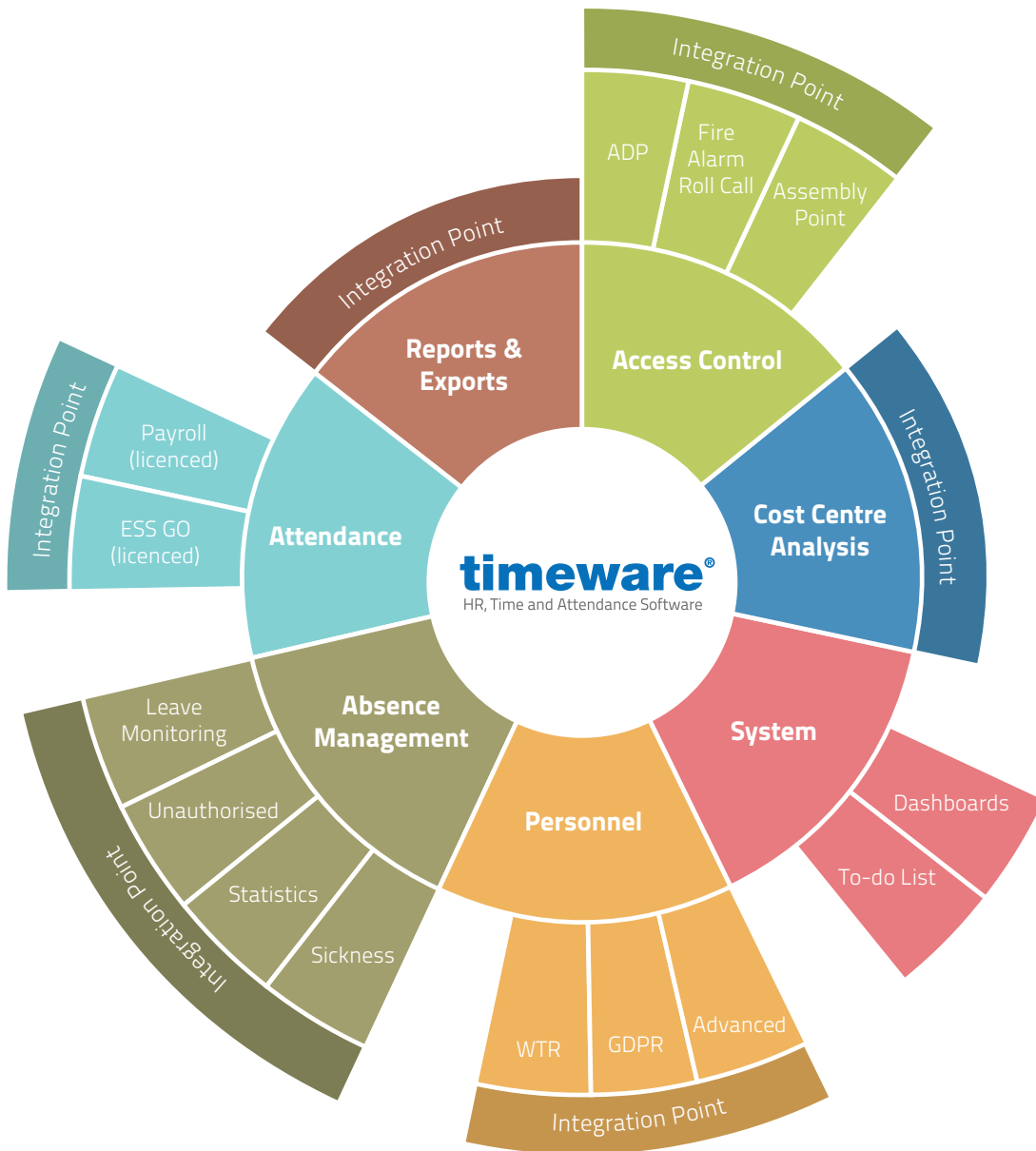


timeware®

HR, Time and Attendance Software

Pre-Installation notes

Company: _____



Software Installation

1. timeware® Software: Server



Reminders...

- What is the name and IP information of the server?

2. timeware® Software: Application



Reminders...

- What drive of the server will the timeware® software will be installed on?
- What version of timeware® software are we going to install?
- How many timeware® software clients will need to be installed?

3. timeware® Software: Users



Reminders...

- How many users will require access to the timeware® software?
 - Username
 - Permissions
 - Email address

4. IIS: Server



Reminders...

- What is the name and IP information of the server?

Software Installation

5. IIS: Application



Reminders...

- Will the timeware® Web Client be set up?
- Will the timeware® Employee Self Service be set up?
- What drive of the server will the timeware® web features be installed on?
- What port will the timeware® web features will be held on?

6. SQL: Server



Reminders...

- What is the name and IP information of the server?

7. SQL: Application



Reminders...

- What drive of the server will the SQL software will be installed on?
- What version of SQL are we going to install?

8. SQL: Database



Reminders...

- What drive of the server will the SQL database be held on?

Software Installation

9. Backup: Server



Reminders...

- What is the name and IP information of the server?
- Will the timeware® backup always replace the existing or will it be separated into a daily individual folder?
- What times will the backup run?

Bio Enrolment



Reminders...

- How many employees require enrolment?
- What are the various shift patterns that are worked?
- What languages of staff are employed?
(English, Hungarian, Polish, Ukrainian, Romanian, Urdu, Punjabi, Latvian, Armenian language cards are available, this lists all required information for the reason of enrolment).
- Where will the enrolment take place?
- Are you able to provide an enrolment schedule?
(This is usually a list of names that will attend at different points in the day, possibly departmental order)?

Hardware Installation



Reminders...

- Discuss the various hardware that will be installed:
 - Type of Hardware
 - Description
 - IP Address
 - Subnet Mask
 - Gateway
- Confirmed location of fused spurs?
- Confirmed location of network ports?
- Will people use a 3rd party proximity card or fob with the timeware® equipment?

Project Build

10. timeware® Windows client: Personnel



Reminders...

- Who is the contact for the day to day running of the Personnel module?
- Do we require to import personnel data from another system in to timeware® and if so, identify and document the data type and format?
- Personnel Subheadings reminder:
 - Personal e.g. Date of birth, contact details, marital status etc.
 - Employment
 - Appraisal
 - Vehicle
 - Training
 - Qualifications
 - Education
 - Disciplinary
 - Accident
 - Documents
 - Health



Reminders...

- Any user defined fields to be imported that are not listed above.
- Is an absence entitlement policy required?
- Is a period schedule required?
- Is a terminal policy required?
- Is an email policy required?
- Is a remuneration policy required?
- Is a payroll number required and if so, does the payroll number need to be unique?
- Can you save an employee with the system "Newly added" status?
- Set a default person status, email policy, remuneration policy
- How many numbers of employees?
- Discuss:
 - Employment record
 - Appraisal
 - Vehicle
 - Training records
 - Qualifications
 - Education
 - Disciplinary records
 - Accident
 - Documents
 - Health
 - GDPR
 - Mobile workers
 - Employee self-service (ESS)
 - Working time regulation (WTR)
 - Groupings
 - Specify the ten main groupings:

11. timeware® Windows client: Absence Management



Reminders...

- Will you be using timeware® to monitor people's Absence Management?
- Who is the contact for the day to day running of the timeware® absence management?
- Do you wish to use the Bradford factor? If yes: Which categories do you wish to report on? · What threshold should display an amber warning? · What threshold should display a red warning?
- Entitlement Information:
 - Do you wish to display absence entitlement information? If yes, which categories do you wish to display information for? Do you wish to stop a booking if there is not enough entitlement remaining? If yes, which categories should this be active for?



Reminders...

Tactical Absence:

Do you wish to display Tactical absence information? If yes: · Do you wish to display declined absences? Do you wish to report on Bank Holiday abuse? If yes, which categories should be included for abuse checks? · Do you wish to check for events surrounding an absence? These events are stored in a spreadsheet. If yes, which categories should be included when checking? · Do you wish to check for absences surrounding the employee's birthday? If yes, which categories should be included when checking?

Rolling Absence

Do you wish to display absence statistics in a rolling period? If yes, how long is this period, in months? What categories should be included in this rolling period?

Entitlement Forecast

Do you wish to display information regarding an employee's entitlement forecast? (This is used to alert the user if the employee has a certain amount of absence entitlement remaining at certain points in the entitlement year. If yes: What categories should be displayed? How many months through the entitlement year should the first check be made? How much entitlement remaining, as a percentage, would trigger an amber alert? How much would trigger a red alert?

How many months through the entitlement year should the second check be made?

How much entitlement remaining, as a percentage, would trigger an amber alert? How much would trigger a red alert?

When booking an absence would you like to display a warning if the individual has failed to book adequate holidays before the year end?

When an absence booking is finalised, would you like the person requesting the absence to receive an email notification?

Absence categories

Absence reasons

Absence category entitlement

Absence management form event

RTW procedure

12. timeware® Windows client: Attendance



Reminders...

Will you be using timeware® to monitor people's attendance?

Who will be responsible for supplying the work patterns and overtime rule information to the timeware® technician?

Discuss daily and period schedules plus overtime and any 'special working' rules

Will users like a reminder on their agenda showing employees that are currently missing from work?

Will users like a reminder on their agenda showing employees that were late for work?

13. timeware® Windows client: Access Control



Reminders...

- Will you be using timeware® to control people's access?
- Who will be responsible for supplying the access pattern information to the timeware® technician?
- Will people use a 3rd party proximity card or fob with timeware® access?
- If yes, what is the 3rd party system name and reader type?
- Access patterns
- Access free zones

14. timeware® Windows client: Job Costing



Reminders...

- Will you be using timeware® to monitor jobs and production processes?
- Who will be responsible for supplying the job and production process information to the timeware® technician?
- Will you be importing job/operation code information from a 3rd party system?
- If yes, what is the 3rd party system name and file format?
- Jobs/Operations

15. timeware® Windows client: Cost Centre Analysis



Reminders...

- Will you be using timeware® to monitor cost centre analysis?
- Who will be responsible for supplying the cost centre analysis process information to the timeware® technician?
- Will you be importing cost centre data from a 3rd party system?
- If yes, what is the 3rd party system name and file format?
- Different cost centres
- Different rates of pay per cost centres

16. timeware® Windows client: Fire Alarm Roll Call



Reminders...

- Will you be using the timeware® fire alarm roll-call link?
- If yes, which company supplies the fire monitoring system?
- Who will be the point of contact for any fire alarm queries?
- Email addresses
- Printers

17. timeware® Windows client: Reports/ Exports



Reminders...

- Examples of reports
- Examples of exports
- Template examples

18. timeware® Windows client: To-Do List



Reminders...

- Personnel anomalies
- Absences anomalies
- Attendance anomalies

19. timeware® Windows client: Dashboards



Reminders...

- Examples of dashboards

20. timeware® Windows client: Payroll Integration



Reminders...

- Will you be using the timeware® to payroll interface?
- If yes, please specify the payroll name and version: 24.2 Who will be the point of contact when configuring the Payroll interface?
- When you create a new starter in payroll, would you like them to be automatically created in timeware® HR? Yes / No or When you create a new starter in timeware® HR, would you like them to be automatically created in payroll? Yes / No
- How frequent is payroll?
- Details of payroll package
- Point of contact API Integration/ CSV

21. Additional Features



Reminders...

- Discuss:
 - Assembly point
 - ESS Go
 - TWC
 - ESS

Project Commissioning



Reminders...

- Location
 - Workspace for technician to use
- Contacts
 - Project lead
 - HR
 - IT
 - Payroll
 - Security
- Equipment
 - Workstation
- Server Access
 - IT availability

User Training



Reminders...

- Location
 - Onsite training/Remote training
 - Where will the training be held?
 - Training facilities (TV/Projector Software access)
- Type of Training
 - Operator/Line manager training
 - What modules will be covered in the training?
 - Who will be attending the training?
- Training Plan
 - What date will the training be held?
 - What time will the training be held?

Post Installation Meeting



Reminders...

- Location & Contacts
- System
 - Are there any problems with the system?
 - Are there any changes to the system that you require?
- Installation
 - Are you happy with how the installation went?
 - Do you recommend that we change any part of the way we handle installations?
- Team
 - Discuss the Team that handled the installation?

