



An introduction to

timeware®

HR, Time and Attendance Software

Introduction

timeware® UK Ltd is recognised as one of the UK's leading time and attendance software specialists.

Rochdale, Greater Manchester

Headquarters

1999

Founding year

7,500+

timeware® systems installed



What is timeware® ?

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.

Modules included:

Personnel

To-do List

Time and Attendance

Payroll (licenced)

Absence Management

GDPR & WTR

Dashboards and Reports

ESS GO (licenced)

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.

It is through the personnel screen where a manager specifies the work and holiday policies of each member of staff.

The screenshot displays the 'Personnel' software interface. At the top, there are fields for 'Employee ID: 1', 'First name: Dave', and 'Last name: Webb'. Below this is a navigation tree on the left with categories like 'Essential', 'Miscellaneous', 'Employee Self Service', 'Mobile Worker', 'Vehicle', 'Health', 'Appraisal', and 'Working Time Regulations'. The main area shows the 'Essential (General)' form for Dave Webb, which includes fields for badge format, facility code, badge number, payroll, integration ID, GPS IMEI, known as, email address, security pin, biometric data (Finger, Face, Other), date started with company, badge activation, employment status, absence entitlement policy, period schedule, terminal policy, email policy, remuneration policy, cost centre, and flexitime closing balance. A photo of Dave Webb is visible on the right side of the form. At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'Find...', 'Refresh', 'Preview...', 'Copy...', and 'Close'. The status bar at the bottom indicates 'Record 1 of 91'.

Main personnel form

Features include

Training &
Qualifications
Achievements

Education
Disciplinary
Interview

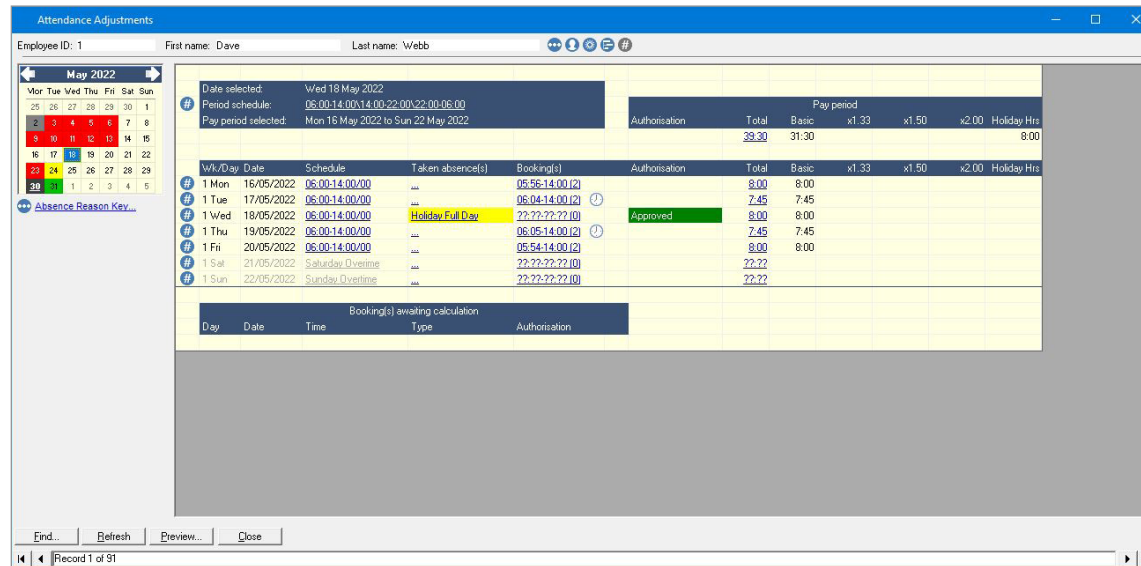
Accident or injury
Bank details
Pension details

Union details
User defined fields
Vehicle details

Health
Medical review
Appraisal

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 several well-known work methodologies including standard, flexitime and rotating shifts which may be planned up to 52 weeks in advance.



Attendance adjustment form

Features include

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 absences are the four topics that make up timeware® absence management.

Absence booking form

Absence Booking - (New)

Employee ID: 1 First name: Dave Last name: Webb

Options

- Caller Information
- Essential
- Return to Work
- Interview
- Notepad

Essential

General information

Absence category? Sickness (optional)

Absence to be taken? Sickness Full Day [Unpaid]

Take absence from? Thu 18 Nov 2021 up to? Thu 18 Nov 2021

Entitlement

Entitlement deduction: 1 (day)

Absence restrictions (optional)

Absence can only be taken between? : and : .

Maximum absence duration? :

Force absence duration to paid at a specified rate (optional)

Absence duration? : Absence rate? :

Authorization

Authorised by:

Authorisation: Approved Finalised

Information

Bradford Factor

Absence Period: Thu 19 Nov 2020 - Thu 18 Nov 2021

Spells: 2

Days: 6

Score: 24

12 Month Rolling Absence

Absence Period: Thu 19 Nov 2020 - Thu 18 Nov 2021

Taken Days: 6

Taken Hrs And Min: 0:00

Sickness Full Day [Unpaid]
Mon 01 Mar 2021 - Mon 01 Mar 2021
Authorised by: Admin

Sickness Full Day [Unpaid]
Mon 31 May 2021 - Fri 04 Jun 2021
Authorised by: Admin

Tactical Absences

Declined Absence Requests

No Information

Cancel Ok

Features include

Holiday entitlement
Authorised leave

Unauthorised absence
Lieu days

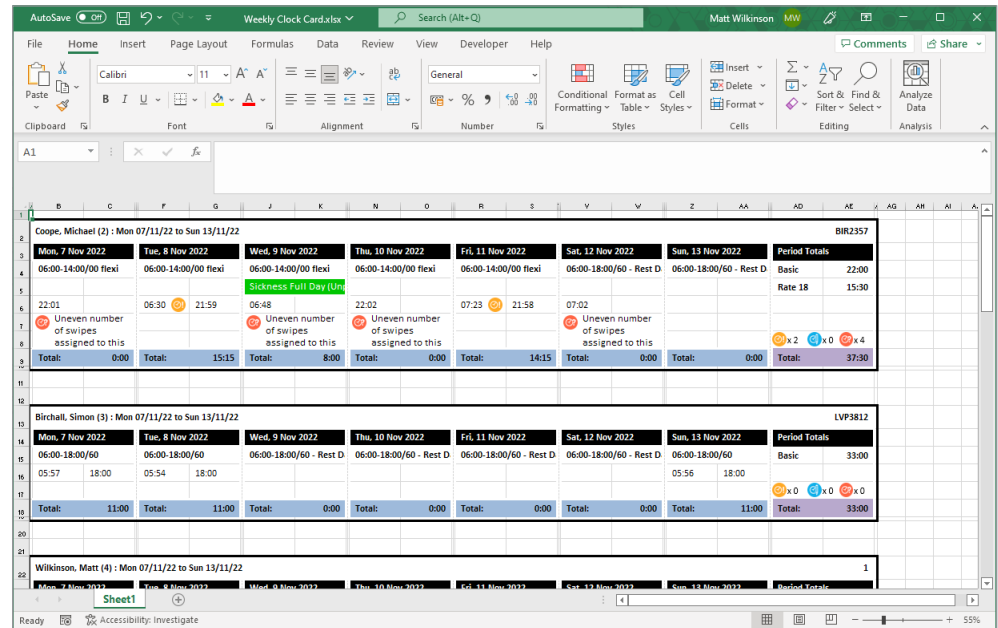
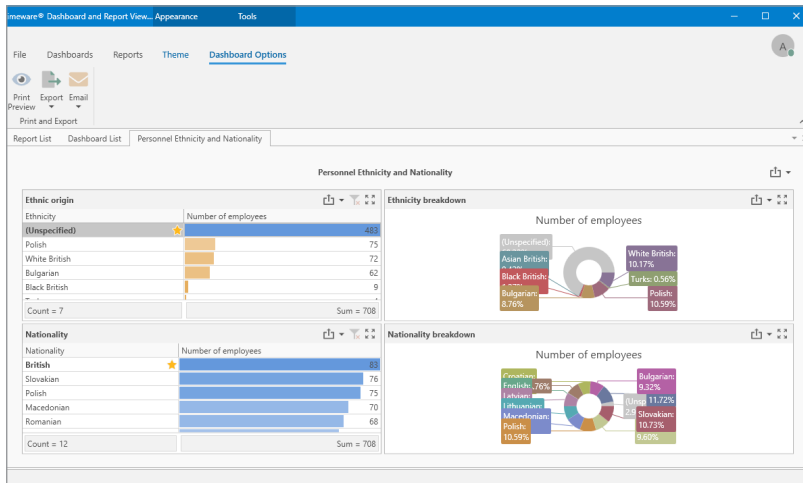
Bradford factor
Sickness monitoring

Return to work procedure
Statistics

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 key data.

Reports may be crafted in PDFs and Excel format.



To-do List

No more searching for exceptions. The to-do list feature presents important events in a clear and concise format. To-do lists are assigned to users and provide pro-active information about their team members.

The screenshot shows a 'To-do List' interface with several categories. A red arrow points from the 'Attendance Adjustments' section to a pop-up window titled 'Attendance Adjustment Anomalies'. The pop-up window displays a table with the following data:

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly Date	Anomaly
1	1	Dave	Webb	Webb, Dave		Employee	Tue 03/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Wed 04/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Thu 05/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Fri 06/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Mon 09/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Tue 10/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Wed 11/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Thu 12/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Fri 13/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
1	1	Dave	Webb	Webb, Dave		Employee	Mon 23/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)
2	2	Michael	Coope	Coope, Michael		Employee	Tue 03/05/2022	An unauthorised absence has been taken against this daily schedule. (87 items)

Features include

Core time infringement

Unauthorised absence

Unauthorised overtime

Forgotten bookings

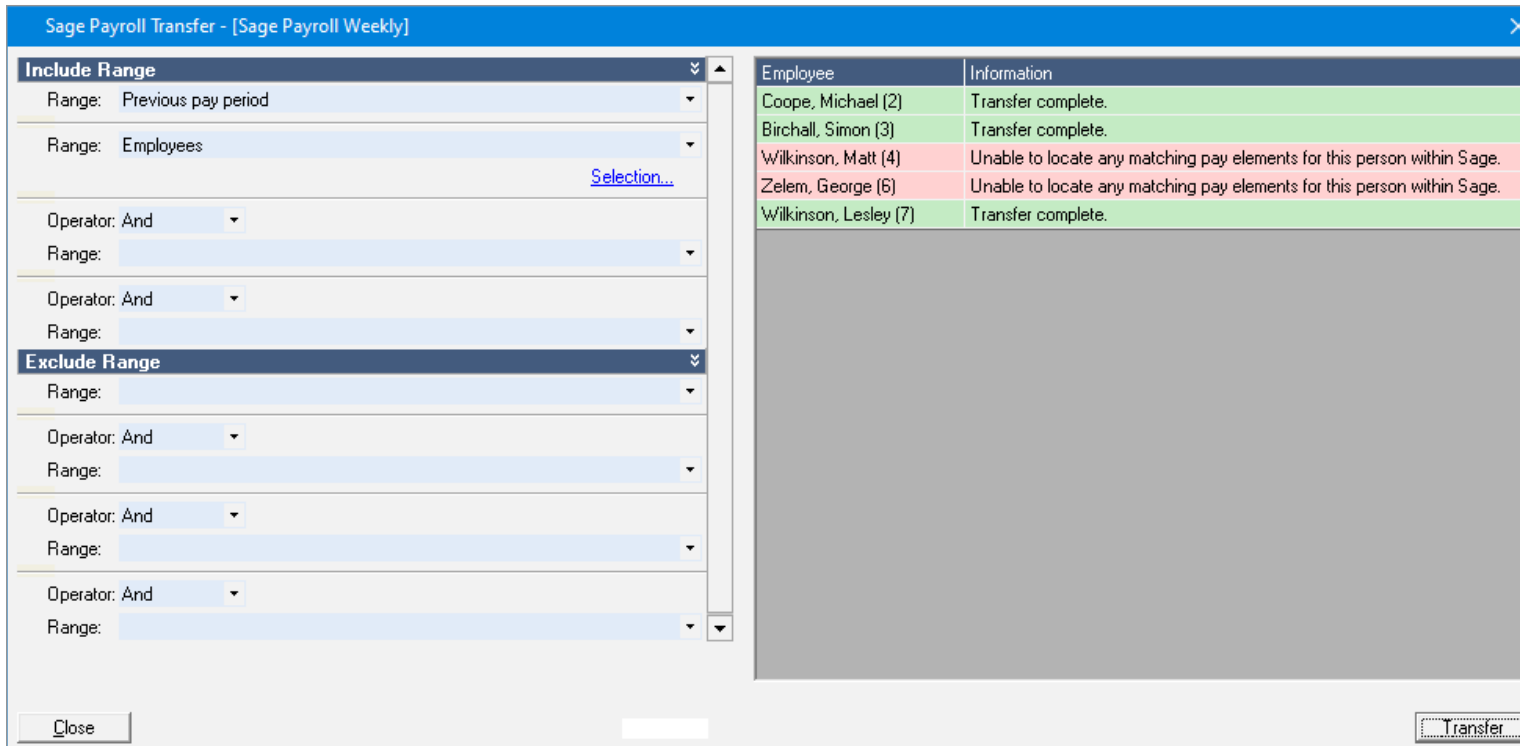
Birthdays

Payroll deadline

Payroll (licenced)

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

Following the payroll run, the timeware® administrator can protect attendance booking data up to a specified date, eliminating accidental manual adjustments.



The screenshot displays the 'Sage Payroll Transfer - [Sage Payroll Weekly]' window. On the left, there are configuration options for 'Include Range' and 'Exclude Range', each with 'Range' and 'Operator' dropdowns. The 'Include Range' section is currently set to 'Previous pay period' and 'Employees'. The 'Exclude Range' section is currently empty. At the bottom left is a 'Close' button. On the right, a table shows the transfer status for several employees:

Employee	Information
Coope, Michael (2)	Transfer complete.
Birchall, Simon (3)	Transfer complete.
Wilkinson, Matt (4)	Unable to locate any matching pay elements for this person within Sage.
Zelem, George (6)	Unable to locate any matching pay elements for this person within Sage.
Wilkinson, Lesley (7)	Transfer complete.

At the bottom right of the window is a 'Transfer' button.

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.

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.

Working Time Regulations (WTR)

This working time 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.

timeware® software can monitor the following rules and alert managers to potential breaches.



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

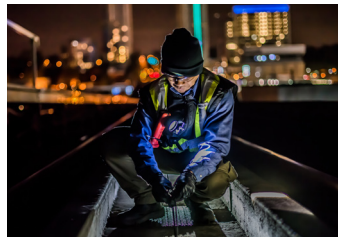
Workers are entitled to 11 hours' consecutive rest between shifts each day.



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

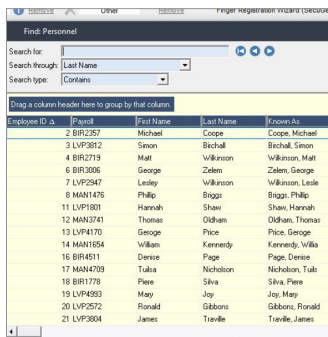
Holidays

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

BioStar 2 Integration

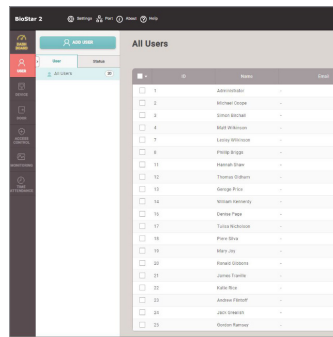
The BioStar 2 integration enables timeware® time and attendance software to integrate seamlessly with any Suprema device.

timeware® Personnel



Employee ID	Parol	First Name	Last Name	Zoom ID
2	BIR2357	Michael	Cooper	Cooper, Michael
3	LVP3912	Simon	Birchall	Birchall, Simon
4	BIR2719	Matt	Wilkinson	Wilkinson, Matt
6	BIR3086	George	Zalen	Zalen, George
7	LVP2947	Lesley	Wilkinson	Wilkinson, Lesley
8	MAN1476	Philip	Biggs	Biggs, Philip
11	LVP1801	Hannah	Shaw	Shaw, Hannah
12	MAN2741	Thomas	Gibbons	Gibbons, Thomas
13	LVP4170	George	Pace	Pace, George
14	MAN1654	William	Kennedy	Kennedy, Willis
16	BIR4511	Denise	Page	Page, Denise
17	MAN4789	Tulia	Nicholson	Nicholson, Tula
18	BIR1778	Piers	Siva	Siva, Piers
19	LVP4993	May	Joy	Joy, May
20	LVP2572	Ronald	Gibbons	Gibbons, Ronald
21	LVP3804	James	Trindle	Trindle, James

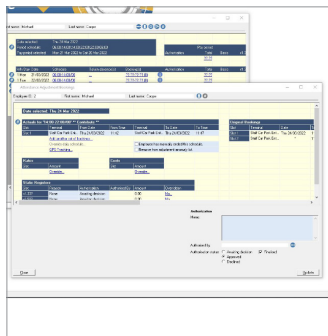
BioStar 2 Users



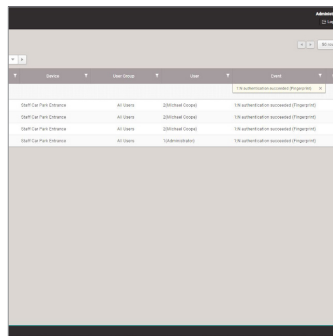
ID	Name	Other
1	John Doe	
2	Jane Smith	
3	Mike Johnson	
4	Sarah Williams	
5	David Brown	
6	Emily White	
7	Thomas Green	
8	Patricia Black	
9	Christopher Gray	
10	Michelle King	
11	Robert Lee	
12	Thomas Brown	
13	George King	
14	William Brown	
15	George King	
16	John Doe	
17	John Doe	
18	John Doe	
19	John Doe	
20	John Doe	
21	John Doe	
22	John Doe	
23	John Doe	
24	John Doe	
25	John Doe	

The integration enables control of the transfer from timeware® Personnel and Biostar 2 Users.

timeware® Bookings



BioStar 2 Events



Name	Location	Other
Start Car Park Entrance	All Users	100 authentication successful (Program ID)
Start Car Park Entrance	All Users	100 authentication successful (Program ID)
Start Car Park Entrance	All Users	100 authentication successful (Program ID)
Start Car Park Entrance	All Users	100 authentication successful (Program ID)

The integration enables control of the transfer from Biostar 2 events to timeware® bookings.

Layer 1
Time and attendance software

timeware®
Software

Layer 2
Security platform with enhanced features

Suprema
BioStar 2



Layer 3
Attendance and access devices

Suprema
Devices

ESS GO (licenced)

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



The new timeware® Puck is the perfect attendance point for businesses where the cost of a traditional attendance device is prohibitive or where network or power is unavailable.

Each timeware® Puck incorporates an NFC tag which allows them to be 'read' by all modern smart phones running the employee self service app, ESS GO from a distance of about 4cm.

android 

 iOS

timeware® managed service

timeware® managed service includes the following:

- Access to the timeware® technical support team between 8:30am and 5:30pm Monday to Friday including Bank holidays (except Christmas).
- An annual meeting on a pre-arranged date from the technical support team to upgrade your software to the latest version and to complete any new feature awareness training.
- At least one post installation meeting per year with the registered timeware® administrator to discuss the performance of timeware® and ways of improving workflow
- Free user training
- A courtesy call from the customer liaison team approximately every six weeks.
- Complimentary subscription to the timeware® community magazine, 'timelines', for each staff member on your approved contacts list.

Versions

Small Business

timeware[®]
Small Business
Time & Attendance Software

RRP **£1,500**



✓ **Specification**

- Up to 5 users
- Up to 5 devices
- Up to 150 employee records

✓ **Features**

- Time and attendance
- Absence management
- Personnel
- Dashboards and Reports
- To-do List
- GDPR & Working Time Regulations
- ESS GO (licenced)
- Payroll integration (licenced)

✓ **Includes the following integrations**

BioStar 2 ▼ Paxton | Net2

sage

ESS
GO

Professional

timeware[®]
Professional
Time & Attendance Software

RRP **£3,800**



✓ **Specification**

- Unlimited users
- Unlimited devices
- Unlimited employee records

✓ **Features**

- Customisation**
- Time and attendance
- Absence management
- Personnel
- Dashboards and Reports
- To-do List
- GDPR & Working Time Regulations
- ESS GO (licenced)
- Payroll integration (licenced)

✓ **Includes the following integrations**

BioStar 2 ▼ Paxton | Net2

sage

ESS
GO

timeware® 5 step sales process

Providing your customers with a time and attendance solution couldn't be easier:

Step 1.

The demonstration

You organise the demo date and a timeware® specialist will complete the demo over Teams.

Step 2.

The quotation

timeware® will provide you with the words for your quotation.

Step 3.

Placing your order with KD Electronics

Order the Suprema device and the timeware® software from KD Electronics.

Step 4.

The installation

You agree an installation date and install the Suprema device.

A timeware® specialist will obtain the configuration details from the customer and install the software and train the users over Teams.

Step 5.

Ongoing support

You will be responsible for supporting the Suprema device.

The customer will ring the timeware® support desk for software assistance.

timeware® will quote the customer for second and subsequent years support.

Remember!

If you can just remember one thing from this presentation, remember the web address:

www.timeware.info

All the points covered in the presentation are available in PowerPoint and PDF format.



timeware[®]
HR, Time and Attendance Software

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