An introduction to

timeware®

HR, Time and Attendance Software

suprema

KD Electronics

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 polices of each member of staff.

Main personnel form

Features include

Training & Qualifications	Education	Accident or injury	Union details	Health
	Disciplinary	Bank details	User defined fields	Medical review
Achievements	Interview	Pension details	Vehicle details	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.
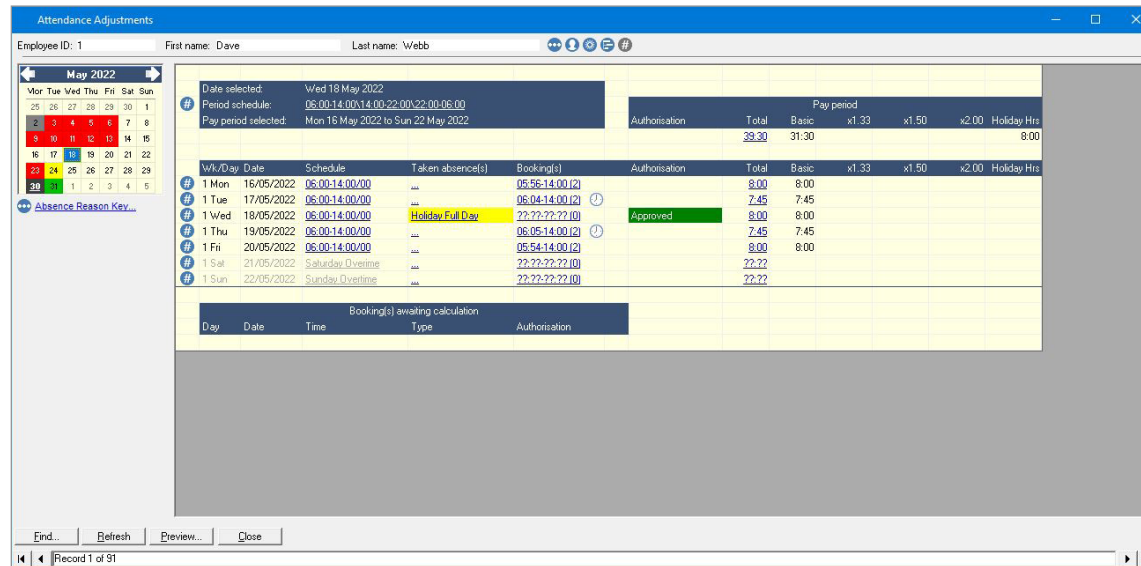
Attendance adjustment form

Features include

Overtime authorisation	Lateness monitoring	Floating breaks
Flexitime	Work patterns	Realtime lateness notification
Annualised hours	Continental shifts	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

Features include

Holiday entitlement	Unauthorised absence	Bradford factor	Return to work procedure
Authorised leave	Lieu days	Sickness monitoring	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.
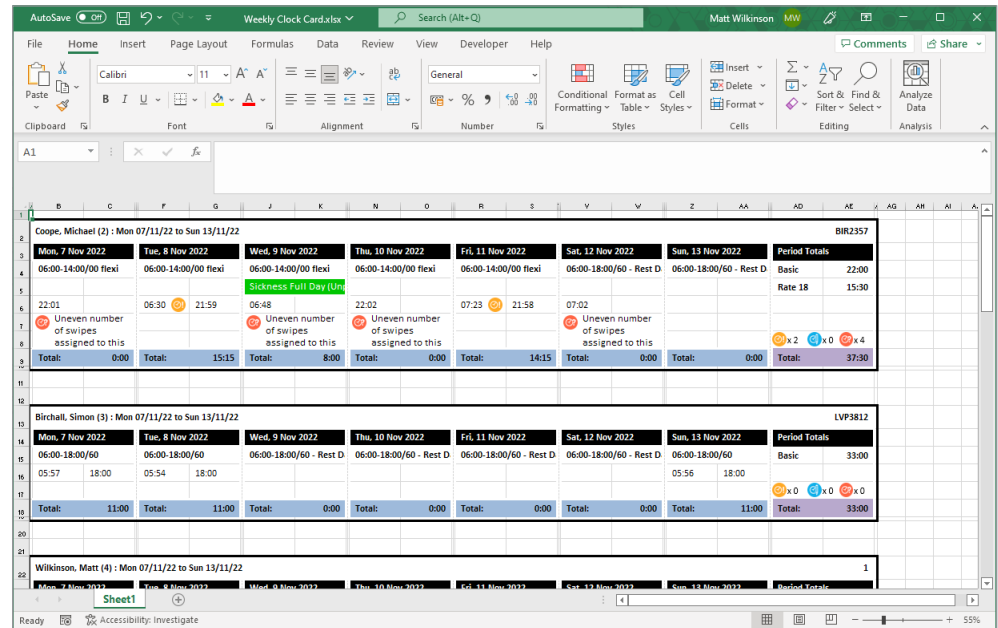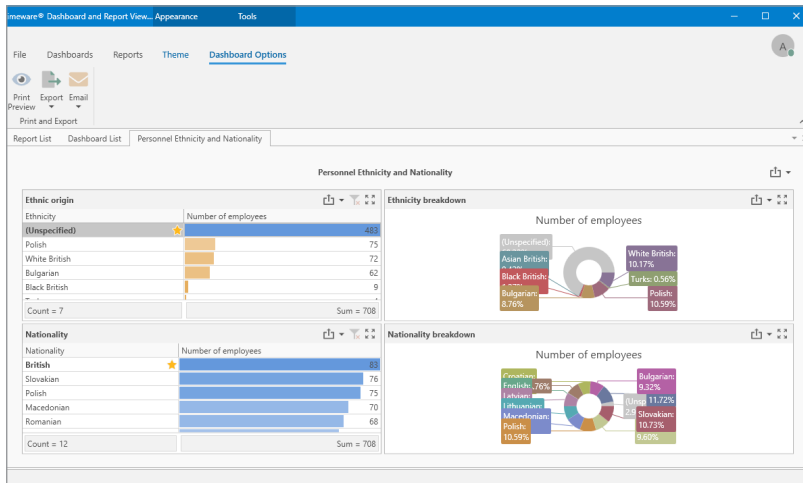
To-do List

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.

Features include

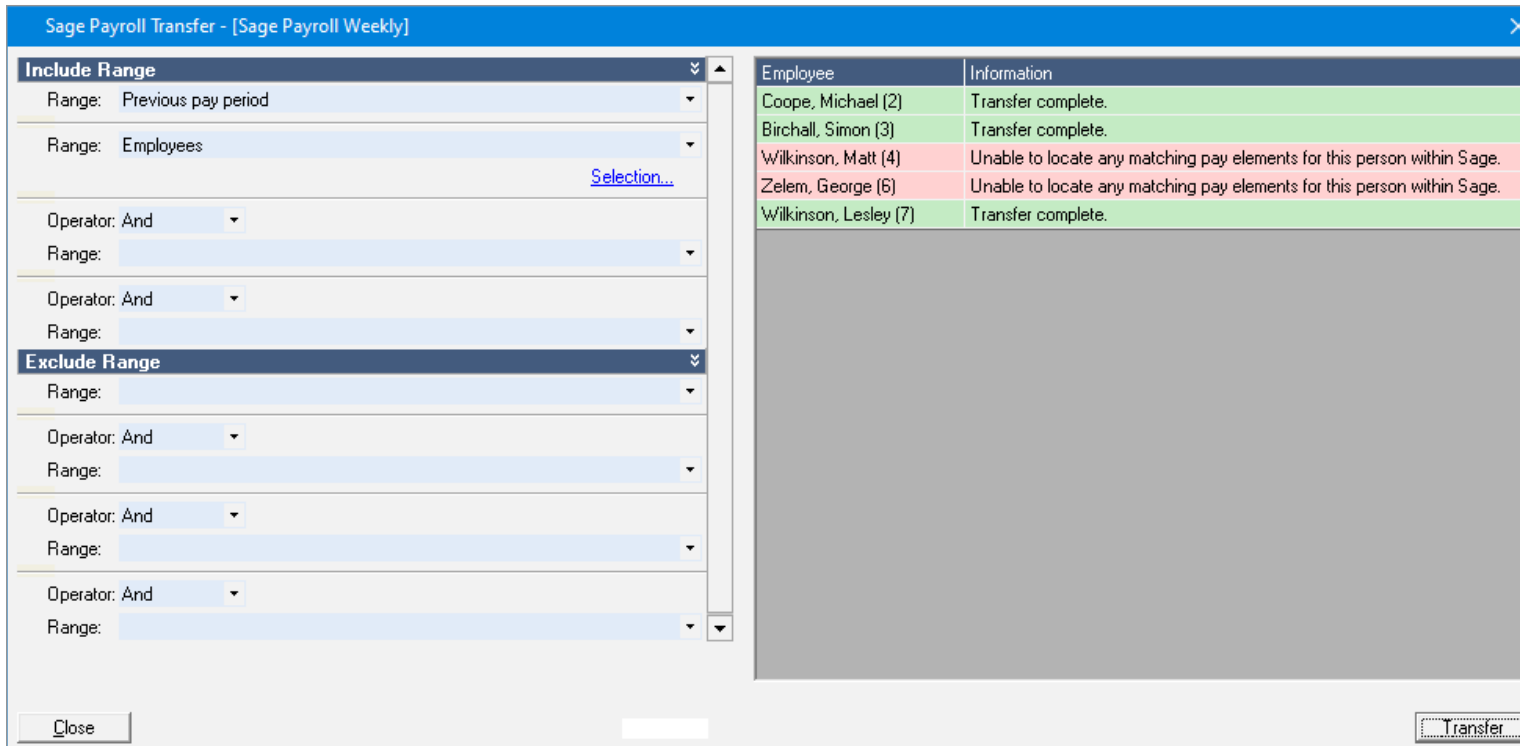|		
Core time infringement	Unauthorised overtime	Birthdays
Unauthorised absence	Forgotten bookings	Payroll deadline

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.

GDPR

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 using as the primary HR system do not allow address information to be recorded.

2. If timeware® is not being using 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.
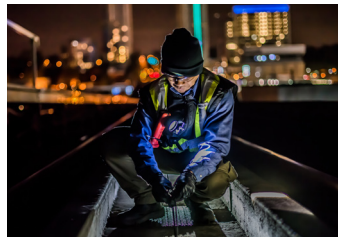
Rule 5

Night workers

Night workers should not exceed an average of eight hours in each 24-hour period.
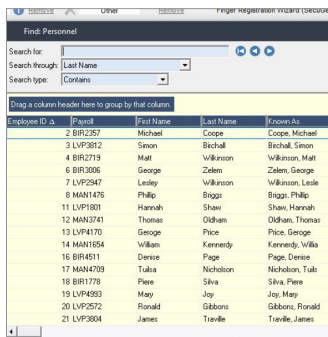

Rule 6

Holidays

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

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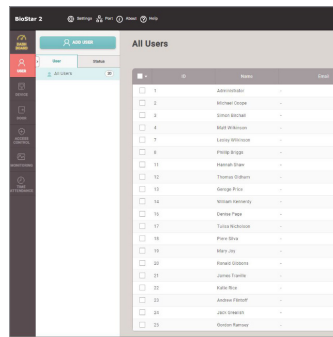
The BioStar 2 integration enables timeware® time and attendance software to integrate seamlessly with any Suprema device.

timeware® Personnel

BioStar 2 Users

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

timeware® Bookings

BioStar 2 Events

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

Layer 1
Time and attendance software

timeware®
S o f t w a r e

Layer 2
Security platform with enhanced features

SUPREMA
BioStar 2

Layer 3
Attendance and access devices

SUPREMA
D e v i c e s

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.

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

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

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 completed 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

Sales enquiries:

+44 (0)1706 659368

sales@timeware.co.uk

www.timeware.info