



**timeware**<sup>®</sup>  
HR, Time and Attendance Software

# timeware<sup>®</sup> Distributor Feature Awareness Notes



Certificate No:  
491342025

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**Company Reg. No:** 05886806.

**Registered in:** England.

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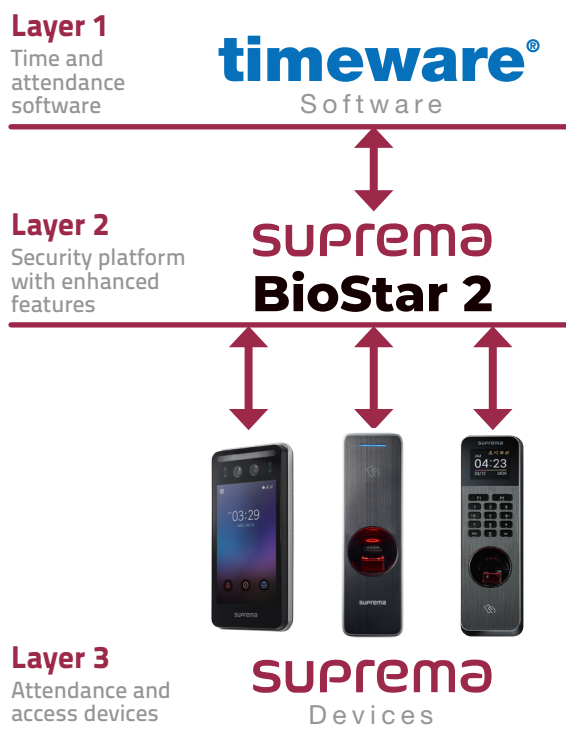
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## Q1. What is timeware® and what does it do?

**A1.** timeware® is time and attendance software that can record and calculate the time an employee has worked. It can monitor their absenteeism and holiday leave. It can store personal information such as address and next of kin. It can alert managers and send emails when certain events occur, and it can produce detailed reports. It can also integrate with leading payroll software.

## Q2. How does timeware® collect attendance bookings?

**A2.** timeware® integrates with Suprema and Paxton Net2.



## Q3. What sort of businesses would use timeware®?

**A3.** Any business employing 5 or more people.

The software includes the following modules:

**Personnel**

**P4**

**Time and Attendance**

**P5**

**Absence Management**

**P6**

**ADP (attendance display panel)**

**P7**

**Dashboards and Reports**

**P8**

**To-do List**

**P9**

**Payroll (licenced)**

**P10**

**GDPR & WTR**

**P11**

**ESS GO (licenced)**

**P12**

## Personnel

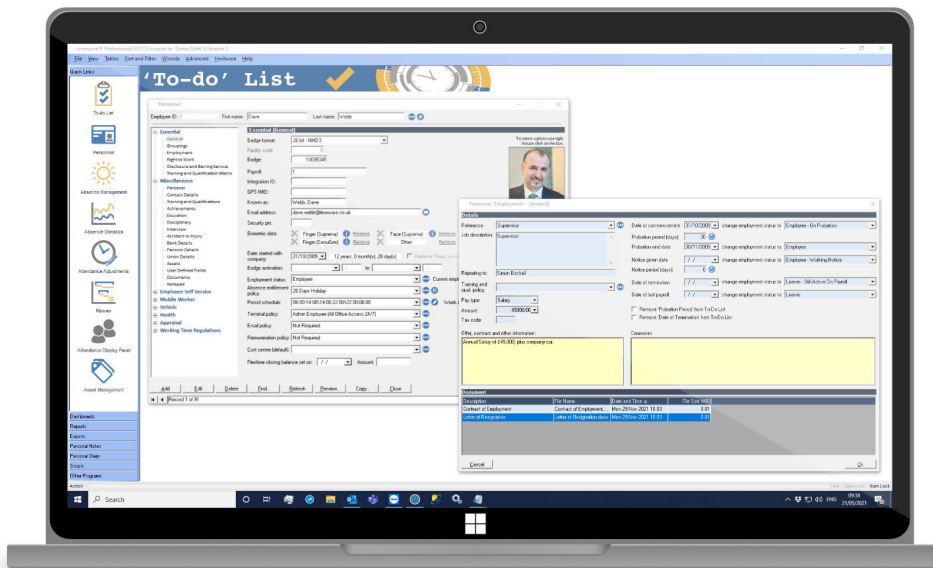
timeware® personnel provides an effective way of managing all your personnel data. It allows you to store, update and view information, with full auditing in a secure environment with multiple levels of security access.

timeware® personnel keeps all of your information in one place. From copies of driving licences to employer references, from blood type to bank account details timeware® personnel stores the data centrally making it available for viewing and reporting when required.

timeware® personnel provides an extremely effective solution, integrating with to-do lists to provide reminders of important events ranging from birthdays to overtime authorisation.

### Features include:

- CRight To work notes.
- DBS notes.
- Document scanning.
- Enhanced employment history records.
- Training matrix.
- Take staff ID photos using your webcam.
- Store training records, disciplinary notes and qualifications.
- Use the personnel wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The proactive to-do list alerts you when important items such as qualification and review periods are due to expire.
- User defined fields allow you to hold unique information specific to your business that is not included as standard in personnel.
- Scan documents such as a driving licence and passport and store within the employee's record.
- Print ID badges directly to your ID badge printer.



“Personnel information all in one place?” “Solved !”

### Keywords

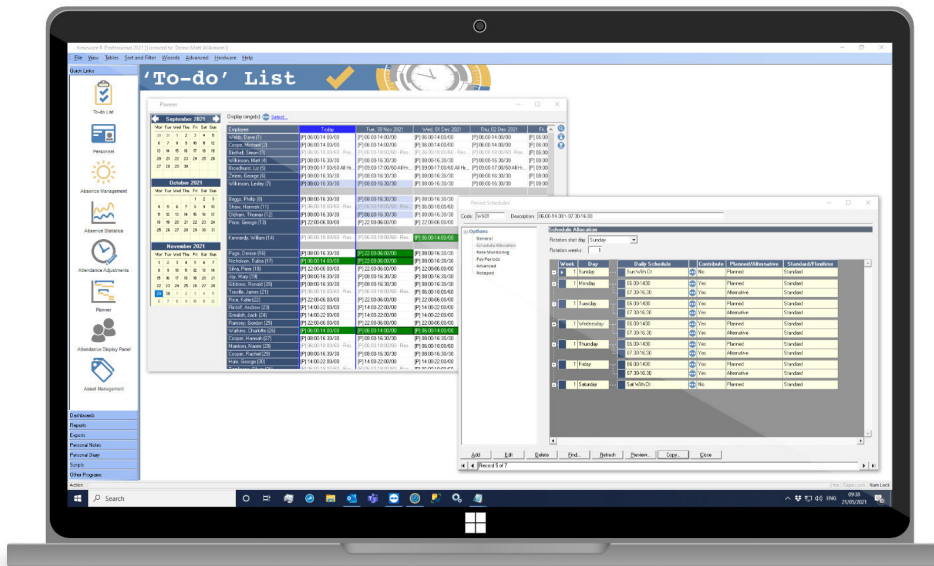
- |                           |                    |                     |                |
|---------------------------|--------------------|---------------------|----------------|
| Training & Qualifications | Disciplinary       | Pension details     | Health         |
| Achievements              | Interview          | Union details       | Medical review |
| Education                 | Accident or injury | User defined fields | Appraisal      |
|                           | Bank details       | Vehicle details     |                |

## Time and Attendance

Time and attendance is timeware’s flagship module, developed over many years to provide an accurate solution for processing employee attendance information.

The time and attendance module supports a number of well-known work methodologies including standard, flexitime and rotating shifts which may be planned up to 52 weeks in advance. Grace times and roundings are standard features along with various work-break categories. The module also supports an extremely comprehensive range of overtime calculation standards. There are also many ways to authorise overtime with email alerts and on-screen warnings if the payroll deadline is approaching and overtime has not been approved.

During the pre-installation phase, a member of our implementation team will work with your representatives to fully understand your business’s time and attendance requirements before providing a fully documented report.



“Complex working patterns?” “Solved!”

### Keywords

Overtime authorisation  
 Flexitime  
 Annualised hours

Lateness monitoring  
 Work patterns  
 Continental shifts

Floating breaks  
 Realtime lateness notification  
 Shift allowances

## Absence Management

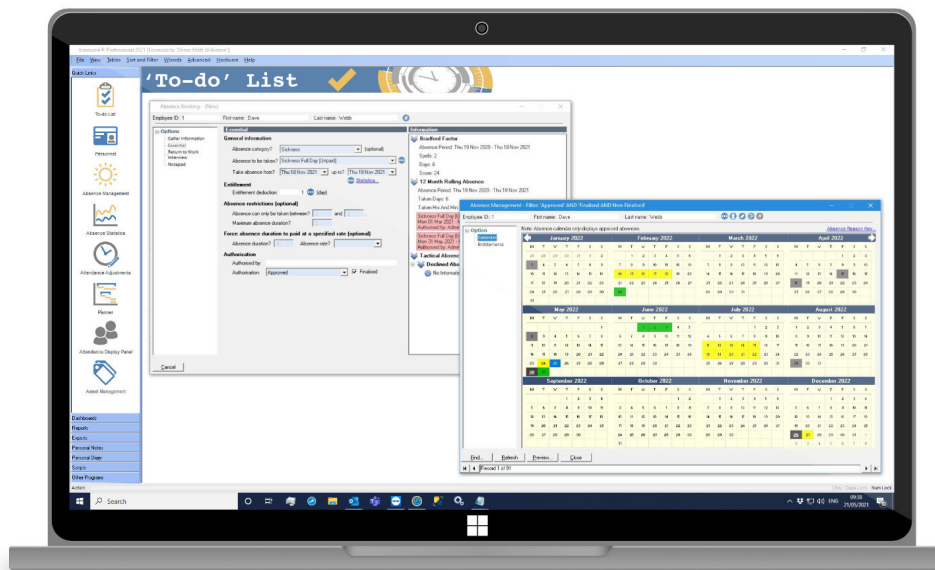
Tracking holiday entitlement, managing holiday schedules and monitoring authorised and unauthorised sickness are the four essential points that make up timeware® absence management.

You can create absence entitlement policies that define the number of days holiday based on years' service from any date. You can specify the amount of time that may be carried forward from one year to the next and even award entitlement credits for additional holidays. All absence management amendments can be subjected to a two-tier approval process if required.

timeware® absence management enables team leaders to view holiday schedules before authorising an absence booking to ensure that minimum staffing levels are maintained at all times.

### Features include:

- Comprehensive absence and holiday booking screens for ease of data entry.
- Compatible with Bradford factor methodology.
- Detailed statistical information is available while booking absences allowing you to maintain the correct staffing levels whilst ensuring that employees cannot take more than their annual holiday entitlement.
- Automatic renewal of an employee's holiday entitlements each year, taking into account any days carried forward from the previous holiday year.
- Create entitlement policies with special rules for new starters and long serving employees.



"Managing holiday schedules?" "Solved!"

### Keywords

Holiday entitlement

Lieu days

Return to work procedure

Authorised leave

Bradford factor

Statistics

Unauthorised absence

Sickness monitoring

## ADP (attendance display panel)

Do you need to quickly find out if a member of staff has left the building?

If you need a real-time, on-screen reference of who is in work and when they arrived, look no further than the enhanced ADP feature.

### ADP (attendance display panel)

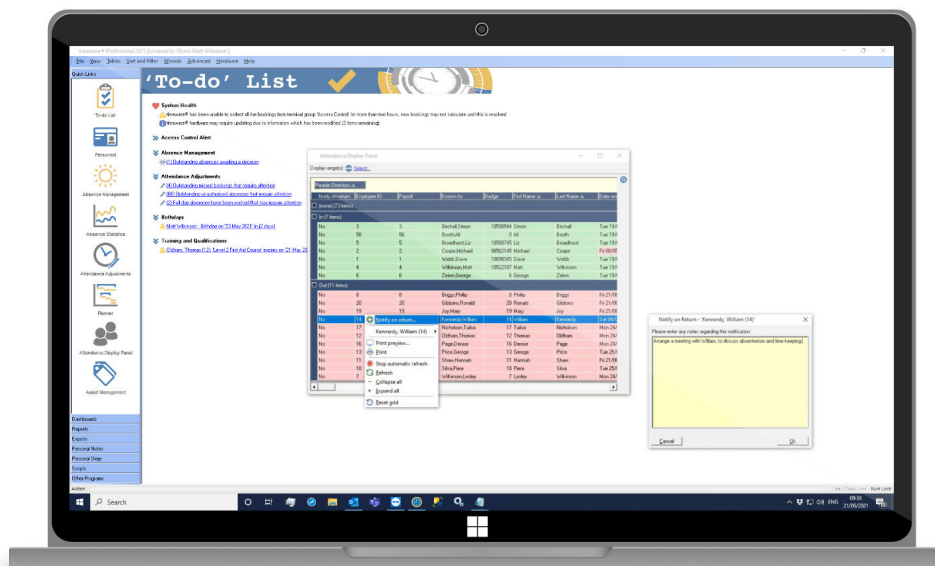
Now an integral part of timeware® and utilising it's tried & tested roll-call technology, the ADP provides managers with a fast and efficient method of confirming exactly which employees are currently on-site.

We've also added a 'return-to-work' indicator that can be used as a message reminder when a selected individual books back in.

Single and multi-site support

The timeware® ADP can run on both local and remote networks. This means that the booking made by someone in Newcastle can be seen in real-time by a receptionist, (on a centralised system), in a completely different part of the country.

timeware's scalable automated attendance display panel suitable for any size of business with any number of employees at multiple locations around the world.



"Who's in and Who's out?" "Solved!"

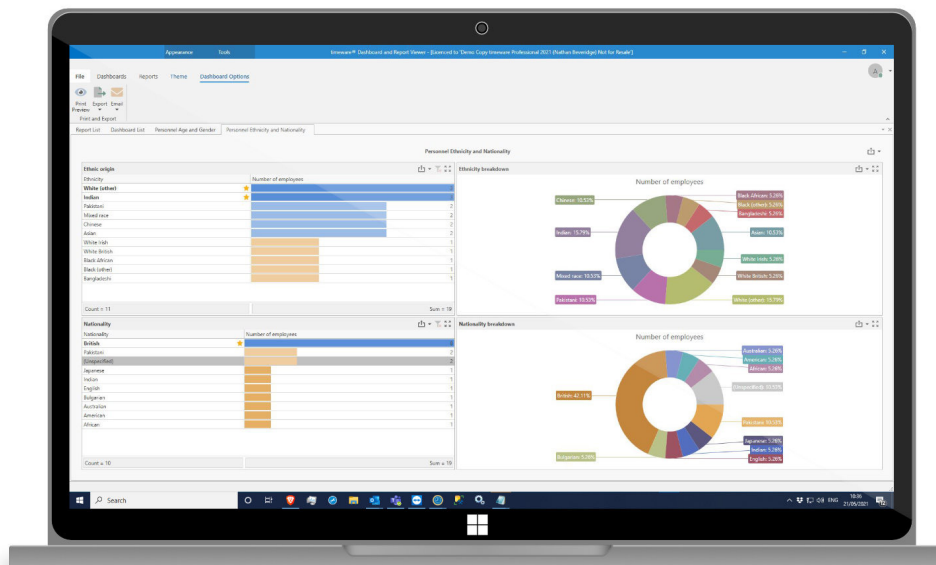
## Dashboards and Reports

Clear and concise data produced quickly, on demand.

Dashboards provide at-a-glance views of key performance Indicators (KPI) whereas reports are designed to provide a more detailed breakdown of that key data.

- Personnel
- Absence management
- Attendance
- To-do list, ESS on your browser
- GDPR
- Working time regulations

All reports may be exported to Excel for further manipulation and analysis.



"Simple summary at a glance?" "Solved!"



## Payroll (licenced)

timeware® are an official Sage Development Partner and as such, we are able to provide an approved integration to your Sage payroll software.

timeware® incorporates an authorised, Sage payroll integration.

Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

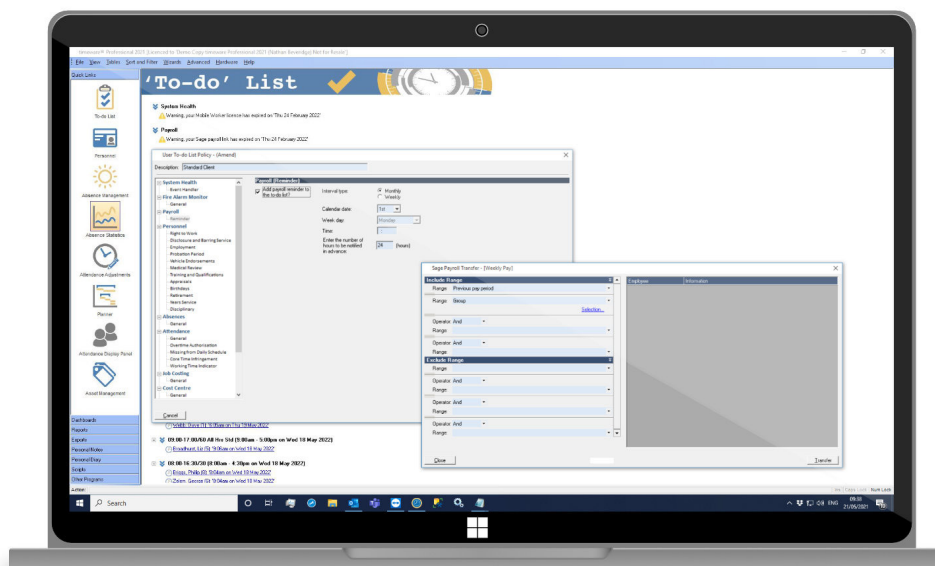
timeware® includes a 'payroll reminder' to-do list item. Set by the timeware® administrator, this feature provides an hourly countdown of the oncoming payroll deadline!

Once the timeware® payroll integration has transferred the hours worked, the to-do list item highlights the date and time of the successful Payroll integration.

Following the payroll run, it's time to lockdown the historic data. The timeware® administrator can protect data up to a specified date, therefore eliminating any manual amendments. The historic lockdown is password protected.



Development Partner



"Authorised payroll integration?" "Solved!"

## GDPR & WTR

timeware® takes General Data Protection Regulation (GDPR) very seriously.

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

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

What does this mean for a company using timeware® time and attendance software?

Customer care will organise a meeting where a timeware® technician will discuss your company's GDPR policy with your GDPR data controller.

### **This meeting will cover two main areas:**

1. The way in which timeware® (UK) Ltd handles your company data which in turn will impact on the way our support team provides certain types of service.

For example, your business may require that timeware® never removes personal data from site. This information must be recorded against your SLA notes to ensure we do not create an environment where a personal data breach could occur.

The processing of personal data stored within the timeware® application. We will identify any personal information fields within timeware® that do not need to be recorded and take steps to ensure that they are made invisible.

2. We will also discuss how long certain information needs to be kept by the company for people classed as employed or as a leaver. We will then create a series of GDPR housekeeping scripts that will ensure these rules are upheld.

### **Working Time Regulations (WTR)**

#### **Why do we have working time regulations?**

This legislation was introduced to help employees maintain a healthy work-life balance by limiting the hours that they had to work each week and ensuring that adequate breaks are taken on a daily and weekly basis. The health and safety benefits to both the employee and employer are obvious: A healthy workforce is more productive and less likely to take days off sick.

Remember that some categories of work or job role are exempt from the regulations, including the police, armed forces, emergency services staff when dealing with an emergency and sometimes senior managers and people employed by family members.

### **The 48-hour working week**

In the UK we allow workers to opt out of the 48 hour working week limit. Quite often than not, the employer and or employees think that opting out means they are opting out of the whole regulation. This is not the case they are only opting out of the total hours limit which is currently set at 48 hours.

The working time regulations apply to the majority of employees in almost every business in the UK and it was this fact that encouraged us to re-develop the WTR into a core feature for 2020.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

Please note that the timeware® software will never automatically delete any personal data. We think it is much safer that timeware® operates within your data controller's policies and highlights data that requires deletion. This will always be completed by your data controller and is fully audited.

### **Some example GDPR housekeeping scripts:**

1. If timeware® is not being used as the primary HR system do not allow address information to be recorded.
2. If timeware® is not being used as the primary HR system do not allow National Insurance data to be recorded.
3. When an employee leaves the company, remove their biometric data within 24 hours.
4. When an employee leaves the company, remove all records of their future holidays and medical appointments within 24 hours.
5. When an employee leaves the company, delete all passwords to the timeware® app and disable the employee's ESS GO app within 24 hours.
6. When an employee has left the company and after the statutory period, remove all attendance and absence information and personal data.

# timeware®

HR, Time and Attendance Software

## ESS GO (licenced)

Do you know there's a timeware® Employee Self Service app that can streamline your business, empower your workforce and eliminate traditional, time consuming tasks?

The app is called ESS GO and it enables users to request leave, check work rotas and view timesheets from their Android or Apple smartphone.

### Pricing

ESS GO is priced at £1 per user (employee) per month in blocks of 50 users payable by direct debit.

You can expand or reduce the number of users or cancel ESS GO by contacting us by phone or email.

The cancellation process may take up to 72 hours.



android 

 iOS

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## About timeware® ...

### Our company...

timeware® is recognised as one of the UK's leading Workforce Management Software specialists. With more than 7,500 installations across the UK, Ireland and Sub Saharan Africa, the timeware® name is synonymous with long-term reliability, enhanced functionality and continuous innovation.

We employ a full-time, UK based team that has been implementing time and attendance software for over 30 years. We install systems efficiently, train staff to a very high standard and provide unrivalled support. We also value customer feedback to assist in the development of our products.

### Our service philosophy...

Customer Service is the cornerstone of our business model. Over 95% of our new business originates from existing client referrals, a statistic we are extremely proud of.

We invest heavily in the development of the customer care teams, both technical and administrative. Many customers have worked with timeware® for over twenty years - a true testament to the Team's positive attitude and efficient service.

For more information about timeware® UK Ltd and the services we provide, please contact Sales on +44 (0)1706 659368 or sales@timeware.co.uk.



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**sage**

Development Partner

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