

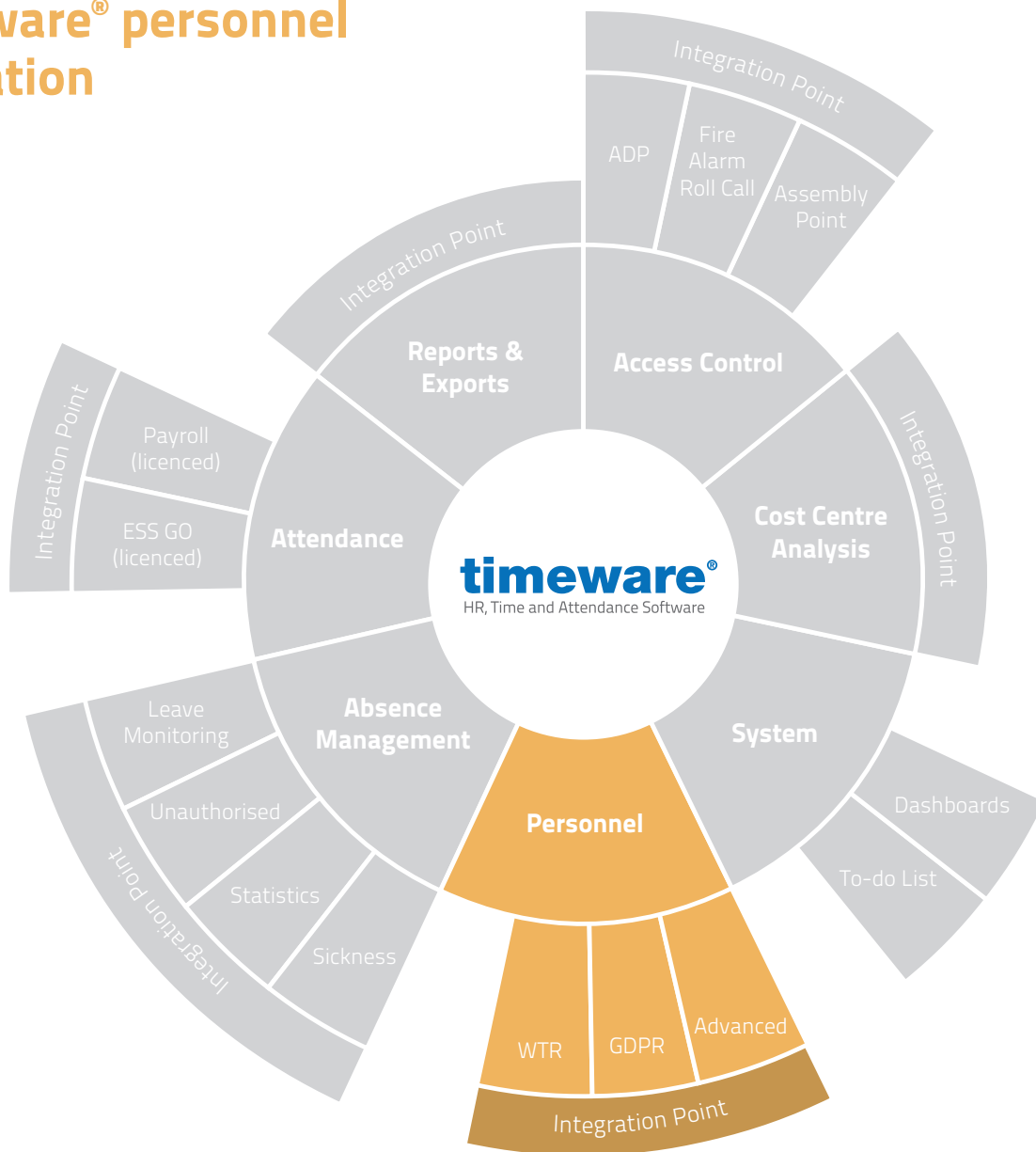
timeware®

HR, Time and Attendance Software

ON PREMISE SOFTWARE

Training guide:

timeware® personnel operation



Duration approximately:
2-2.5 hours



Certificate No:
491342025

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

t2-1003: Copyright NMD³ Ltd

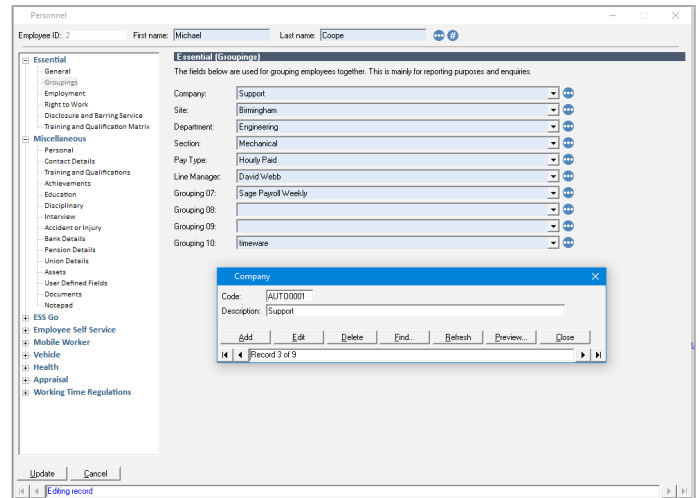
www.timeware.co.uk
support@timeware.co.uk
+44 (0) 1706 658222

2.1 How to create a new employee

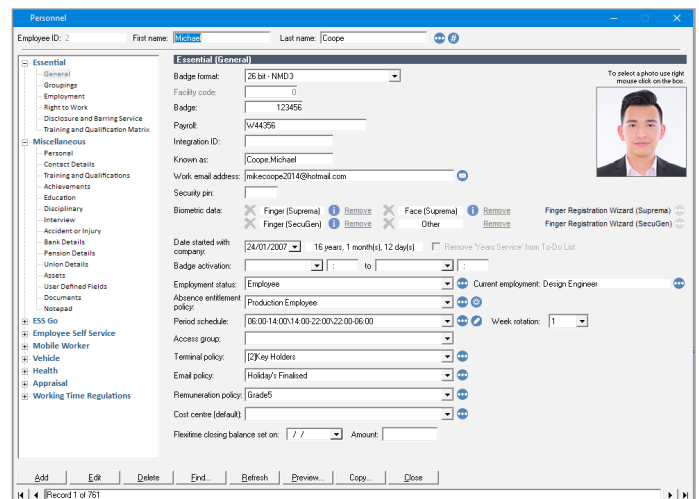
2.2 How to delete or a remove an employee

2.3 How to edit the details of an employee

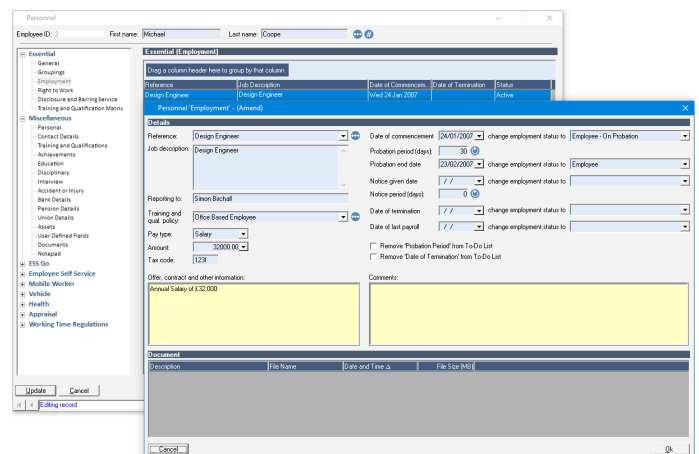
2.4 How to add and edit groupings



2.5 Key Fields within Personnel and their meanings



2.6 How to add an employment record



2.7 How to set an employee as a leaver

The screenshot shows the 'Personnel' window for Employee ID 2, Michael Coope. The 'Essential (General)' tab is active. Key fields include:

- Badge format: 26 bit - NMD3
- Facility code: 0
- Badge: 123456
- Payroll: W44356
- Integration ID: [empty]
- Known as: Coope, Michael
- Work email address: mikcoope2014@hotmail.com
- Security pin: [empty]
- Biometric data: Finger (Suprema), Finger (SecuGen), Face (Suprema), Other (Remove)
- Date started with company: 24/01/2007, 16 years, 1 month(s), 12 day(s)
- Badge activation: [empty]
- Employment status: Employee
- Absence entitlement policy: Employee - On Probation
- Period schedule: Employee - Working Notice
- Access group: Leaver
- Terminal policy: Leaver - Agency Leaver
- Email policy: Holiday's Finalised
- Remuneration policy: Grade5
- Cost centre (default): [empty]
- Flexitime closing balance set on: 7/7

2.8 How to re-enable an employee that has left but is re-joining the company

The screenshot shows the 'Personnel' window for Employee ID 2, Michael Coope. The 'Essential (General)' tab is active. Key fields include:

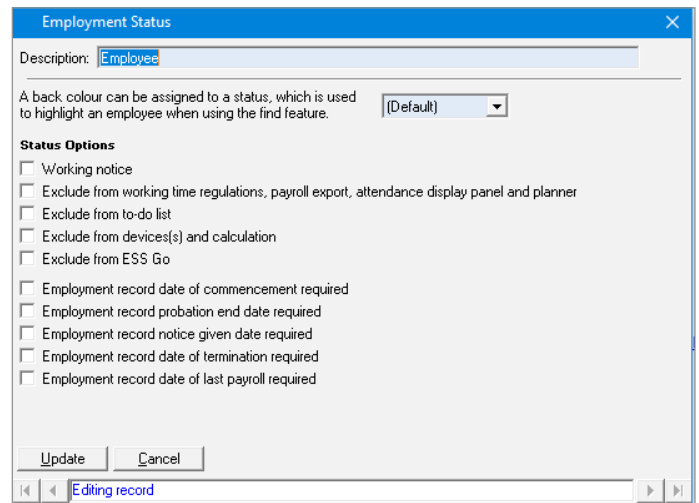
- Badge format: 26 bit - NMD3
- Facility code: 0
- Badge: 123456
- Payroll: W44356
- Integration ID: [empty]
- Known as: Coope, Michael
- Work email address: mikcoope2014@hotmail.com
- Security pin: [empty]
- Biometric data: Finger (Suprema), Finger (SecuGen), Face (Suprema), Other (Remove)
- Date started with company: 24/01/2007, 16 years, 1 month(s), 12 day(s)
- Badge activation: [empty]
- Employment status: Leaver
- Absence entitlement policy: Leaver
- Period schedule: Employee - On Probation
- Access group: Leaver
- Terminal policy: Leaver - Agency Leaver
- Email policy: Holiday's Finalised
- Remuneration policy: Grade5
- Cost centre (default): [empty]
- Flexitime closing balance set on: 7/7

2.9 How to complete forms within Personnel

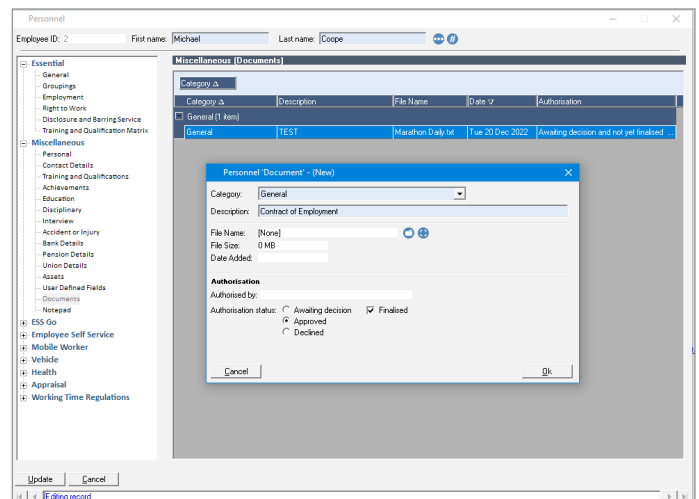
The screenshot shows the 'Personnel' window for Employee ID 2, Michael Coope. The 'Miscellaneous (Training and Qualifications)' tab is active. A 'Details' dialog box is open for a course titled 'COSHH awareness'. Key fields in the dialog include:

- Reference: COSHH awareness
- Course title and description: COSHH awareness
- Start date: Thu 24 Oct 2019 09:00
- Completion date: Thu 24 Oct 2019 09:00
- Provider: [empty]
- Address: [empty]
- Postcode: [empty]
- Phone no.: [empty]
- Mobile no.: [empty]
- Telephone no.: [empty]
- Fax no.: [empty]
- Email address: [empty]
- Web address: [empty]
- Cost of course: [empty]
- Additional costs: [empty]
- Passed course: [empty]
- Certificate issued: [empty]
- Empy date: Mon 24 Oct 2022 09:00

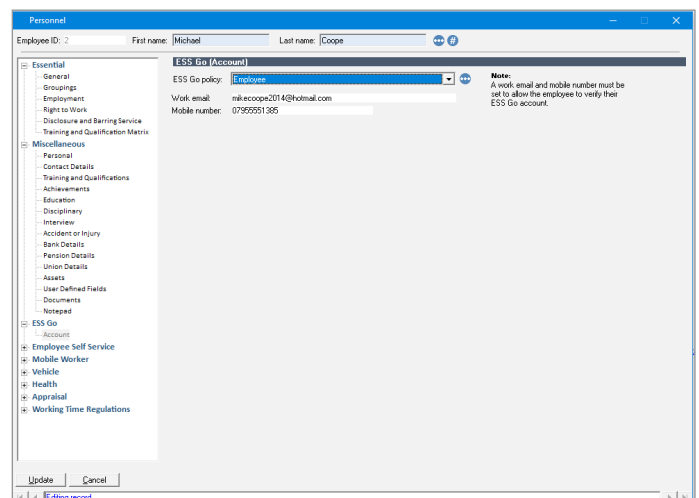
2.10 Employment Statuses and their meaning



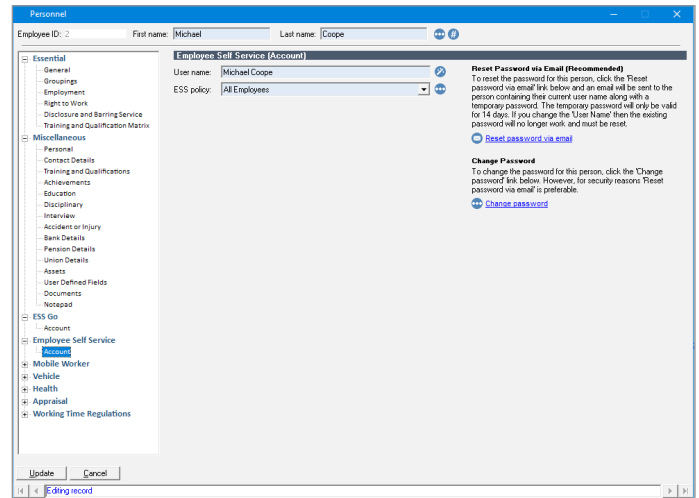
2.11 How to add a document to an employee record



2.12 How to configure ESS Go for an employee



2.13 How to configure ESS (iis version) for an employee



Test 1

Please create the following personnel record:

We have a new starter (Steven Smith) (date of birth 22/02/1994) starting on the 27th March.

He will be based at the Manchester site and is a HR assistant, part of the HR team.

He will be on a 6 month probation. Hes entitled to 25 days holiday a year, and his working hours are 08:00 - 16:30.

I want him to receive notifications for when his holiday requests have been approved (he will be using the ESS GO).

His Address is 3 Fieldhouse Road, Rochdale, OL12 0AD.

His mother is his next of kin, her details are – Kathleen Smith, 01706 658222.

I also have his A Level result and want to store them in timeware[®].

He attended college between 1st Jan 2010 and 12th August 2014.

He received the following results

A* Maths

A English

B English Literature

C Science

Test 2

Please complete the following:

The new starter also has a health and safety qualification. He passed the course 1st February 2023 - 3rd February 2023 and it's valid for 5 years.

Attach a pdf or image of the certificate to the record.