newest version and conduct training on new features.

The Technical Support Team take on the responsibility of administering your timeware® software as part of your timeware® managed service.

Performance Optimisation:

Conduct regular system performance reviews to diagnose and resolve data flow issues, and discuss the implementation of new software standards.

Complimentary Training and Support:

Benefit from free remote training and courtesy calls from the customer liaison team every six weeks.

Exclusive Community Insights:

Enjoy a free subscription to the timeware® community magazine, 'timelines', for each member of your approved contacts list.

How does the timeware® support team assist?:

Our dedicated support team, based in our office, is ready to assist you with any inquiries from 8:30 AM to 5:30 PM on weekdays. For after-hours support, you can use our ticketing system. Utilising remote desktop technology, our team can access your PC, with your consent, to swiftly diagnose and fix any issues. This close collaboration between our support, implementation, and development teams allows us to deliver an unparalleled level of technical expertise and product knowledge.



timeware® Managed Service Change Request Procedure:

To initiate a change request, a timeware® administrator will log a ticket through the ticketing system. Upon receipt, our support team will arrange an initial consultation call to discuss the details of the request more thoroughly and plan the execution of the work within a mutually agreed time frame.

Items included in the timeware® Managed Service Change Request:

General:

- Setup and configuration of user accounts, including permissions
- Policies for To-Do Lists and email notifications
- Monitoring and managing timeware® system health and performance

System Administration:

- Creation and updating of notifications for users and employees
- Management of terminal and remuneration policies
- Establishment and updates to groupings and training matrix policies
- Configuration of reports, exports, and dashboards
- Maintenance during scheduled system shutdowns

All configuration of key features is the responsibility of the timeware® support team, ensuring your system is tailored precisely to your operational needs. Whether it's absence policies, attendance schedules, or any core functionality, our team ensures everything is configured to meet your specifications, maintaining optimal performance across your timeware® system.

Technical Support Team Overview:

With over 13 years of support experience, Matt has played a pivotal role in advancing the capabilities of the support department. His team manages approximately 49 scheduled calls each day, ensuring consistent system performance for all customers. Matt remains committed to the ongoing development and training of his team, maintaining the high standards expected of timeware®.



Matt Wilkinson Head of Support

Matt, a driving force behind our support team, leads with expertise and dedication.

He ensures the team delivers optimal system performance daily and is committed to ongoing team development, ensuring the highest standards for timeware®.



Dashboard...

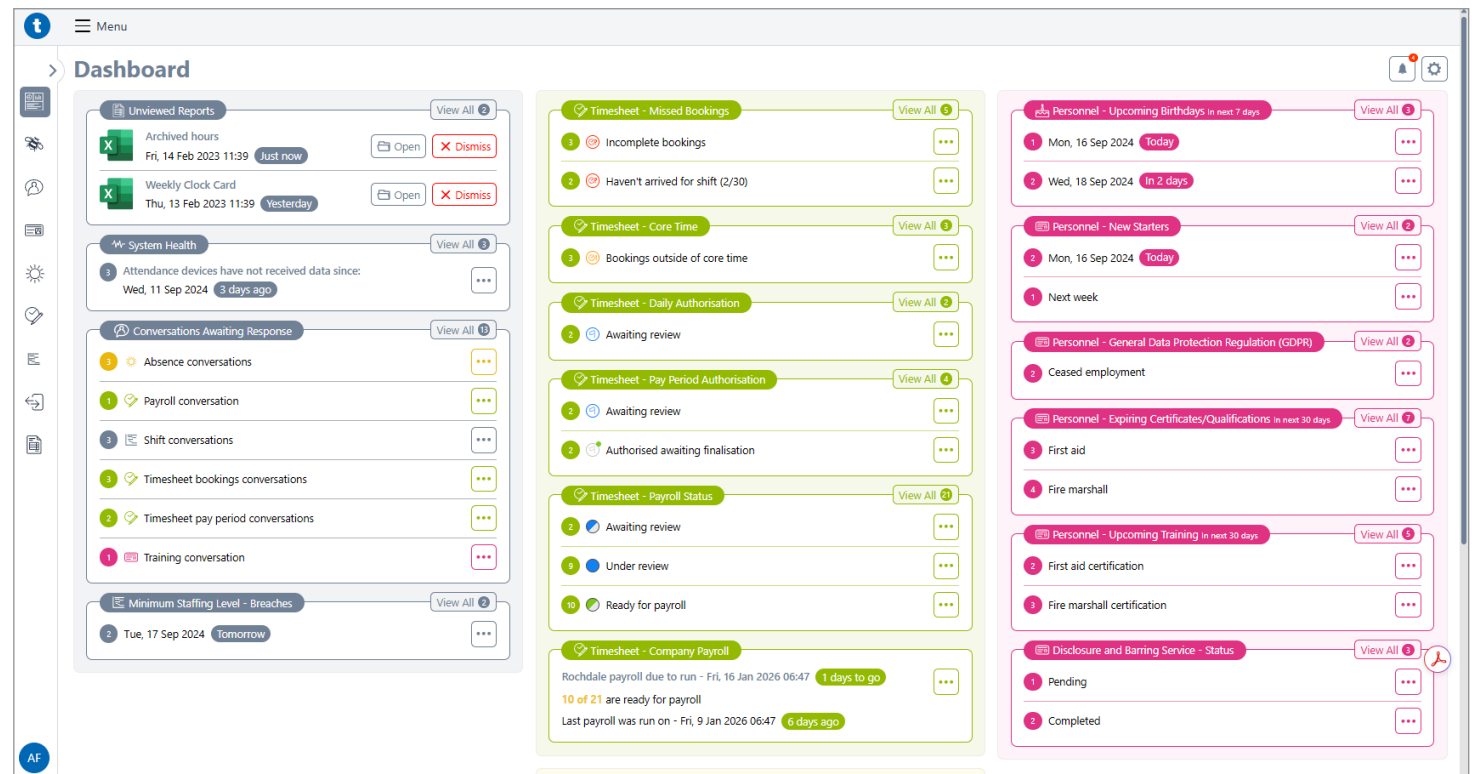
Intuitive, comprehensive, real-time, customisable, efficient, and user-friendly.



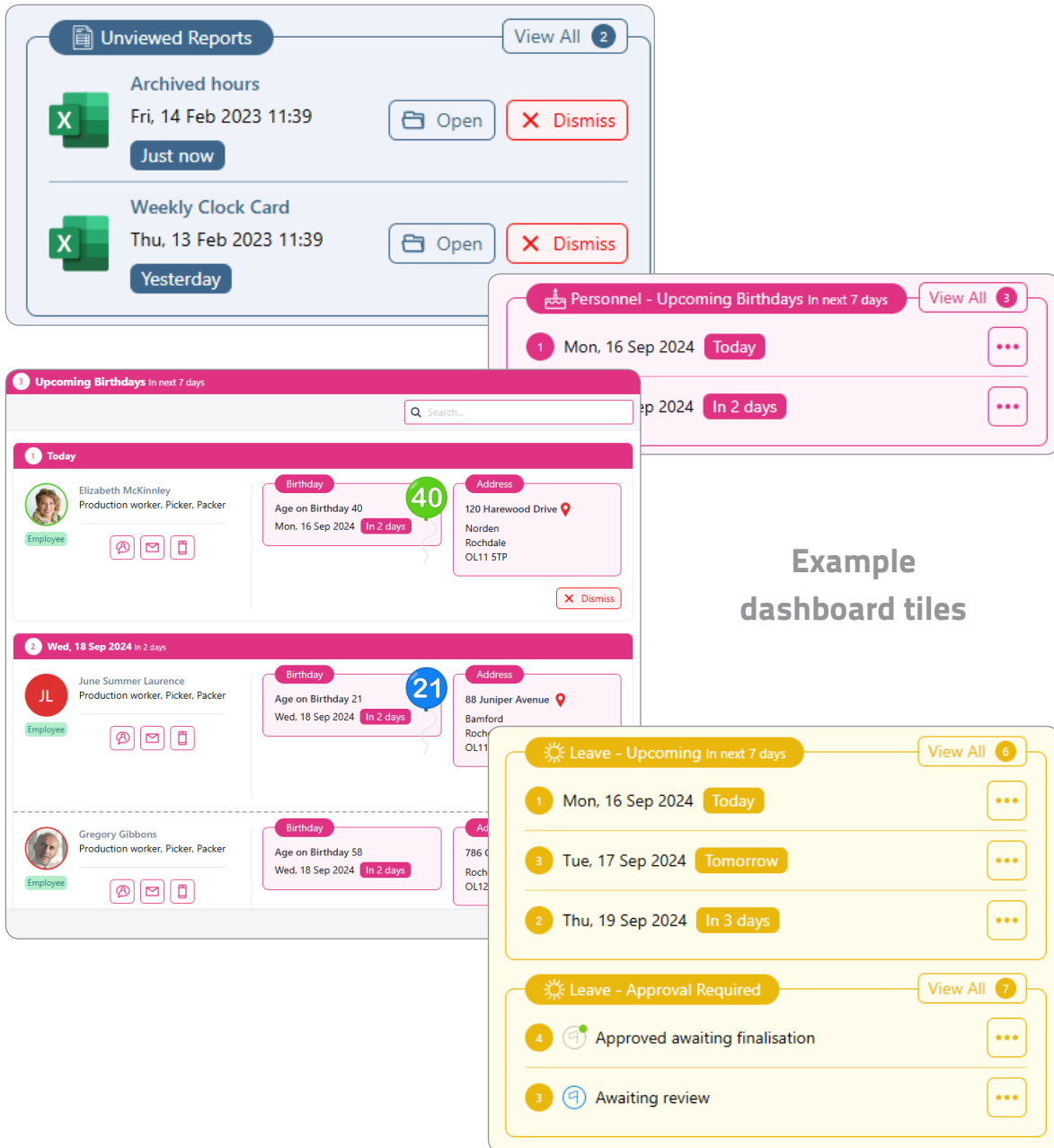
The timeware® HRMS dashboard removes the need to search for essential information by presenting key data in a clear, intuitive and easily readable format. At a glance, managers can see what matters most, enabling faster responses and more confident decision-making.

Each dashboard can be tailored to the individual user, ensuring that the information displayed is directly relevant to their role and responsibilities. This personalisation keeps teams focused on the metrics that drive performance, compliance and operational control.

As a core component of timeware® HRMS, the dashboard delivers proactive insight for team leaders overseeing day-to-day operations. It simplifies management, improves efficiency and ensures that the most important information is always immediately available, supporting better oversight, stronger accountability and a more responsive workforce.



Dashboard updates in real time



Example dashboard tiles

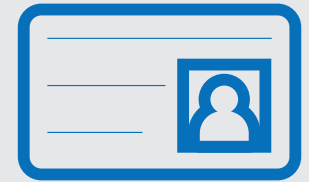
Key Functions

- **Grouped Categories:** All categories are now grouped by the associated module, and panels can be reordered within the group as needed.
- **Action Tooltips:** Tooltips act as direct shortcuts - for example, clicking an overtime authorisation alert takes you straight to the approval screen, streamlining tasks.
- **User Preferences:** The cog wheel on the dashboard allows users to set preferences, saved and applied across devices.

Personnel...

Core

timeware® HR offers centralised HR records, seamless cloud integration, enhanced compliance, and a single secure view of workforce data.



timeware® HRMS brings all workforce information together in one secure, centralised system, offering complete visibility across your organisation. From licence records to compliance documentation, everything is stored in one protected environment, accessible instantly.

timeware® HRMS integrates seamlessly with key platform features like the Conversation Hub, Marketplace, Statistics, and your Dashboard, ensuring workforce data is connected and actionable.

It covers all essential personnel records, HR data, employment details, qualifications, health and safety, vehicles, and employee self-service, supporting confident decision-making and compliance.

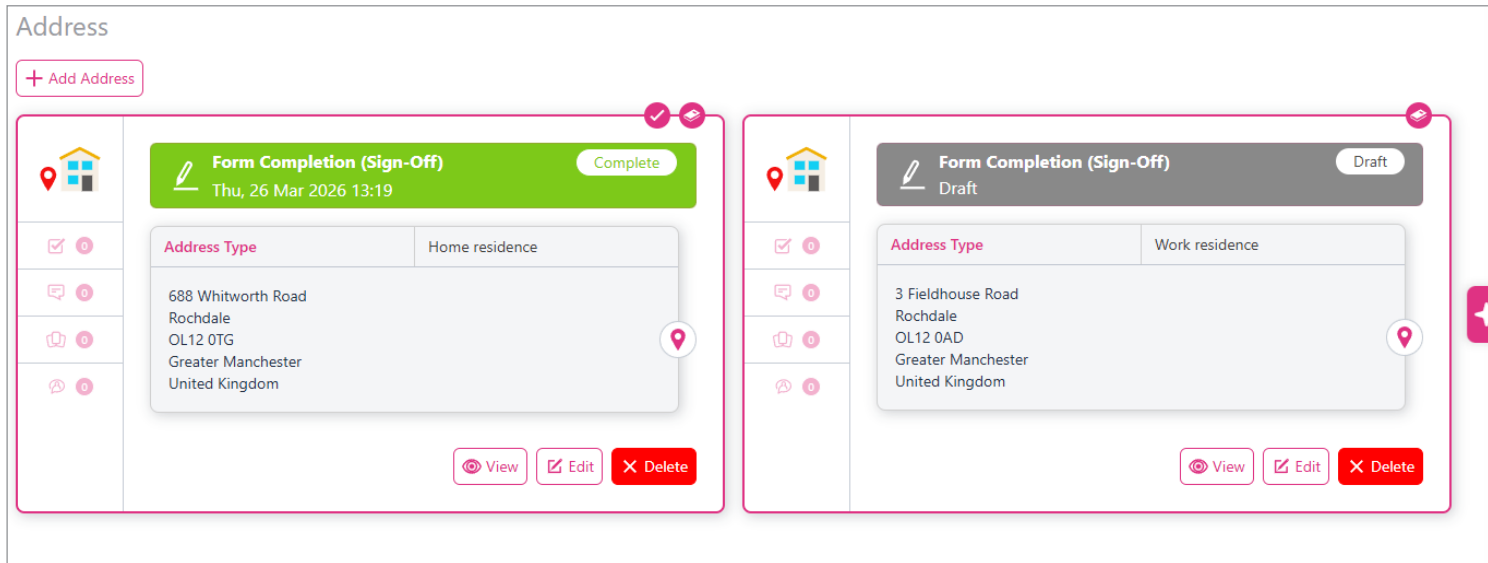
The result is a streamlined, future-ready solution that reduces administration, improves accuracy, and delivers a reliable picture of your workforce in one place.

The screenshot displays the 'Personnel Core Insights' page for Mrs Roxanne Adams. The interface includes a navigation menu on the left, a search bar at the top right, and a main content area with several sections:

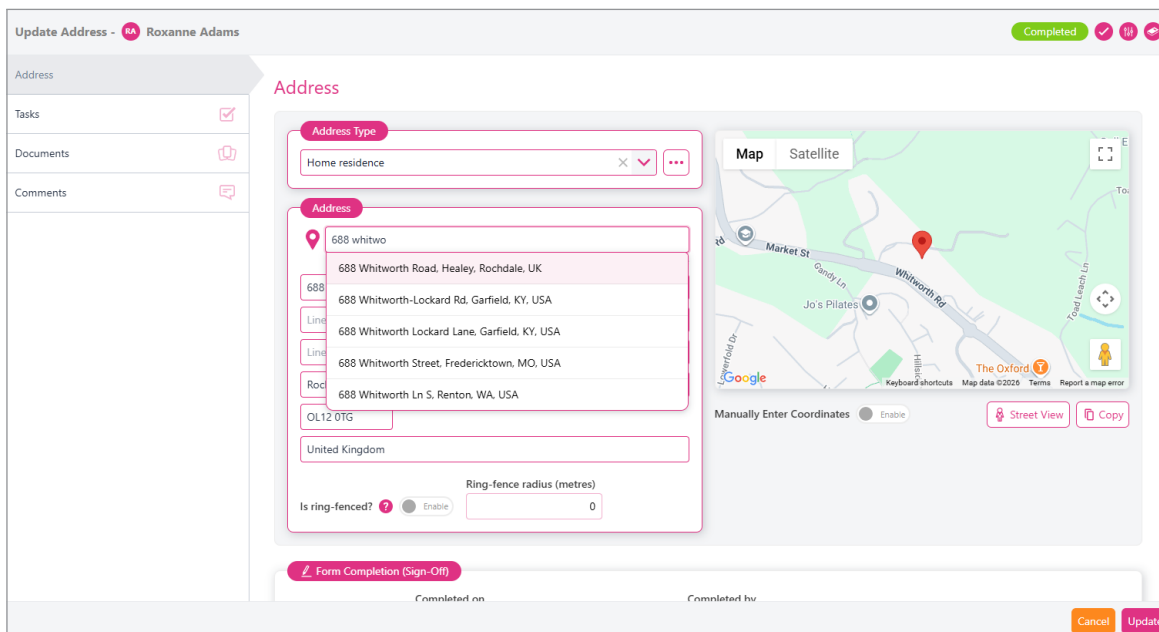
- Employee Profile:** Mrs Roxanne Adams, Employee No. 23, Health and safety officer at Demo Ltd.
- Work Contact Details:**
 - Email: roxanne.adams23@example.com
 - Phone: +441613491524
- Assignments Table:**

Organisation	Demo Ltd
Division	European division
Site	Demo Ltd
Department	Sales
Group	Senior manager
Job Title	Health and safety officer
Manager	Emie Bechtelar
- Work pattern:** One on, one off on week rotation 1 of 4
- Reminders:** A notification states 'All caught up! There are no reminders for Roxanne Adams.'

Personnel, Core, Insights



Personnel, Address



Personnel, Address

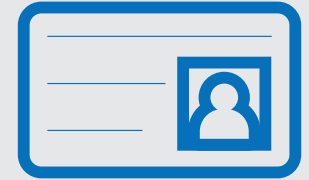


Street View

Personnel...

Employment and Compensation

Employment details, contract records, financial data, and compensation insights in one secure system.



Under the Employment and Compensation section of timeware® HRMS, all essential subcategories are neatly organised. From managing employment details and overseeing salaries to handling benefits, pensions, and employee credentials, each area is designed for streamlined control.

This structure ensures all aspects of employment management are accessible in one place, making it easier than ever to oversee compensation and compliance.

The screenshot displays the HRMS interface for a user named Roxanne Adams. The main navigation menu on the left includes 'Personnel' with subcategories like 'Core', 'Employment and Compensation', 'Compliance and Legal', 'Employee Relations', 'Professional Development', 'Health and Safety', and 'Custom Data'. The 'Employment' section is active, showing a table with details for 'Current employment':

Employment start	Mon, 6 Apr 2026
Employment end	No date
Continuous years service	0 years, 0 months

Below this, the 'Pre-employment' section is visible, featuring a 'Complete Pre-Employment Form' task. The task status is 'Not Ready' and is due on 'Tue, 7 Apr 2026'. The interface includes options to 'Prefill' or 'Import' documents, and a 'Send email' section with a recipient email address 'roxanne.adams23@example.com'.

Personnel, Employment and Compensation, Employment

Pre-Employment

1/4 236%

Your Company

Powered by **timeware**

New Starter Information Form

Please complete all relevant sections below. Information marked with an asterisk (*) is mandatory.

1 Personal Details

Title: Miss Preferred pronouns:

First name*: Roxanne Middle name(s): Surname*: Adams

Any previous or maiden names:

Date of birth*: Fri, 30 Jul 1982 Gender: Female Marital status:

Personal email*:

Mobile number: Home phone:

2 Home Address

Address type:

Line 1*: Line 2: Line 3:

Town/City*: County:

Postcode*: Country*:

3 Emergency Contact

Name*:

Relationship*:

Mobile number: Home phone:

New Starter Information Form

Update Benefit - BA Roxanne Adams

Draft

Benefit

Benefit type: Cycle to work scheme

Enrolment:

Enrollment date: Tue, 7 Apr 2026 Frequency: Annually Expiration date: Wed, 7 Apr 2027

Does this expire? Yes

Coverage:

Coverage amount: 2400 Coverage percentage: 85 %

Coverage details: Enter text...

Cost:

Currency: GBP Cost: £2,600.00

Cancel Update

Benefit

Add Salary - BA Roxanne Adams

Completed

Salary

Is active? Inactive

Currency format: GBP Amount: £45000.00 Salary period: Per Annum Payment frequency: Monthly

Payment method: BACS Tax code: Enter text... National insurance number: Enter text...

Has student loan? No

Form Completion (Sign-Off)

Is completed? Yes Completed on: Wed, 8 Apr 2026 10:26 Completed by: Mary Foster

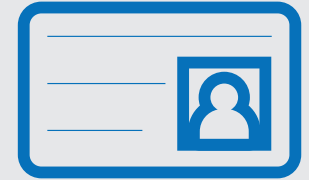
Cancel Create

Salary

Personnel...

Compliance and Legal

It handles compliance data, legal documentation, and regulatory records in a single secure place.



In the Compliance and Legal section of timeware® HRMS, all essential legal requirements are clearly organised and easy to manage. From Right to Work checks to Working Time Regulations, key compliance data is centralised and accessible when you need it.

This structured approach ensures your business remains compliant with minimal effort, reducing administrative burden while giving you confidence that critical records are accurate, up to date, and securely stored.

Update Right to Work - RA Roxanne Adams Draft

Right to Work

- Meetings
- Tasks
- Documents
- Comments

Right to Work

Initial check date: Tue, 7 Apr 2026

Right to work status: **Processing**
The verification process

Visa (Current)
 Does not require a visa

Passport

Passport number: 1234566

Calendar: June 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Update Right to Work

Personnel

- Core
- Employment and Compensation
- Compliance and Legal
 - Right to Work
 - Disclosure and Barring Service
 - Working Time Regulations
- Employee Relations
- Professional Development
- Health and Safety
- Custom Data

DBS Check

+ Add DBS Check

Form Completion (Sign-Off) Complete
Wed, 8 Apr 2026 10:35 Mary Foster

Status	Completed
Type of check	Basic
Certificate	Update DBS Check - RA Roxanne Adams
Issue date	Right to Work
Result	Meetings
Barred status	Tasks
	Documents
	Comments

Update DBS Check - RA Roxanne Adams

DBS Check

Has employee subscribed to the DBS update service? No

The DBS Update Service is an online subscription service provided by the UK's Disclosure and Barring Service (DBS) that allows individuals to keep their DBS certificate up to date and enables employers to check the status of a DBS certificate in real-time.

DBS check details

Status: Completed check | Type of check: Basic | Initial check date: Mon, 6 Apr 2026

Certificate

Number: 123456 | Issued on: Tue, 7 Apr 2026

Outcome

Result: Clear | Barred status: Not barred

Form Completion (Sign-Off)

Completed on: Wed, 8 Apr 2026 10:35 | Completed by: Mary Foster

Cancel Update

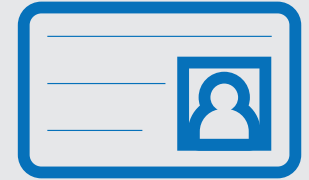
Personnel, Compliance and Legal, DBS Check

Update DBS Check

Personnel...

Employee Relations

It covers employee relations by storing all HR communications, references, and related records securely in one system.



The Employee Relations area within timeware® HRMS provides a structured and professional approach to managing workplace communication and case handling. From day-to-day conversations and union engagement to grievances, disciplinary processes and exit interviews, every interaction is securely recorded in one central system.

This ensures sensitive matters are handled consistently, actions are clearly documented, and outcomes remain auditable. By bringing employee relations into a single, accessible framework, timeware® HRMS helps resolve issues quickly, maintain transparency and strengthen trust across the organisation.

The screenshot displays the 'Personnel' section of the timeware HRMS interface. On the left, a sidebar menu lists various HR categories, with 'Employee Relations' highlighted. The main area shows a 'Conversations' section for 'Roxanne Adams'. It features a search bar, 'Add Person' and 'Refresh' buttons, and a list of conversations. The selected conversation is titled 'Training' and shows a message from Roxanne Adams: 'Hi, just wanted to check if the First Aid course certificate had arrived yet.' followed by a response from Stewart Booth: 'Hi Roxanne, it has arrived, you can pick it up from the office anytime.' and a final message from Roxanne Adams: 'Thanks Stuart, I'll pop in before the end of lunch. thanks!'. The interface also includes a 'View Training' button and a bottom section for adding responses with options like 'No problem', 'I will find out', 'Your request has been approved', and 'Your request has been declined'.

Personnel, Employee Relations, Conversations

Add Grievance - RA Roxanne Adams Draft

Grievance

Status: Pending

Essential

Grievance type: Harassment | Grievance date: Tue, 14 Apr 2026

Reported by: KL | Assign to: Zack Dawson

Has employee been notified? Yes ✓ | Employee notified on: dd/mm/yyyy

Grievance details

Enter text...

Add Grievance

Add Disciplinary - RA Roxanne Adams Draft

Disciplinary

Status: Pending

Essential

Disciplinary type: Breach of company policy | Disciplinary date: Tue, 14 Apr 2026

Reported by: KL | Assign to: Dave Webb

Disciplinary details

Enter text...

Investigation

Investigation start date: dd/mm/yyyy | Investigation end date: dd/mm/yyyy

Investigation outcome: Enter text...

Cancel Create

Disciplinary

Add Exit Interview - RA Roxanne Adams Draft

Exit Interview

Status: Pending

Prerequisites

Exit reason type: Job dissatisfaction | Interview date: Wed, 22 Apr 2026

Interviewer: SB | Interviewer position: Enter text... | Location: Enter text...

Employee reasoning and feedback

Reason for leaving: Enter text...

Suggestions for improvement: Enter text...

Final pay details: Enter text...

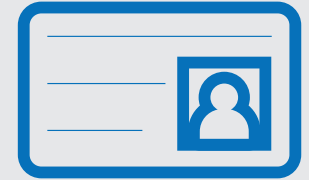
Cancel Create

Exit Interview

Personnel...

Professional Development

It supports professional development by tracking skills, qualifications, and training records all in one secure place.



The Professional Development area within timeware® HRMS provides a clear and structured view of employee growth and capability. From recording achievements and managing performance reviews to tracking skills, qualifications and progression, every development milestone is stored in one secure location.

This enables managers to identify talent, plan training effectively and support career development with confidence. By bringing learning, performance and progression together, timeware® HRMS helps build stronger teams, retain key personnel and align individual development with organisational goals.

The screenshot shows the 'Personnel' section of the timeware HRMS interface. The left sidebar contains a navigation menu with 'Professional Development' selected. The main content area is titled 'Achievements' and shows a list of achievements for 'Roxanne Adams'. A detailed view of an achievement is shown, titled 'Form Completion (Sign-Off)'. The detailed view includes the following information:

- Achievement type:** Customer service excellence
- Description:** Peer recognition.
- Date achieved:** Tue. 7 Apr 2026
- Points:** 10
- Acknowledged by employee?:** Yes
- Is public?:** Yes
- Form Completion (Sign-Off):** Completed on Wed. 8 Apr 2026 10:48, Completed by Mary Foster

Personnel, Professional Development, Achievements

Achievements

Update Training - RA Roxanne Adams Draft

Training

Tasks

Documents

Comments

Training

Skills and qualifications type

Health and safety in the workplace

Revision and provider

Revisions: 1.0.0 (Debut version)

Provider: Internal training

Training dates + Add Training Dates X Clear

No training dates found

Costs

Course cost	Ancillary cost	Ancillary cost description
£0.00	£0.00	<input type="text"/>

Outcome

Select item...

Training

Add Training date(s)

How many days do you want to add?

Date: Wed, 8 Apr 2026 Arrive at: 09:30 Leave at: 17:00 Require accommodation? No

Location

Powered by Google

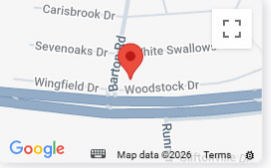
Training:

Line 3:

M27 SWB:

United Kingdom:

Manually Enter Coordinates Enable



Accommodation

Name:

Phone:

Email:

Powered by Google

Line 1:

Line 2:

Line 3:

Town/city: State province or:

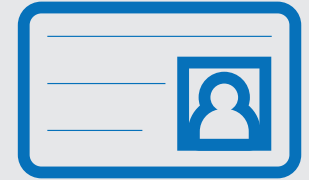
Manually Enter Coordinates Enable

Training Date(s)

Personnel...

Health and Safety

It manages health and safety records, ensuring all compliance and safety data is securely stored and easily accessible.



The Health and Safety area within timeware® HRMS provides a secure and structured way to manage employee wellbeing and workplace compliance. From recording health information and disabilities to documenting accidents, injuries and mental wellbeing, all critical data is stored in one central location.

This enables organisations to respond quickly to incidents, meet their duty of care and maintain accurate records for audits and reporting. By bringing health and safety information together, timeware® HRMS helps reduce risk, protect employees and support a safer, more accountable working environment.

The screenshot shows the timeware HRMS interface. The top navigation bar includes a menu icon, the user name 'Roxanne Adams', and a search bar. The main content area is titled 'Personnel' and has a sidebar with various HRMS categories. The 'Health and Safety' category is selected, and the 'Accident or Injury' sub-section is active. A form titled 'Form Completion (Sign-Off)' is displayed, showing the following data:

Form Completion (Sign-Off)	Draft
Accident date	
Severity level	Moderate
Cause of accident	Equipment failure
Site	Demo Ltd
Legal Obligations	

At the bottom of the form, there are buttons for 'View', 'Edit', and 'Delete'.

Personnel, Health and Safety, Accident or Injury

Update Accident - RA Roxanne Adams Draft Refresh

Accident

Meetings 👤

Tasks ☑

Documents 📄

Comments 💬

Accident

Essential

Accident date

Severity level
● Moderate

Cause of accident

Site

Area

Job role at time of accident

Legal Obligations

Legally reportable? Yes ✓

Reporting authority

Injury Details

Injuries

April 2026 Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Personnel, Health and Safety, Update Accident

Roxanne Adams Search for person... (ctrl+k) 🔍 + Add Person Refresh

Personnel

- > Core
- > Employment and Compensation
- > Compliance and Legal
- > Employee Relations
- > Professional Development
- > Health and Safety
 - Health
 - Disabilities
 - Accident or Injury
 - Mental Wellbeing
 - > Custom Data

Health

⚠ Consent was not given by Roxanne Adams Edit

No health information found

Add your first health record

+ Add Health

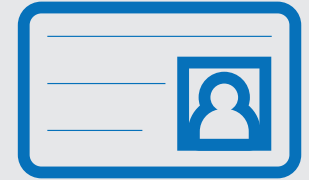
+ MF

Personnel, Health and Safety, Health

Personnel...

Custom Fields

It offers custom fields to tailor the system to your organisation's unique HR needs, all securely centralised.



The Custom Fields area within timeware® HRMS gives organisations complete flexibility to tailor the system to their operational needs. With bespoke fields in a range of formats, including text, numbers, dates, time and monetary values, you can capture information beyond standard HR records.

From sponsorships and allowances to internal references and specialist data, each field can be configured as required, ensuring consistency and accuracy across your records.

This adaptable approach allows timeware® HRMS to reflect the way your organisation works, delivering a truly personalised workforce management solution without compromising control, security or reporting clarity.

A screenshot of a web application interface. The main window is titled 'View Custom Field Types' and has a table with a header 'Name' and an 'Actions' column. A modal window titled 'Add Value type' is open in the center. The modal contains the following fields: 'Name' (text input with 'Annual sponsorship'), 'Description' (text input with 'Annual sponsorship'), 'Is required?' (checkbox checked with a green checkmark), 'Value' section containing 'Field type' (dropdown menu showing 'Money'), 'Default value' (text input with '£250.00'), 'Minimum value' (text input with '£0.00'), and 'Maximum value' (text input with '£9,999.99'). At the bottom of the modal are 'Cancel' and 'Create' buttons. In the background, there is a '+ Add Custom Field Type' button and 'Close' and 'Reorder' buttons at the bottom right of the main window.

Custom Field Types

Key Functions

- **Workflow:** The system allows workflows to be created for any tasks within the system.
- **Unlimited Document Storage:** Attach unlimited documents to each sub-personnel form.
- **Auditable Comments:** Comments added to sub-personnel forms are auditable for transparency.
- **Personal Identification:** Each sub-form clearly shows the employee's name, ensuring users know which individual they are viewing.
- **Credential Integration:** Credentials brought in via third-party APIs are visible within personnel records, including type and issue date.
- **Custom Fields:** You can now create unlimited Custom Fields, enhancing the previous UDF system.
- **Document and Conversation Storage:** Securely store documents like DBS checks, absences, and next of kin, along with related conversations.

▪ Core

- Insights
- Essential
- Photo
- Personal
- Addresses
- Emergency Contacts
- Sensitive
- Banks
- Employee Self Service Account

▪ Employment and Compensation

- Employment
- Benefits
- Salaries
- Pensions
- Credentials

▪ Compliance and Legal

- Right to Work
- Disclosure and Barring Service

- Working Time Regulations

▪ Employee Relations

- Conversations
- Unions
- Grievances
- Disciplinary
- Exit Interview

▪ Professional Development

- Achievements
- Reviews
- Skills and Qualifications
- Skills Progression
- Education

▪ Health and Safety

- Health
- Disabilities
- Accident or Injury
- Mental Wellbeing

▪ Custom Data

- Custom Fields

The Social Feed...

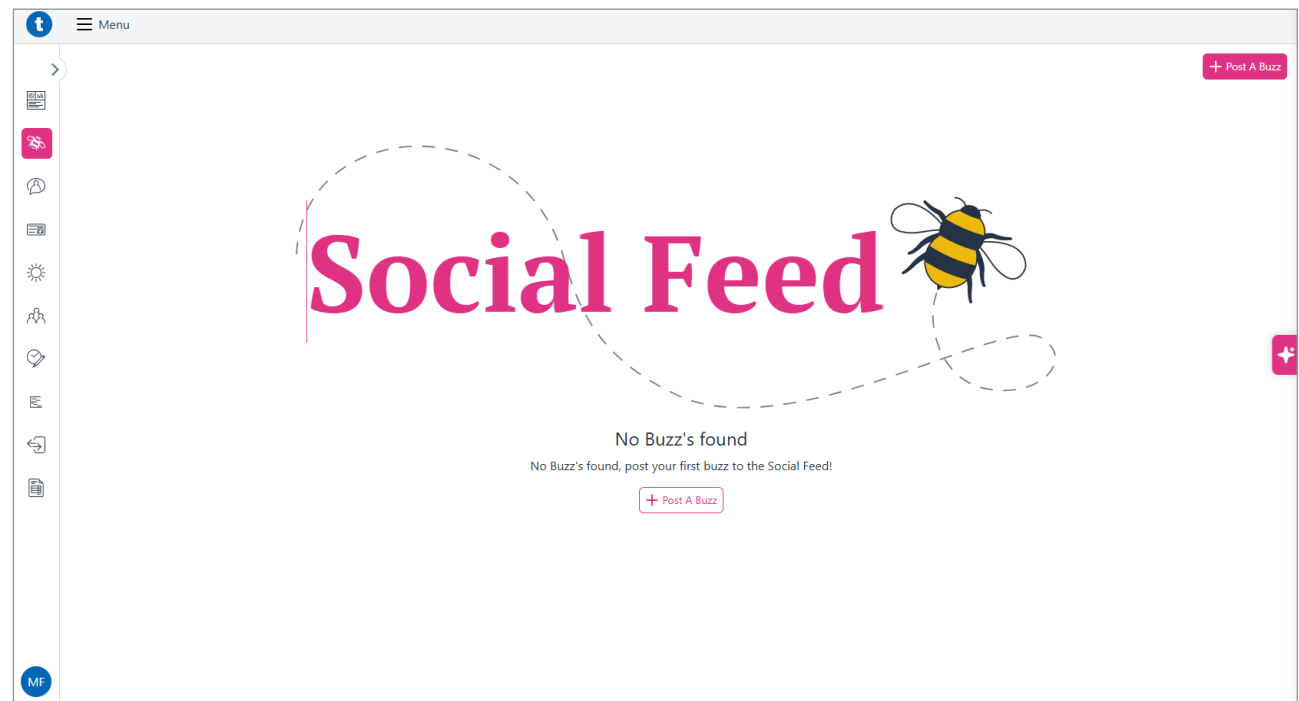
Keeping teams connected and engaged.



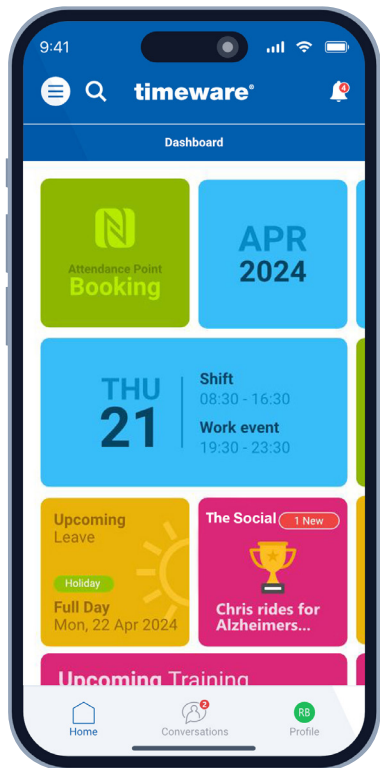
The Social Feed is timeware® HRMS's internal communications hub, designed to bring people, information, and engagement together in one secure space. Through quick, targeted social feed posts, managers share updates, recognise achievements, promote events, and gather feedback across the organisation. Whether announcing a policy, celebrating success, or running a poll, The Social Feed ensures every message reaches the right audience.

With a clean interface and mobile-friendly design, employees stay connected wherever they are, reducing reliance on email and enhancing day-to-day visibility. Rich content - images, documents, polls - can be added in seconds, while comments and reactions foster genuine two-way communication.

As a core part of timeware® HRMS, The Social Feed integrates with workforce data, dashboards, and HR features - creating a central hub for interaction. The result is a more engaged workforce, clearer communication, and a stronger connection between management and staff. The Social Feed turns updates into meaningful conversations, strengthening culture and awareness around what matters most.



Posting a Buzz



Post Buzz
Post a Buzz

Publish buzz on

Thu, 15 Jan 2026 12:53

Buzz category

Social event

Audience

Everyone

Heading

Meal with cocktails

Body

A special thanks to everyone who attended the works meal last week. It was wonderful to see everyone and their families enjoying themselves. We hope you all enjoyed the good food and fine wines...

URL's or Emails

Images

Documents

Poll

Location

Story images (2/4) + Add image

Mobile Feed Preview

Meal with cocktails

A special thanks to everyone who attended the works meal last week. It was wonderful to see everyone and their families enjoying themselves. We hope you all enjoyed the good food and fine wines, and we look forward to the next event in six months' time. Thank you sincerely from the management team.

Did you enjoy the meal at Bela Vista, Rochdale?

Yes 96%

No 4%

30 Submissions

Menu
t

The Social

+ Post A Buzz

Simon Birchall
Mon, 20 Oct 2025 04:30

Audience

Meal with cocktails

A special thanks to everyone who attended the works meal last week. It was wonderful to see everyone and their families enjoying themselves. We hope you all enjoyed the good food and fine wines, and we look forward to the next event in six months' time. Thank you sincerely from the management team.

30 Submissions

Did you enjoy the meal at Bela Vista, Rochdale?

Yes 96%

No 4%

Sue Demall + 98

22 Comments

Simon Birchall
Fri, 17 Oct 2025 09:00

Audience

Congratulations to the Programming Team

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut tristique risus sem, ac pellentesque eros varius at. Donec congue accumsan ante eu vestibulum. Proin tincidunt nibh id enim porta, vel malesuada justo placerat. Donec nec accumsan ligula, a lacinia est. Pellentesque gravida metus eget arcu imperdiet, ut ornare nisl pretium. Aliquam porta, lacus quis sollicitudin efficitur, lorem enim dictum sapien, ut pharetra sem ante vitae arcu. Vivamus lacus arcu, aliquam ut lectus et, tincidunt maximus eros. Nam vestibulum nibh sed eleifend consectetur. Cras tempor pulvinar hendrerit. Quisque a lacus sodales dolor faucibus bibendum a in urna. Integer velit elit, pellentesque sed eros ac, ullamcorper ullamcorper dolor. Vivamus congue ipsum nunc, eu placerat orci lobortis ut. Duis aliquet, dolor nec molestie luctus, odio lacus fermentum velit, eget aliquet tortor risus non massa. Pellentesque varius cursus faucibus. In ultrices faucibus dapibus.

Seymore Butts + 109

22 Comments

Key Functions

- **Upcoming Events:** Display all upcoming events within the company, viewable by employees in the app.
- **Stories:** Highlight events or employee achievements, such as charity work or milestone celebrations.
- **Messages:** Used to target specific groups (e.g., office staff, shop floor teams) for announcements or updates.

The Conversation Hub...

A distinctive tool that promotes transparency, enhances understanding between the workforce and management, and assists in the swift resolution of workplace inquiries.



The Conversation Hub enables both employees and management to handle queries within a secure, fully auditable environment, supporting compliance with GDPR standards.

Seamlessly integrated within timeware® HRMS, it provides a controlled messaging channel between employees and management, ensuring queries, responses and updates are clearly recorded and easily accessible.

By bringing communication into one structured platform, the Conversation Hub improves response times, enhances transparency and supports more effective collaboration across the organisation.

Laura Maynard

I was late this morning because the bus broke down. Sorry!



Friday, 20 Feb 2026 at 7:45AM

Stuart Booth

Don't worry, I've manually changed your start time to 9am.



Friday, 20 Feb 2026 at 8:45AM

Example conversations

Peter Ellison

Please can I request leave from 22nd – 26th April?



Monday, 23 Feb 2026 at 9:10AM

Sarah Wilkinson

Yes. I'll authorise that immediately.



Monday, 23 Feb 2026 at 9:20AM

Alan Marshall

My overtime isn't right.



Wednesday, 25 Feb 2026 at 10:16AM

Jess Barratt

Which day is wrong?



Wednesday, 25 Feb 2026 at 10:18AM

Alan Marshall

Sunday.



Wednesday, 25 Feb 20236 at 10:19AM

Jess Barratt

OK - did you forget to book in?



Wednesday, 25 Feb 2026 at 10:22AM

Alan Marshall

Yes - 6am



Wednesday, 25 Feb 2026 at 10:24AM

Jess Barratt

OK



Wednesday, 25 Feb 2026 at 10:25AM

Key Functions

- The Conversation Hub is available on Leave Management, Time Management and The Marketplace features.

Marketplace...

A streamlined way to notify your workforce about available shifts and overtime opportunities.



The Marketplace provides a central hub for advertising available shifts and overtime, accessible to employees through the ESS app. This intelligent feature matches available work patterns with qualified employees, ensuring the right opportunities reach the right people.


As a standard feature within timeware® HRMS, the Marketplace acts as a digital noticeboard, enabling organisations to promote, manage and fill shifts quickly and efficiently.

Available shifts

<p>Monday 9th March</p> <p>16:30 > 20:30</p> <p>4hr</p>	<p>Tuesday 10th March</p> <p>16:30 > 20:30</p> <p>4hr</p>	<p>Wednesday 11th March</p> <p>16:30 > 20:30</p> <p>4hr</p>	<p>Saturday 12th March</p> <p>08:30 > 17:30</p> <p>8hr 60m unpaid</p>
---	---	---	--

Laura Maynard


I'll work the Tuesday 10th March shift please.



Friday, 20 Feb 2026 at 7:45AM

Stuart Booth


Confirmed, thank you.



Friday, 20 Feb 2026 at 8:45AM

Peter Ellison


I'll work the Wednesday 11th March shift please.



Monday, 23 Feb 2026 at 9:10AM

Paul Hilden


I'll work the Saturday 12th March shift please.



Monday, 23 Feb 2026 at 9:10AM

Sarah Wilkinson


Confirmed, thank you.



Monday, 23 Feb 2026 at 9:20AM

Angela Taylor

Confirmed, thank you.



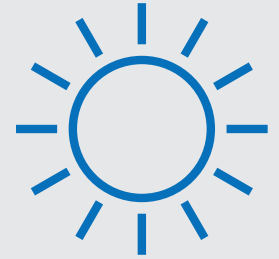
Monday, 23 Feb 2026 at 9:20AM

Key Functions

- Perfect for advertising overtime shifts.
- Ideal for businesses operating in the service industries.

Leave Management...

timeware® HRMS Leave Management enables fully customised holiday policies, carry-over limits, two-tier approvals, and proactive alerts to ensure compliance with leave rules.



timeware® HRMS Leave Management simplifies and centralises the way organisations manage employee absences. From holiday and sickness to compassionate leave and personal days, every request is recorded accurately and consistently.

Managers can review and approve requests quickly, with clear visibility of entitlements, remaining balances, and team availability. This supports confident decision-making while maintaining appropriate staffing levels.


Real-time reporting highlights leave patterns and trends, enabling proactive management. Fully integrated with time and attendance and HR data, timeware® HRMS ensures records remain accurate, supporting payroll, compliance, and internal policies.

The result is a streamlined, reliable, and professional approach to managing leave across the entire organisation.


From	To	Reason	Deduction	Remaining	Authorisation
2025					
Mon, 25 Aug 2025	Fri, 05 Sept 2025	Holiday Full Day	10 days	10 days	Approved (Finalised)
Tue, 14 Oct 2025	Tue, 14 Oct 2025	Sickness Full Day	1 day	4 days	Approved (Finalised)
Mon, 27 Oct 2025	Mon, 27 Oct 2025	Sickness Full Day	1 day	3 days	Approved (Finalised)
Thu, 20 Nov 2025	Fri, 21 Nov 2025	Sickness Full Day	2 days	1 day	Approved (Finalised)
2026					
Fri, 02 Jan 2026	Fri, 02 Jan 2026	Sickness Full Day	1 day	0 days	Approved (Finalised)
Fri, 13 Feb 2026	Fri, 13 Feb 2026	Dentist	1 day	98	Approved (Finalised)
Tue, 17 Feb 2026	Tue, 17 Feb 2026	Sickness Full Day	1 day	-1 day	Approved (Finalised)
Tue, 17 Mar 2026	Tue, 17 Mar 2026	Holiday Half Day	0.5 days	9.5 days	Approved (Finalised)
Thu, 26 Mar 2026	Sat, 28 Mar 2026	Holiday Full Day	2 days	7.5 days	Approved awaiting finalisation
Fri, 17 Apr 2026	Fri, 17 Apr 2026	Training	2h	28h	Awaiting review
Fri, 17 Apr 2026	Fri, 17 Apr 2026	Doctors	0.5 days	99.5	Awaiting review

Leave Management, Entitlement

t Menu



Roxanne Adams
Demo Ltd - Health and safety officer

(ctrl+k) 

Leave Planner

< > >>
Fri, 1 Aug 2025 to Fri, 31 Jul 2026
Switch To List View

Filter: Dentist Doctors Holiday Full Day Holiday Half Day Sickness Full Day Training Clear All

Allowances and Quotas

62% Annual Leave **7.5** left

100% Sickness **-1** left

6% Study/Training **28h** left

Leave Bookings Summary

- Dentist **1.5 days**
- Doctors **0.5 days**
- Holiday Full Day **26 days**
- Holiday Half Day **1 day**
- Sickness Full Day **6 days**
- Training **6h**

August 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26					

September 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

October 2025


Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26


November 2025


Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23


Leave Booking - Roxanne Adams

Booking

Meetings 

Tasks 

Documents 

Comments 

Booking

1 - Request

Enter how the request was submitted, the date and time of the request and if the request was submitted by the employee or another person.

How was the request submitted? Who submitted the request?

Telephone ▼ Enter name...

Date and time request submitted?

Tue, 31 Mar 2026 x 📅 10:54 x 🕒

2 - Leave Type

Leave category? ▼ ... Holiday full day x ▼ ...

3 - Leave date(s)

Leave from/to

Fri, 17 Apr 2026 x 📅 Up to? x 📅 Fri, 17 Apr 2026 x 📅

Continuous? No

Entitlement deduction

18 days ⋮ Advanced 👤 Workforce

Insights

Holiday Entitlement - Allowance (20)

Taken (10)

Planned (2.5)
Booked not yet taken

Remaining (7.5)
= Allowance - (taken + planned)

Balance

- i You will have 3.00 days remaining after this booking.
- i This booking covers 18 working day(s).
- i This booking spans 6 rest day(s) which are not deducted.
- i Employee is 3 months into the entitlement period with 100% (28 day(s)) of their entitlement remaining.

⚠️ Bank Holiday Proximity

Leave request is within 0 working day(s) of a bank holiday (1 on Mon, 25 Aug 2025).

Cancel
Create

Leave Management, Calendar

Leave Management...

t
Menu

>
🔒
Workforce Calendar

<
Tue, 31 Mar 2026
>
📅
⚙️

Filter
No preset
Everyone
▼

February 2026	March 2026	April 2026	May 2026	June 2026	July 2026
S 1	S 1	W 1	F 1	M 1	W 1
M 2	M 2	T 2	S 2	T 2	T 2
T 3	T 3	F 3	S 3	W 3	F 3
W 4	W 4 Richard Barratt ***	S 4	M 4	T 4	S 4
T 5	T 5	S 5	T 5	F 5	S 5
F 6	T 5	M 6	W 6	S 6	M 6
S 7	F 6	T 7	T 7	S 7	T 7
S 8	S 7 Richard Barratt ***	W 8	F 8	M 8	W 8
M 9	S 8 Richard Barratt ***	T 9	S 9	T 9	T 9
T 10	T 10 Richard Barratt ***	F 10	S 10	W 10	F 10
W 11	M 9 Richard Barratt ***	S 11	M 11	T 11	S 11
T 12	T 10 Richard Barratt ***	S 12	T 12	F 12	S 12
F 13	T 10 Richard Barratt ***	M 13	W 13	S 13	M 13
S 14	W 11 Richard Barratt ***	T 14	T 14	S 14	T 14
S 15 Jamie Whitlam ***		W 15	F 15	M 15	W 15
		T 16	S 16	T 16	T 16

Leave Management, Workforce

Leave Booking - Roxanne Adams

Booking

1 Request

Request from: timeware@ESS app | Reason: Holiday full day | Submitted on: Mon, 12 Aug 2024 09:00

Comment by Roxanne Adams: Booked trip to Spain during school holidays.

2 Leave Type

Leave category: Holiday | Leave reason: Holiday full day

3 Leave date(s)

Leave from/to: Mon, 4 Aug 2025 | Up to: Wed, 27 Aug 2025

Continuous? No

Entitlement deduction: 18 days | Advanced | Workforce

4 Authorization

Insights

Holiday Entitlement - Allowance (20)

Category	Value
Taken	10
Planned	2.5
Remaining	7.5

Balance

- You will have 3.00 days remaining after this booking.
- This booking covers 18 working day(s).
- This booking spans 6 rest day(s) which are not deducted.
- Employee is 3 months into the entitlement period with 100% (28 day(s)) of their entitlement remaining.

Bank Holiday Proximity
Leave request is within 0 working day(s) of a bank holiday (1 on Mon, 25 Aug 2025).

Cancel Create

Key Functions

- **Absence Control:** Complete control over leave management, including flexible day adjustments such as half-days and improved handling of absence periods.
- **Leave Statistics:** A clear calendar view displaying leave trends and statistics across multiple employees.
- **Workforce Visibility:** Instantly see which employees are on leave within specific teams or departments.
- **Flexible Leave Handling:** Supports individual calendars, entitlements, multiple absences per day, tactical and continuous absences.
- **Integrated Communication:** Built-in Conversation Hub and comments ensure all leave-related communication is clear and auditable.

Time Management...

Flexible scheduling, extensive overtime calculations, real-time calculations and alerts.



timeware® HRMS Time Management supports a wide range of working patterns, from standard hours and flexitime to complex rotating shifts. Schedules can be planned up to a year ahead, offering long-term visibility and control over workforce planning. Grace periods and rounding rules ensure consistent time capture, while flexible break classifications reflect diverse working practices.

The platform offers extensive overtime calculations, ideal for bespoke pay rules or industry-specific needs. Multiple approval routes ensure policies are applied fairly and transparently. Automated notifications keep managers informed, preventing payroll delays.

By combining robust scheduling, precise time recording, and intelligent overtime management in one integrated solution, timeware® HRMS provides managers with the tools to maintain compliance, control costs, and adapt quickly, all within a secure, cloud-optimised environment.

		Σ Total	Σ Opening Balance	Σ Accumulated	Σ Closing Balance	Σ Overspill	Σ Shortfall		
Mon, 16 Mar 2026 to Sun, 29 Mar 2026		41:30							
Current	Awaiting review								
Week/Day	Date	Shift	Clockings	Σ Total	Σ Opening Balance	Σ Accumulated	Σ Closing Balance	Σ Overspill	Σ Shortfall
1 Mon	Mon, 16 Mar 2026 09:00	08:00-17:00/30	0 No clockings	??:??					
1 Tue	Tue, 17 Mar 2026 09:00	08:00-17:00/30	2 08:06-17:00	7:45					Overriden
1 Wed	Wed, 18 Mar 2026 09:00	08:00-17:00/30	2 08:00-16:54	??:??					
1 Thu	Thu, 19 Mar 2026 09:00	08:00-17:00/30	1 08:00-incomplete	??:??					
1 Fri	Fri, 20 Mar 2026 09:00	08:00-17:00/30	2 08:00-17:00	8:30					Overriden
1 Sat	Sat, 21 Mar 2026 09:00	Saturday Overtime	0 No clockings	??:??					
1 Sun	Sun, 22 Mar 2026 09:00	Sunday Overtime	0 No clockings	??:??					
2 Mon	Mon, 23 Mar 2026 09:00	08:00-17:00/30	2 08:00-17:00	8:30					
2 Tue	Tue, 24 Mar 2026 09:00	08:00-17:00/30	2 08:03-16:47	11:00					
2 Wed	Wed, 25 Mar 2026 09:00	08:00-17:00/30	2 08:00-17:00	8:30					
2 Thu	Thu, 26 Mar 2026 09:00	08:00-17:00/30	0 13:00-17:00 Holiday ***	8:30					
2 Fri	Fri, 27 Mar 2026 09:00	08:00-17:00/30	2 08:00-12:30 Holiday ***	8:30					
2 Sat	Sat, 28 Mar 2026 09:00	Saturday Overtime	0 No clockings	??:??					
2 Sun	Sun, 29 Mar 2026 09:00	Sunday Overtime	0 No clockings	??:??					

Timesheet

Tue, 17 Mar 2026

08:00-17:00/30 Planned ...

Σ Calculation Log 9

Time Entries + Add Time Entry

Clock-in Source	Clock-in Time	Clock-out Source	Clock-out time
Reception	Tue, 17 Mar 2026 08:03	Rear Door	Tue, 17 Mar 2026 10:15
Rear Door			Tue, 17 Mar 2026 12:30
Rear Door			Tue, 17 Mar 2026 14:50
Reception			Tue, 17 Mar 2026 18:30

Pay Breakdown Overridden

Pay Element	Authorisation
#1 Basic	Approved
#2 1.50x	Approved

Σ Calculation Log

Type	Action
System Clock rounding	08:03 rounded to 08:00 in favour of employee + 3m Adjustment
Fixed Break Rule Standard	Window 10:00 - 11:00 ✓ 15m Paid (Included)
Fixed Break Rule Standard	Window 12:00 - 14:00 - 30m Unpaid (Deducted)
Fixed Break Rule Standard	Window 14:30 - 15:30 ✓ 15m Paid (Included)
System Before pay rule	#1 Basic 8h 30m
System Before pay rule	#2 x1.50 1h 30m
Pay Rule Consistency award	Worked three consecutive Tuesdays #1 Basic + 60m Bonus Added
System After pay rule	#1 Basic 9h 30m £116.03
System After pay rule	#2 x1.50 1h 30m £27.48

Pay Breakdown + Add Pay Element

Value	Cost
9:30 <input type="radio"/> Override	£116.03
1:30 <input type="radio"/> Override	£27.48
11:00	£143.51

Cancel Update

Timesheet Entries and Calculation Log

Time Management...

Roster, Person View

Person View | Shift View

All Sites | 1 - 50 of 250 people

Mon, 17 Jul 2023 to Sun, 23 Jul 2023

Employee	Mon, 17th Jul 2023	Tue, 18th Jul 2023	Wed, 19th Jul 2023	Thu, 20th Jul 2023	Fri, 21st Jul 2023	Sat, 22nd Jul 2023	Sun, 23rd Jul 2023
JB Jo Blackwell Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m
ND Nick Dewet Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m					
FJ Finlay Jewson Role: Production worker Skills: Checker	No Shift	No Shift					
JS Janice Stevens Role: Production worker Skills: Picker, Packer	08:30 > 16:30 R 5hr	08:30 > 16:30 5hr					
WG William Gibbs Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8hr 30m Holiday ...	08:00 > 16:30 8hr 30m Holiday ...					

Roster, Person View

Roster, Shift View

View Shift

Site: Rochdale | Date: Thu, 20th Jul 2023

Shift
09:00 > 17:00
09:00 17:00 7h 30m

Pay element authorisation

Basic	Approved (Finalised)
OT 1.5x	Awaiting review
OT 2x	Awaiting review

People on shift
1 - 19 of 19 people

- Manager(s): 2 on shift (Minimum 1)**
 - EV** Eleanor Vance | Building management, First aider
 - LS** Luke Sanderson | Building management, Packing, Picking
- Driver(s): 2 on shift (Minimum 2)**
 - SH** Steve Harrington | HGV driver, Fork lift driver
 - NW** Nancy Wheeler | Fork lift driver
- Production worker(s): 15 on shift (Minimum 10)**
 - OS** Olivia Smith | Packing, Picking, First aider

Staffing Policy
Selected staffing policy: Warehouse/Distribution/Logistics
19 / 19

Name	Selected / Minimum / Optimal / Maximum
Roles	
Manager	0 min (1) optimal (2) max (3)
Driver	0 optimal (2) max (3)
Production worker	0 min (10) optimal (15)
Skills	
Fork lift driver	0 min (1) optimal (2)
First aider	0 min (1) optimal (2)

Cancel Apply

Key Functions

Timesheet Management

- **Timesheet Approval Workflow:** Phases include Awaiting Review, Pending Payroll, and Passed to Payroll, offering precise control.
- **Pay Elements:** Unlimited pay elements for flexible reporting.
- **Pay Element Types:** Configurable as hours, minutes, decimal hours, or boolean.
- **Enhanced Approval Process:** Greater control over approvals compared to previous models.

Roster

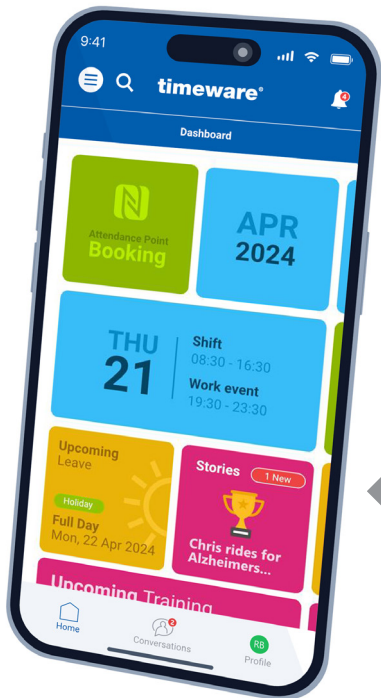
- **Two Views:** Person View for traditional rosters, Shift View for daily staffing and creating new shifts as needed.

Attendance Points...

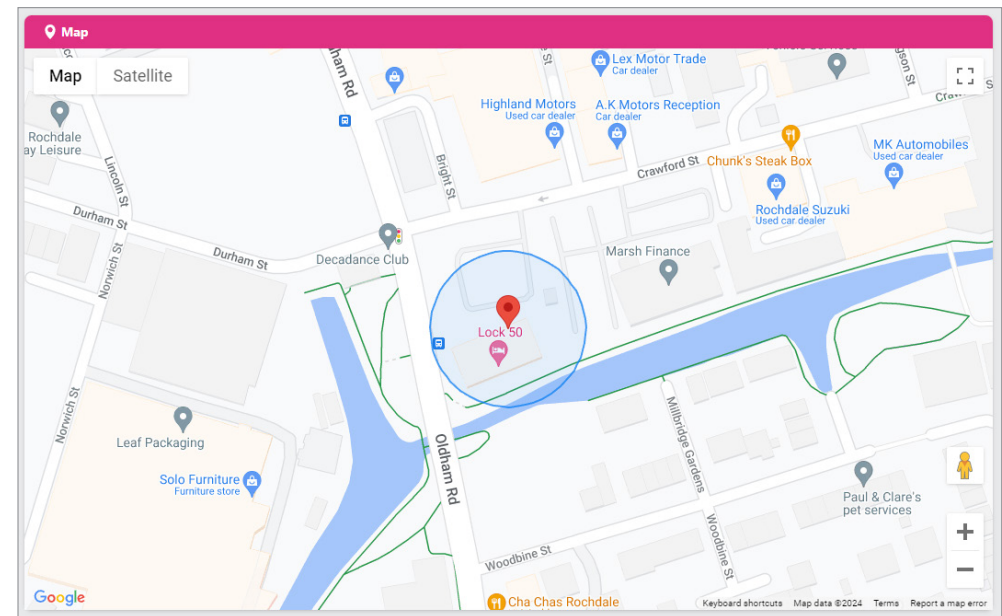
Mobile, NFC tag, face authentication, fingerprint or proximity fob. There are ways to make an attendance booking for all types of business.



timeware® Puck
Incorporates low cost NFC technology.
Recommended for internal or external attendance and assembly points when there is no network or power points.
IP67 rated.
Works with ESS GO app.



timeware® ESS App
Multifunction attendance and absence management app.
Recommended for a mobile or static workforce.
Recommended to eliminate absence request bottlenecks.
Runs on Android and iOS.



Ring-fenced attendance booking using timeware® ESS app



BioStation 3
Face recognition and proximity device with large display.
Recommended for internal attendance points.
IP65 rated.
Supports various proximity formats.



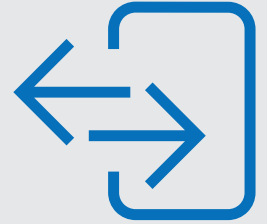
X-Station 2
Fingerprint and proximity device with large display.
Recommended for internal attendance points.
IP65 rated.
Supports various proximity formats.
Supports PoE for easy installation.

X-Station 2
Proximity device with large display.
Recommended for internal attendance points.
IP65 rated.
Supports various proximity formats.
Supports PoE for easy installation.



Roll Call...

timeware® HRMS's Roll Call feature boosts workplace safety and efficiency, offering real-time on-site presence visibility during emergencies.



The Roll Call feature in timeware® HRMS offers a significant advantage in workplace safety and efficiency. It provides real-time visibility of who is on-site, crucial during emergencies or unexpected events.

The customer can nominate which access points and attendance point devices determine whether a person is entering or leaving the building. This ensures we can accurately track whether someone is in or out.

This feature can take advantage of a connection to the customer's fire alarm panel. In the event of a fire alarm, the Roll Call can run automatically, ensuring immediate visibility of on-site personnel. It can also be run manually at any time to check who is in the building. The Roll Call feature is further enhanced by the Fire Marshal app, which is covered later in this document.

Employee Details	Booking	Shift	Assignments
▼ Heywood (3)			
JB John Bright Office administrator	Main entrance Mon, 17 Jul 2023 - 08:01 4 hours 19 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office Marketing Staff
NF Nina Foyles Office administrator	Main entrance Mon, 17 Jul 2023 - 08:00 4 hours 20 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office Marketing Staff
RS Rob Shingles Office administrator	Main entrance Mon, 17 Jul 2023 - 07:55 4 hours 25 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office Marketing Staff
▼ Middleton (3)			
FJ Finlay Jewson Warehouse operative	Back door Mon, 17 Jul 2023 - 7:58 4 hours 22 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office Marketing Staff
JL June Summer Laurence Warehouse operative		08:00 > 16:30 8hr 30m 30m Unpaid Holiday	Employee Demo Ltd European Division Head Office Marketing Staff
WG William Gibbs Warehouse operative		08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office Marketing Staff
▼ Rochdale (4)			
Jo Blackwell	Main entrance	08:00 > 16:30	Employee Demo Ltd European Division Head Office Marketing

Roll Call

Key Functions

- Multi-site support
- Multiple filters and sort orders

Reports...

timeware® HRMS Reports offer vital insights into all key features, including HR, leave management, and time management, further enhancing decision-making and operational efficiency. Reports are available in PDF and Excel formats.



timeware® HRMS Reports provide detailed insights across every feature of the system, from Leave Management and Time Management to HR and beyond. These reports ensure managers have visibility of attendance, overtime, and all operational trends, enabling informed decisions that boost productivity and control costs.

Key features include digitally signed reports, guaranteeing they remain tamper-proof, and the option to produce non-editable formats for complete data integrity. With real-time data always accessible, you gain instant insights into workforce performance.

Reports can be run on demand or scheduled, ensuring critical information is delivered when needed. Available in PDF or Excel, timeware® HRMS Reports support confident planning, compliance, and effective management.

The screenshot displays the 'Reports' interface in the timeware HRMS system. It features a sidebar with navigation icons, a main content area with a 'Reports' header, and a 'Report History' section. The 'Chosen reports' table is as follows:

Name	Category	Last Run	Next Occurrence	Actions
HR				
Personnel Personal Listing	Personnel	Sun, 29 Mar 2026 08:04		[Export] [Star] [Refresh] [Delete]
Configuration				
Address Type Listing	Personnel Configuration			[Export] [Star] [Refresh] [Delete]

The 'Report History' table is as follows:

Format	Name	Added On	Status	Completed On	Actions
Excel	Personnel Personal Listing	Sun, 29 Mar 2026 08:04	Archived	Sun, 29 Mar 2026 08:04	[Download] [Refresh] [Delete]

Reports

Reports are designed to provide a detailed breakdown of key data.

- HR
- Leave Management
- Time Management
- Roll call
- GDPR
- Working time regulations

All reports may be crafted as PDFs or Excel format for further manipulation and analysis.



Select Report Template

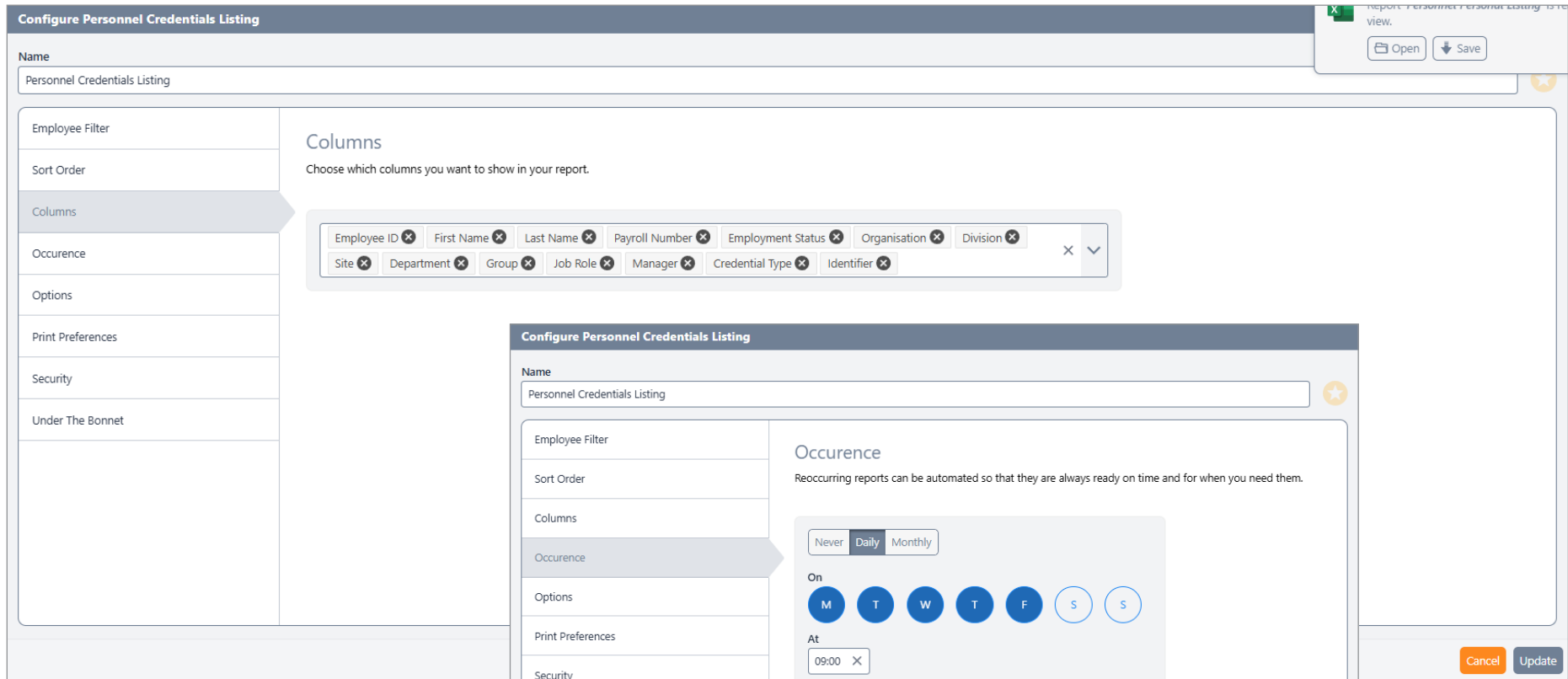
Search... (ctrl+k) 🔍

Name	
▼ HR	
Personnel Achievements Listing The personnel achievements Listing contains employee accomplishments: Achievement type, description, date achieved, points, and acknowledged by employee.	+ Select
Personnel Address Listing The personnel address listing contains address details: Address type, address lines, city, state/province, zip/postcode, country, and ring-fence status with radius.	+ Select
Personnel Bank Listing The personnel bank listing report contains account and contact details: Account and routing numbers, branch info, contact details, and address.	+ Select
Personnel Benefits Listing The personnel benefits listing contains benefit details: Benefit type, enrolment and expiration date, coverage details, cost and terms.	+ Select
Personnel Credentials Listing The personnel credentials listing contains credential details: Credential name, type, identifier and location.	+ Select
Personnel DBS Check Listing The personnel DBS (Disclosure and Barring Service) check listing report provides DBS status details: check type, certificate number, issue date, follow-up dates, status, and the result of the check.	+ Select
Personnel Disciplinary Listing The Personnel Disciplinary Listing contains employee disciplinarys: Type, date, status, details, investigation, outcome and appeal.	+ Select
Personnel Emergency Contacts Listing The personnel emergency contacts listing contains contact information: Name, relationship, mobile, phone, alternate phone, and email.	+ Select
Personnel Essential Listing	+ Select

Cancel

An extensive range of reports, each with clearly identifiable permissions

Reports...



Control which fields appear in the report

Control the time and day that a document crafts automatically

Who else should receive a copy of this report?

XLSX spreadsheet reports are digitally signed and can be password protected

Configure Personnel Credentials Listing

Name: Personnel Credentials Listing

Employee Filter

Sort Order

Columns

Occurrence

Options

Print Preferences

Security

Under The Bonnet

Under The Bonnet

Under the hood contains advanced report options.

Set your preferred document type

XLSX
The XLSX file format is used for spreadsheets and can be opened in Microsoft Excel.

Set the language for the report

en-GB
English (GB)

Set the time zone for the report

(UTC+00:00) Greenwich Mean Time

Cancel Update

Configure Personnel Achievements Listing

Name: Personnel Achievements Listing

Options

- Employee Range
- Sort Order
- Columns
- Occurrence
- Options
- Security
- Under The Bonnet

Security

XLSX spreadsheet reports are digitally signed by *.timeware.com* to verify their authenticity. You can enhance security by adding features below to prevent unauthorized access or editing of these reports.

Please note: Non XLSX formats are unprotected.

SECURE
SSL ENCRYPTION

Password Protection

Secure the XLSX spreadsheet report to stop users without a password from opening it.

Password:

Confirm password:

Enable Password

Restrict Editing

Stop users without a password from editing the XLSX spreadsheet report.

Password:

Confirm password:

Restrict Editing

Cancel Create

Specify document type, language and a time zone for automatically generated reports

Reports...

AutoSave Off | omtbhqpa - Protected View • Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 Personnel Personal Listing

Personnel Personal Listing										
Essential					Assignments					
Employee ID	First Name	Last Name	Payroll Number	Employment Status	Organisation	Division	Location	Department	Group	Job Role
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
593	Lawrence	Abernathy	PR202400593	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1204	Lela	Abernathy	PR202401204	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1039	Abel	Adams	PR202401039	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1178	Darryl	Adams	PR202401178	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
368	Mark	Adams	PR202400368	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
51	Sean	Adams	PR202400051	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1239	James	Altenwerth	PR202401239	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
443	Jason	Anderson	PR202400443	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1045	Nicolas	Anderson	PR202401045	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1408	Vicki	Anderson	PR202401408	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
524	Angel	Ankunding	PR202400524	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
666	Cameron	Ankunding	PR202400666	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1242	Jana	Ankunding	PR202401242	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
517	Krystal	Ankunding	PR202400517	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
373	Cecelia	Armstrong	PR202400373	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
789	Raul	Armstrong	PR202400789	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
438	Bradford	Auer	PR202400438	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1227	Malcolm	Auer	PR202401227	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
622	Orlando	Auer	PR202400622	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1181	Pete	Auer	PR202401181	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
735	Shane	Auer	PR202400735	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1128	Simon	Aufderhar	PR202401128	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
748	Sue	Bahringer	PR202400748	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
957	Alison	Bailey	PR202400957	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1535	Don	Bailey	PR202401535	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
1267	Elaine	Bailey	PR202401267	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
418	May	Bailey	PR202400418	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
935	Roxanne	Bailey	PR202400935	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
889	Tyler	Bailey	PR202400889	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
756	Stewart	Balistreri	PR202400756	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product
193	Caleb	Barrows	PR202400193	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Product

Sheet1

Ready 100%

Example of an XLSX report

Identyfikator pracownika	Imię	Nazwisko	Numer listy plac	Status zatrudnienia	Organizacja	Dzielnie	Lokalizacja	Dział	Grupa	Stanowis
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio

Report language set to Polish

कर्मचारी आईडी	प्रथम नाम	कुलनाम	पेशेरी नंबर	रोजगार की स्थिति	संगठन	बैटवारा	स्थान	विभाग	समूह	नोकरी की
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio

Report language set to Hindi

ID Gweithiwr	Enw cyntaf	Enw olaf	Rhif y Gyflogres	Statws cyflogaeth	Sefydliad	Rhaniad	Lleoliad	Adrannau	Grwpiau	Rôl swydd
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Productio

Report language set to Welsh

Key Functions

- **Ready-to-Use Templates:** All reports come with complete, ready-to-use templates.
- **Password Protection:** Reports can be password-protected to control viewing and editing, ensuring data security.
- **Excel and PDF Formats:** Reports are available in both formats to suit your needs.
- **Multi-Language:** Generate reports in multiple languages.
- **Report History:** Track when reports were run and by whom.
- **Employee Range & Sort Order:** Customise reports by employee selection, fields to include, and sorting preferences.
- **Occurrence:** Tailor report columns and set occurrences - whether instant, daily, or monthly.

Document Management...

A fully integrated, efficient, document workflow.



In timeware® HRMS, document management delivers a streamlined process from end to end. Employees receive documents via the ESS app - such as a company handbook - and can acknowledge them, creating a record.

Managers can create documents, like return-to-work forms, under preset conditions directly in the system. Interactive onboarding forms are sent to employees, completed digitally, and consumed without manual data entry. Every document is indexed by AI, enabling managers to search key phrases across typed and handwritten documents alike. This ensures seamless retrieval and a fully integrated document workflow.

The screenshot shows the 'Add Document' interface. A modal window titled 'Select Media Item' is open, displaying a list of three PDF templates:

Item	File Name	Size
<input checked="" type="checkbox"/>	pre-employment-form.pdf Standard pre-employment form template	0.17MB
<input checked="" type="checkbox"/>	pre-contractor-form.pdf Standard pre-contractor form template	0.00MB
<input checked="" type="checkbox"/>	return-to-work-form.pdf Standard return to work form template	0.00MB

The modal also includes navigation controls (K, <, 1, >, X), a search bar, and 'Close' and 'Apply' buttons. The background interface shows fields for Name, Description, and various optional actions like 'Add Document', 'Prefill Fields', 'Import', 'Send Email', 'Acknowledgement', 'Message to Recipient', and 'Recipient Access'.

1/4 23%

Your Company

Powered by **timeware**

New Starter Information Form

Please complete all relevant sections below. Information marked with an asterisk (*) is mandatory.

- #### Personal Details

Title: Miss Preferred pronouns:

First name*: Roxanne Middle name(s): Surname*: Adams

Any previous or maiden names:

Date of birth*: Fri, 30 Jul 1982 Gender: Female Marital status:

Personal email*:

Mobile number: Home phone:
- #### Home Address

Address type:

Line 1*: Line 2: Line 3:

Town/City*: County:

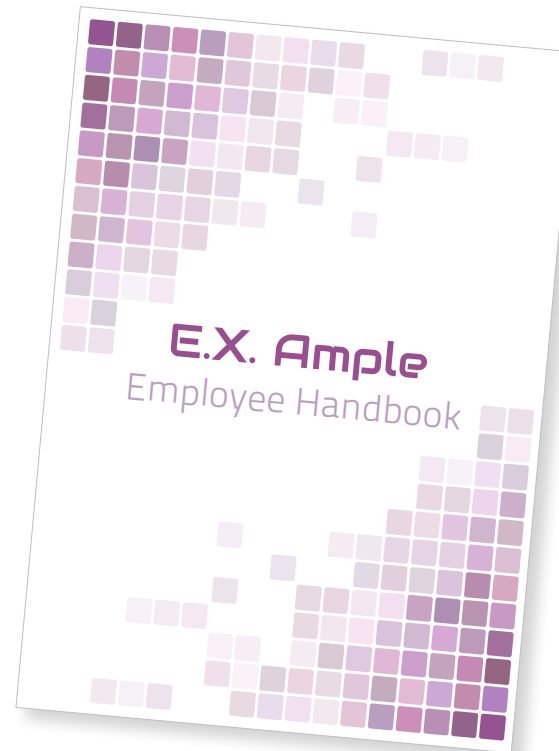
Postcode*: Country*:
- #### Emergency Contact

Name*:

Relationship*:

Mobile number: Home phone:

Custom Form



Example Company Handbook

Key Functions

- Document acknowledgement via ESS app.
- Editable forms that can be consumed by the timeware® app to eliminate duplicate entry.
- Automatic document indexing incorporating OCR technology that converts and analyses printed or handwritten text within images or scanned documents.

Queries...

A powerful AI-driven tool designed for those moments when standard reports won't suffice.



Introducing "Queries" in timeware® HRMS: a powerful AI-driven tool designed for those moments when standard reports won't suffice. In the everyday flow of business, managers often need specific data at a moment's notice. Queries allows you to ask those ad-hoc questions directly, no predefined report necessary.

Imagine a manager asking: "Can you provide a list of everyone in the production department who worked over one hour of overtime last month?" With Queries, that information is at your fingertips. Or, consider: "Can you list all accounts department employees over 55?" Queries instantly delivers the results.

By harnessing natural language, Queries makes workforce insights accessible to all. In timeware® HRMS, every spontaneous question can yield actionable answers, empowering managers and saving valuable time.

Queries

Graph female age ranges.

+ New Query



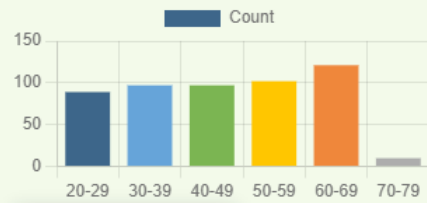
Graph female age ranges.

12:31



Thought for 9 seconds

Female employees by age bracket (counts):



Age bracket	Count
20-29	89
30-39	97
40-49	97
50-59	102
60-69	121
70-79	10

12:32



Type your query...

Send >

Press Enter to submit, Shift+Enter for new line

Search queries...

List staff with first aid certificate in
productio...

31 Mar



Any staff worked overtime last
month?

31 Mar



Graph female age ranges.

31 Mar



Workflow...

Streamlined workflows, maximum productivity every day.



The workflow system in timeware® HRMS is designed to transform how repetitive routine tasks are handled. By enabling users to create workflows for recurring processes such as onboarding, leave approvals, or compliance checks, it ensures consistency and efficiency.

With a simple interface, managers can automate task sequences, assign them to key personnel, and set notifications. This means fewer manual follow-ups and less risk of missed steps. For clients, this translates to smoother processes whether it is ensuring an employee's training is completed on time or that compliance tasks are never overlooked. In essence, this feature takes our already robust system to a whole new level, ensuring each customer's operations run like clockwork.

Example onboarding workflow:

1. New starter's details are entered into timeware® HRMS.
2. Automated email is sent to the new employee with a secure link to complete onboarding forms.
3. Once submitted, HR is notified to verify documents, including right-to-work checks.
4. System automatically assigns relevant training modules.
5. IT is alerted to set up accounts (email, access control).
6. Manager receives a task to schedule welcome meetings.
7. Final review task ensures all steps are complete before the start date.

Exit interview workflow:

1. Confirm resignation and schedule the exit interview with HR.
2. Automatically send the employee an exit interview form to complete.
3. HR conducts the interview and records insights directly in timeware® HRMS.
4. Flag feedback or actions for management review.
5. Notify IT to deactivate accounts on the departure date.
6. Archive the employee's record according to retention policies.

Key Functions

- **Create shortcuts to fields within HR, Leave Management and Time Management features.**

General Data Protection Regulation (GDPR)...

GDPR affects every business in the UK. timeware's customisable GDPR controls ensure companies work within their own data protection rules.



General Data Protection Regulation (GDPR) sits at the heart of responsible workforce management, and timeware® HRMS is designed to support organisations in meeting these obligations with confidence. Rather than enforcing rigid rules, timeware® provides fully customisable GDPR controls, enabling each business to operate in line with its own data protection policies while maintaining complete oversight and accountability.

Within timeware® HRMS, organisations can define how long employee information is retained, whether for current staff or leavers, and establish structured housekeeping rules to ensure compliance is consistently upheld. This approach reflects real-world operational needs, where different industries and organisations require different retention strategies.

Importantly, timeware® does not automatically delete personal data. Instead, it places control firmly in the hands of the data controller, highlighting records that require attention and ensuring all actions are deliberate, traceable, and fully audited. This safeguards against accidental data loss while reinforcing a clear compliance framework.

Some example GDPR housekeeping rules:

If timeware® HRMS is not being used as the primary HR system do not allow address information to be recorded.

If timeware® HRMS is not being used as the primary HR system do not allow National Insurance data to be recorded.

When an employee leaves the company, remove their biometric data within 24 hours.

When an employee leaves the company, remove all records of their future holidays and medical appointments within 24 hours.

When an employee leaves the company, disable access to the timeware® app and the ESS GO app with immediate effect.

When an employee has left the company and after the statutory period, remove all attendance and absence information and personal data.

Working Time Regulations (WTR)...

The Working Time Regulations (1998) implement the European Working Time Directive into GB law.



timeware® HRMS is designed to ensure that your workforce operates within the strict confines of the Working Time Directive.

Managers benefit from real-time notifications on their dashboard, alerting them when staff members are nearing or have exceeded regulatory limits. This proactive feature is essential for maintaining compliance and preventing any breaches that could lead to penalties or legal challenges.



Rule 1 Maximum weekly working time

Workers have a statutory right to a maximum average working week of 48 hours.



Rule 2 Rest period

Workers are entitled to a rest break in each shift lasting more than six hours.



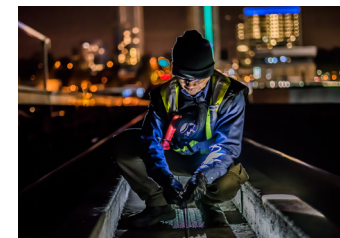
Rule 3 Daily rest period

Workers are entitled to 11 hours' consecutive rest between shifts each day.



Rule 4 Weekly rest period

Workers are entitled to one day off each week, or two days off every two weeks.



Rule 5 Night workers

Night workers should not exceed an average of eight hours in each 24-hour period.

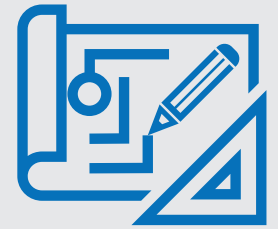


Rule 6 Holidays

You must give everyone who works for you paid annual leave - unless they are genuinely self-employed.

Customisation...

Customising timeware® HRMS means the system fits your forms, reports, overtime rules, and leave policies exactly to your needs.



Customisation sits at the centre of timeware® HRMS, ensuring the system adapts to your organisation rather than forcing your processes to change. Every business operates differently, and timeware® is designed to reflect that reality by giving you complete control over how the system is configured to meet your specific operational requirements.

From the outset, forms can be tailored so that the data you collect aligns precisely with your internal processes. This ensures that information is both relevant and meaningful, supporting accurate decision-making across the business. Reporting can also be customised, allowing you to generate insights that reflect your priorities, whether that is operational efficiency, workforce trends, or compliance monitoring.

The flexibility extends further into time and attendance, where complex overtime rules can be configured to mirror even the most detailed working agreements. This allows organisations to handle nuanced calculations with confidence, ensuring accuracy and consistency in every scenario. In addition, leave management policies can be shaped to match your entitlement rules and absence procedures, integrating seamlessly into your existing workflows.

Ultimately, customisation within timeware® HRMS ensures that the system fits naturally into both your day-to-day operations and your longer-term strategy. The result is a solution that works the way your business works, delivering clarity, efficiency, and control at every level.

Your Company

Powered by **timeware**

New Starter Information Form

Please complete all relevant sections below. Information marked with an asterisk (*) is mandatory.

1 Personal Details

Title: Miss Preferred pronouns: [dropdown]

First name*: Roxanne Middle name(s): [text] Surname*: Adams

Any previous or maiden names: [text]

Date of birth*: Fri, 30 Jul 1982 Gender: Female Marital status: [dropdown]

Personal email*: [text]

Mobile number: [text] Home phone: [text]

2 Home Address

Address type: [dropdown]

Line 1*: [text] Line 2: [text] Line 3: [text]

Town/City*: [text] County: [text]

Postcode*: [text] Country*: [text]

3 Emergency Contact

Name*: [text]

Relationship*: [dropdown]

Mobile number: [text] Home phone: [text]

Custom Form

Custom Report

AutoSave Off 34vpl3d4 - Read... Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

MARKED AS FINAL An author has marked this workbook as final to discourage editing. Edit Anyway

SIGNATURES This document contains valid signatures. View Signatures...

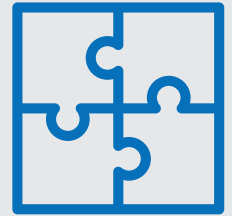
Q11

Personnel Essential Listing												
Employee ID	First Name	Last Name	Payroll Number	Employment Status	Organisation	Division	Site	Department	Group	Job Role	Manager	
138	Lucie	Abbott	PR202600138	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
808	Zoila	Abbott	PR202600808	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
461	Haven	Abernathy	PR202600461	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
680	Shanna	Abernathy	PR202600680	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
423	Vicenta	Abernathy	PR202600423	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
841	Collin	Abshire	PR202600841	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
237	Freddy	Abshire	PR202600237	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
820	Mohammad	Abshire	PR202600820	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
406	Raquel	Abshire	PR202600406	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
870	Trisha	Abshire	PR202600870	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
650	Daisha	Adams	PR202600650	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
371	Domenic	Adams	PR202600371	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
823	Hailee	Adams	PR202600823	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
938	Kristoffer	Adams	PR202600938	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
774	Hulda	Altenwerth	PR202600774	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
900	Laila	Altenwerth	PR202600900	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
697	Walker	Altenwerth	PR202600697	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
121	Gaston	Anderson	PR202600121	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
921	Josefa	Anderson	PR202600921	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1206	Estrella	Ankunding	PR202601206	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
419	Kavon	Ankunding	PR202600419	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1218	Marc	Armstrong	PR202601218	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
346	Belle	Auer	PR202600346	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1157	Ole	Auer	PR202601157	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1160	Avery	Aufderhar	PR202601160	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
831	Flo	Aufderhar	PR202600831	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
177	Emely	Bahringer	PR202600177	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
846	Helena	Bahringer	PR202600846	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1172	Marjolaine	Bahringer	PR202601172	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
476	June	Bailey	PR202600476	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1088	Kaelyn	Bailey	PR202601088	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
304	Landen	Bailey	PR202600304	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
574	Deron	Ballistreri	PR202600574	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
979	Greg	Ballistreri	PR202600979	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
9	Stephania	Bartell	PR202600009	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
694	Adriel	Bartoletti	PR202600694	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
929	Fern	Bartoletti	PR202600929	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
894	Abdullah	Barton	PR202600894	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
1227	Keeley	Barton	PR202601227	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		
70	Marta	Barton	PR202600070	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker		

Sheet1

Integration...

timeware® HRMS seamlessly integrates with top HR, security, visitor management, and payroll systems through the use of APIs, ensuring compatibility with leading software and hardware solutions.



Integrating timeware® HRMS with HR, security, visitor management and payroll systems using APIs offers substantial benefits to your businesses. This seamless connectivity ensures that data flows effortlessly between systems, enhancing accuracy and reducing the need for manual data entry, which in turn minimises errors. For HR, it simplifies workforce management, providing real-time access to attendance records that help in tracking employee performance and compliance.

Security systems benefit by synchronising access control with employee attendance, enhancing workplace safety. For payroll, accurate and automated data collection ensures employees are paid correctly and on time, adhering to labour laws and reducing administrative overhead. This integration fosters efficiency, improves regulatory compliance, and supports a more streamlined administrative process.

Security Integration

BioStar 2

 Paxton | Net2


GUARDPOINT 10

Genetec™

Payroll Integration

ADP

IRIS

 pegasus

sage

HR Integration

bamboohr™

HiBob

 access People**HR**

Visitor Integration

INVENTORY
SIGN IN SOLUTIONS

Device Integration

suprema
SECURITY & BIOMETRICS

Web Application Integration

zapier

Developer API and Webhooks...

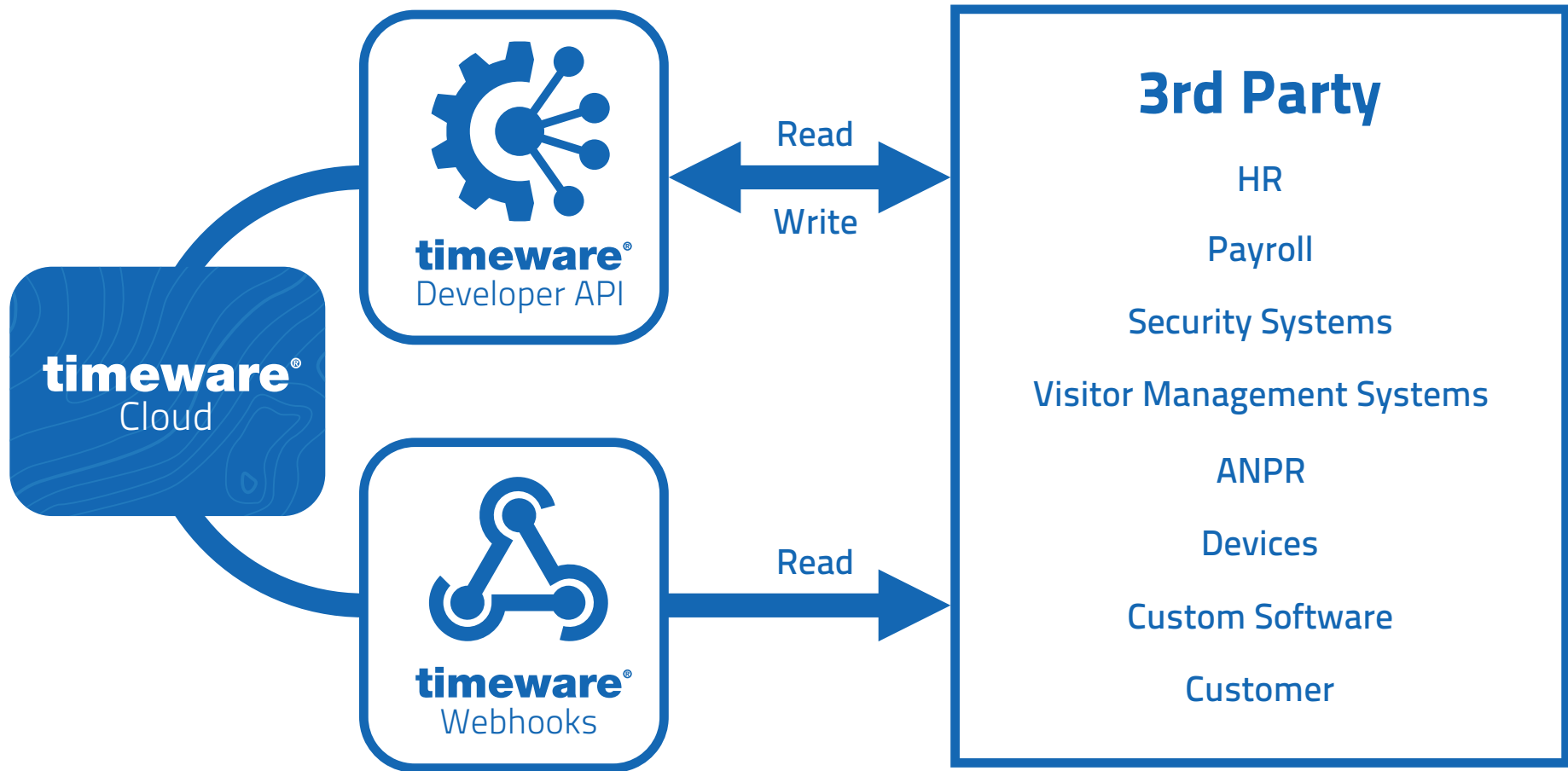
API integration for your timeware® HRMS ensures seamless functionality, personalised solutions, improved efficiency, and access to innovative tools.



Our Developer API and Webhooks open up a world of integration possibilities for timeware® HRMS users. By leveraging the Developer API, businesses can connect our HRMS platform directly to their own software ecosystems, enabling custom automations and tailored workflows. This flexibility means they can synchronise employee data, manage shifts, or even integrate with HR and payroll systems effortlessly.

Webhooks, on the other hand, provide real-time notifications that allow our customers to receive instant updates whenever certain events occur, such as an employee record being added to the software. This means businesses can respond immediately to changes, maintain up-to-date records, and create a more dynamic and responsive workforce management environment.

In essence, these tools offer our clients the power to shape timeware® HRMS to fit their unique needs, ensuring a smoother and more personalised integration experience.



Access Control...

Integrating with Suprema BioStar brings you indispensable security, protecting that which is most important - your people and your property.



timeware® has an authorised integration to Suprema BioStar X and Biostar Air which provide world class security systems controlling doors, barriers, and gates.

Our team of access control specialists will carry out the install in a quick and efficient manner with the minimum amount of disruption to your workplace.

SUPREMA

BioStar X

BioStar Air



Flexible Architecture System

Supports both centralised and distributed configuration, thereby providing the optimal solution.



Video Logs Support

Any event that occurs near an access or attendance point may be recorded with an NVR and IP camera and monitored.



Remote Control

Provides user registration, real-time alarm system, and access control in the BioStar Mobile application.



Optimal Access Control Solution

Supports all access control features such as door/elevator/zone control, graphic map, server matching, video logs, image logs, and audit trail.



Mobile Access

Supports Suprema Mobile Access, a feature which allows people to use access points using their smartphone as a credential.



Cybersecurity

Encrypts not only personal data used for authentication such as passwords, fingerprint templates and face templates, but all available data that may be linked to an individual. BioStar is equipped with information security and privacy information management system.

Cybersecurity ISO 27001 and ISO 27701 certified.

BioLite N2

Robust fingerprint and proximity device with display.

Recommended for external attendance points.

IP67 rated.

Supports various proximity formats.



BioEntry W2

Robust fingerprint and proximity device.

Recommended for external access control and assembly points.

IP67 & IK08 rated.

Supports various proximity formats.

Supports PoE for easy installation.



BioEntry P2

Fingerprint and proximity device.

Recommended for external access points.

Supports various proximity formats.



XPass 2

Proximity device

IP67/IK09 rated.

Supports various proximity formats.

Supports PoE for easy installation.



BioEntry W3

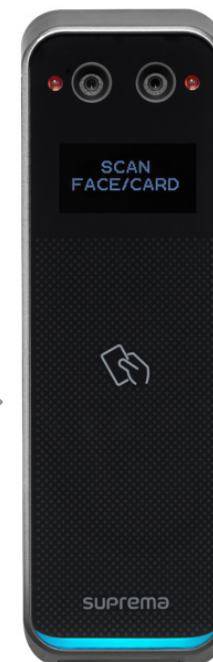
Robust Face Recognition and proximity device.

Recommended for external access control and assembly points.

IP67 & IK08 rated

Supports various proximity formats.

Supports PoE+ for easy installation.



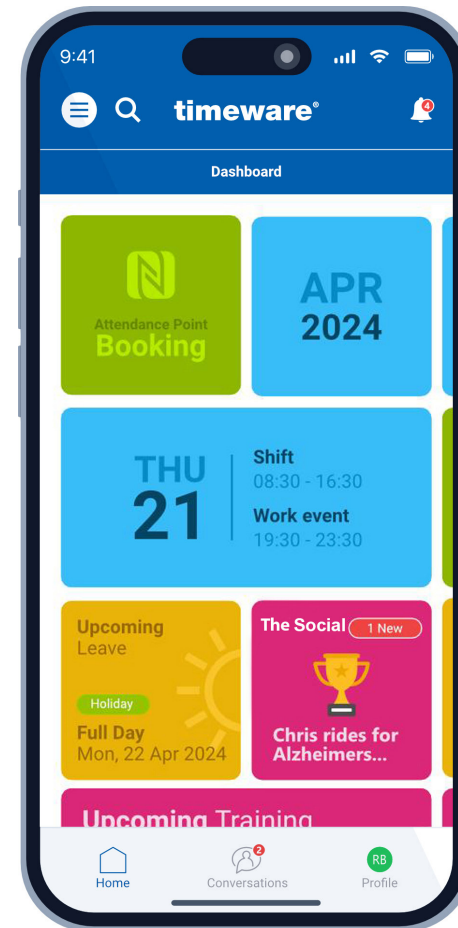
timeware® ESS app...

The timeware® ESS app is an ideal solution for management teams to maintain transparent communication with the workforce regarding time and attendance.



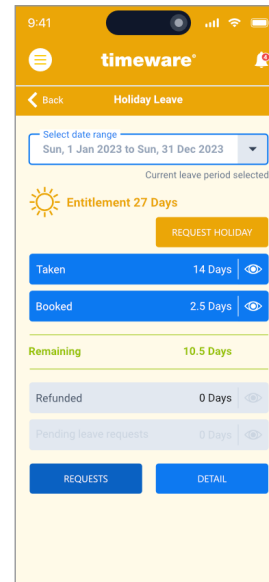
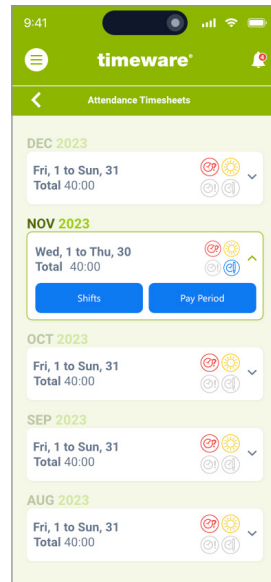
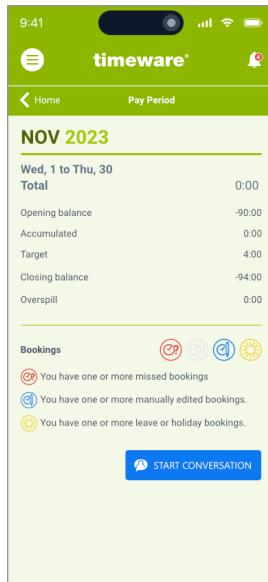
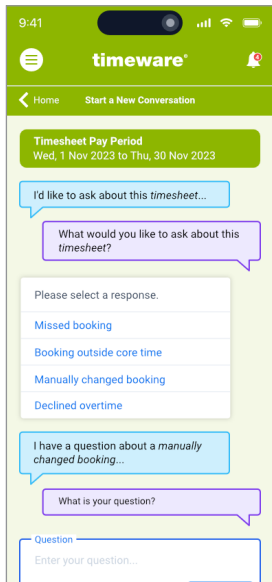
Discover the versatility of the timeware® ESS app, designed to keep every member of your workforce connected, informed, and engaged. This powerful tool enables employees to take control of their schedules by reviewing timesheets, submitting leave requests, and viewing shift details with ease. It also offers instant access to leave entitlements, upcoming events, and essential training materials, ensuring everyone stays up to date.

Employees can securely access company documents at any time and explore available shifts, promoting flexibility and participation across the organisation. Within the app, timeware® Social acts as a central feed for company updates, allowing management to share announcements and news directly with staff. Most notably, the timeware® ESS app includes access to the Conversation Hub - an intelligent, fully audited, GDPR-compliant platform that enables open dialogue between employees and management. Together, The Social Feed and Conversation Hub enhance communication, improve transparency, and foster a more connected workplace.

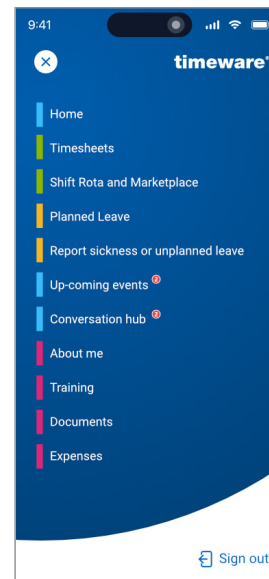
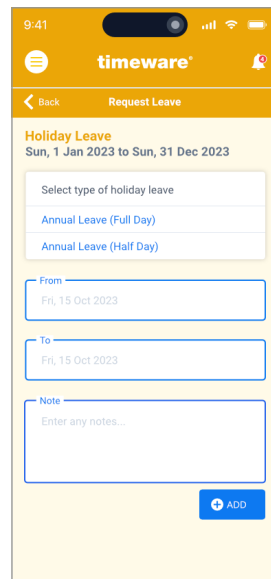
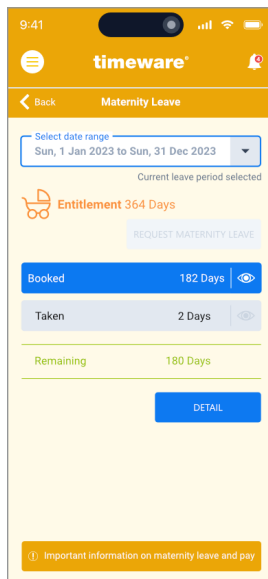
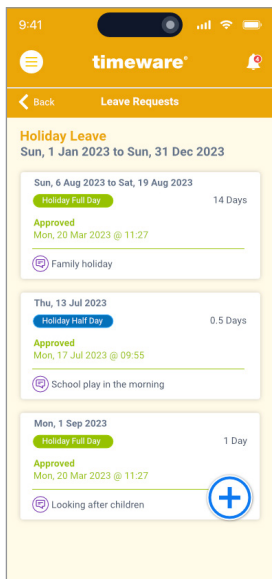


timeware® ESS app





timeware® ESS app screen shots



Key Functions

- Timesheets
- Timesheet status
- Leave entitlement
- Leave requests
- Shift Rota
- Marketplace
- Documents
- Training Matrix
- Conversation Hub
- Upcoming events
- Social Feed
- Messages
- Attendance booking

timeware® Fire Marshal app...

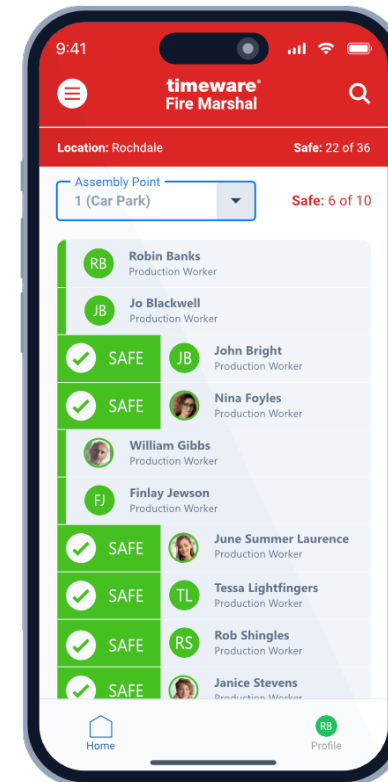
timeware® HRMS Fire Marshal App ensures staff safety during emergencies, offering real-time updates across Marshal devices for efficient coordination.



timeware® HRMS Fire Marshal App is an essential solution for ensuring that staff members have safely evacuated during a fire emergency. This innovative app is specially tailored for installation on devices held by designated fire marshals, enabling marshals to swiftly verify the presence of individuals at safe locations. As it operates on a cloud-based platform, the app synchronises in realtime across all devices used by the marshals, thereby providing an exceedingly accurate and up-to-date status of each staff member with minimal latency. This feature ensures that every Marshal is informed of the current situation, significantly enhancing the efficacy and coordination of emergency response efforts.

List of staff with pictures

Swipe right to confirm sight of team member



timeware® fire Marshal app



Key Functions

- **Supports multi-location businesses**
- **Supports multiple Fire Marshalls**
- **Supports multiple assembly locations**
- **Swipe right to confirm sight of team member**
- **Swipe left to cancel**
- **Multiple view sorts**

YouTube Video Links...

Enhancements




Link to timeware® HRMS videos

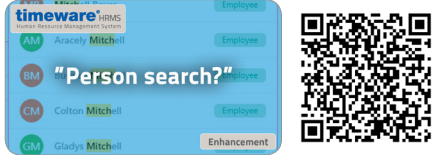


Discover timeware® HRMS in action! Our YouTube channel offers a complete library of quick, informative videos covering every aspect of our workforce management system, from onboarding to reporting.


Please find below some short videos highlighting some of the features, functions, and enhancements included in the system. Simply follow the QR codes on this page to explore how timeware® HRMS can streamline your operations.




Theme Options



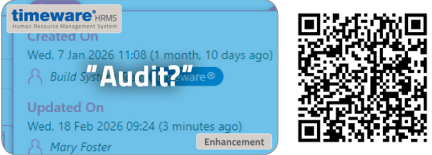
Person Search



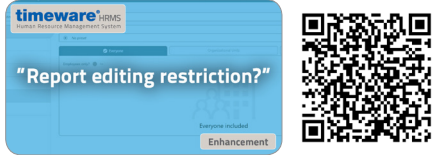
Language Selection



Report Language Selection



Audit Symbol



Report Editing Restriction



Report Password Protection



E.164 Telephone number format



timeware HRMS
Human Resource Management System

"HR2"

COMING SOON

HR

QR code



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"Social Feed"

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The Social Feed

QR code



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Human Resource Management System

"Conversation Hub"

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The Conversation Hub

QR code



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"Marketplace"

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Marketplace

QR code




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"Leave Management"

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Leave Management

QR code




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Human Resource Management System

"Time Management"

COMING SOON

Time Management

QR code




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Human Resource Management System

"Attendance Points"

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Attendance Points

QR code



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"Roll Call?"

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Roll Call

QR code



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Human Resource Management System

"Reports"

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Reports

enhancement

QR code



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"Document Management"

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Document Management

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"Queries"

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Queries

enhancement

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"Suprema Security"

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Security

enhancement

QR code

timeware[®] HRMS

Human Resource Management System

Head office

timeware UK Ltd.

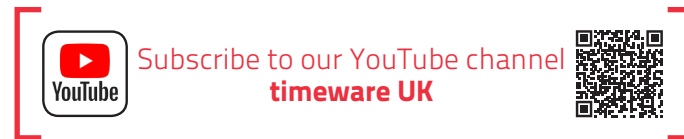
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Registered in: England.

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