

System performance review

Revised: 20th June 2024

The purpose of this review is to identify and enable any software features not currently in use thereby creating an enhanced user experience.

1. Bottlenecks and workflow:

- a. General.
- b. Time and attendance.
- c. Absence management.
- d. Personnel.
- e. Dashboards and Reports.
- f. Access control.

2. New features included in 2024:

Reports:

Improvements, fixes and refinements to all included reports
Added a copy button to easily copy a preconfigured report.

Absence email alerts:

Email notification when employees have been absent for X number of days.

Accident email alerts:

Email notification when employees log a new accident.

Probation period email alerts:

Email notification when employees probation period is coming to an end.

Improved Staffing Levels:

Can now display the absence reason next to the name of the employee who is absent.
Can now work off a percentage value rather than a numeric value – e.g. only 10% of the support department can be off at one given time.

Improved User Permission flexibility regarding absence management

Can now restrict certain users from being able to create new absences, whilst allowing them to amend existing absences.

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3. New features completed since 2024:

Even further improved User Permission flexibility regarding absence management (Available in 2025)

Can now restrict users from changing the absence reason of an existing absence, whilst still allowing them to approve/finalise the absence.

Can now restrict users from changing the start and finish of an existing absence, whilst still allowing them to approve/finalise the absence.

"Self- Check" user permissions (Available in 2025)

User's who log in to the software to make adjustments, and who are also required to clock in, can now be restricted from editing their own attendance/absence data.

Email approved absences to external calendars (Google Calendar, IOS Calendar etc)

Approved absences can now be emailed to the manager and/or employee, containing a calendar invite to easily add the event to a shared or personal calendar.

4. Significant points in the timeware® roadmap:

- a. timeware® Professional on-premise will receive security updates annually until December 2028.
- b. timeware® Cloud will be available from Q4, 2025.
 - i. Contact Charlotte Kavanagh, Head of timeware® support if a demonstration is required.
- c. timeware® in the cloud will not support legacy NMD3 terminals.
 - i. Refer to legacy device replacement programme.

5. Legacy device replacement programme:

- a. Would the customer like to receive details of the free, 2-week Suprema device trial?

6. timeware® community channel:

<https://www.timeware.tv>

