

The official magazine for the timeware® community



Security

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www.timeware.org



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Editor's Comment...

Welcome to the latest edition of timelines.

In this issue, we reaffirm our unwavering commitment to delivering not only market-leading time and attendance software but also a fully integrated access control solution tailored to your needs.

We're excited to remind you that the Bradford Factor scoring and customised return-to-work interview forms can be seamlessly implemented into your timeware® software, completely free of charge.

We also emphasise the importance of joining the timeware® community by subscribing to our YouTube channel. There, you'll find regular updates and in-depth tutorials designed to ensure you maximise the potential of your timeware® software.

At timeware®, your feedback is invaluable to us. We are dedicated to continuous improvement and enhancing your experience. If you have any questions or would like to discuss any of the topics featured in this magazine, our friendly team is always available on +44 (0)1706 658222.

Thank you for being a part of the timeware® community.



Simon Birchall

Managing Director
timeware® (UK) Ltd



Connect to me on [LinkedIn](#)

SUPrema
INTEGRATION PARTNER

Genetec™

sage
Development Partner

 Paxton
Approved
Integration

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Latest YouTube videos...

timeware® Community channel at www.timeware.tv.

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Security?...

Do you know that timeware® installs access control?

Focusing on Time and Attendance Software...

Company

Welcome to the pinnacle of time and attendance software at timeware® UK Ltd, featuring our exceptional suite: timestart®, timeware® Small Business, and timeware® Professional. With over three decades of expertise, we specialise in bespoke solutions tailored to your specific needs, enhanced by our partnership with Suprema Inc.

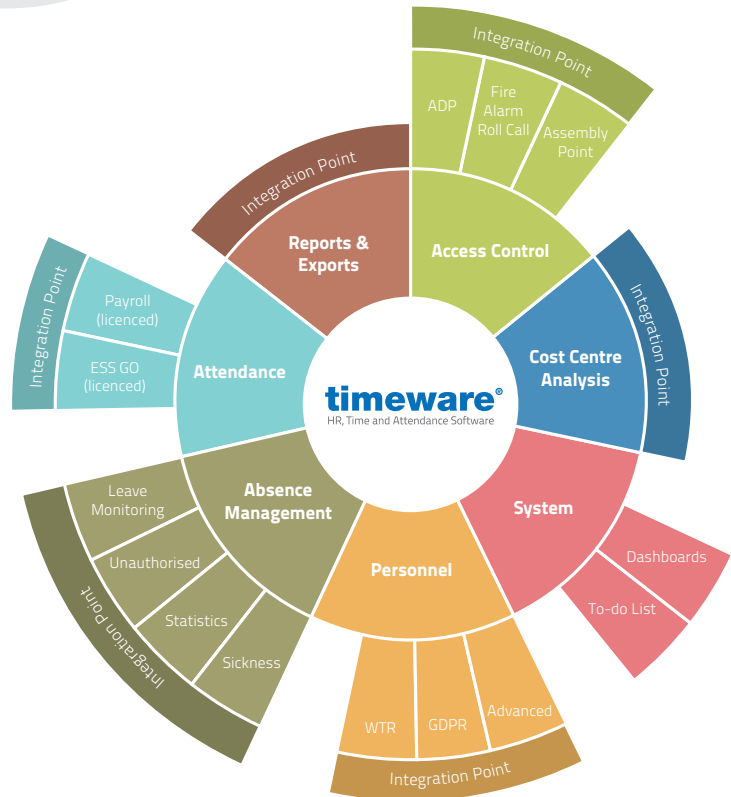
Seamless Integration Across Systems

timeware® excels in seamlessly integrating with existing payroll, HR platforms, and security systems. Whether leading or supporting, timeware® manages data exchanges expertly, boosting your operational efficiency dramatically.

Customisation: Unlocking Potential

A remarkable 95% of our users tap into timeware's extensive customisation features, resulting in configurations that are precisely tailored to their requirements, maximising returns on investment.

Embark on a transformative journey with timeware® and let us reshape your business narrative. Choose excellence and precision for managing your workforce, because every second counts in achieving success.



timeware®

HR, Time and Attendance Software

timeware® UK Ltd:

The definitive source for timeware® time and attendance software, covering everything from marketing and sales to installation and support. Our team provides your annual managed service invoices and expert guidance for expanding your timeware® system. Contact us for unmatched expertise in time and attendance management, ensuring your workforce operates with maximum efficiency.

{/} NMD³

Develop

NMD3 Develop Ltd:

The digital architects behind timeware® Professional, ESS GO, and timeware® in the cloud. Our dedicated developers ensure a seamless timeware® experience, providing robust solutions that enhance your operational efficiency. Celebrate innovation with us.

▣ NMD³

Hosting

NMD3 Hosting Ltd:

The backbone ensuring your apps run smoothly in Azure-hosted environments. Currently optimising the ESS GO app, we're excited to announce that by 2025, we will also manage timeware® Cloud. Trust us for unmatched Azure cloud performance and management. Your monthly hosting solutions originate here—where expertise meets innovation.

HR Software Integration...

Integrating timeware® software with your current HR system unlocks a host of benefits designed to boost efficiency and streamline your operations.

By reducing the need for manual data entry, this integration helps minimise errors and frees up valuable time for your HR team.

With real-time data synchronisation, both your HR and time management systems remain consistently up-to-date, delivering accurate insights into employee performance and labour costs.

This complete visibility empowers more informed decision-making, enabling you to optimise workforce management and enhance overall productivity.

In addition, by integrating timeware® with your HR system, compliance with employment laws and regulations becomes simpler due to precise and reliable record-keeping. The system's user-friendly interface and customisable features ensure a smooth transition, making it easy to implement and train your staff.

Harness the power of timeware® and your HR system working together to achieve unprecedented levels of efficiency and accuracy in your business operations.



If you are interested in learning more about HR software integration, please contact head of customer care Charlotte Kavanagh on support@timeware.co.uk or call **+44 (0) 1706 658222**.

Upcoming events...

Join Dave Webb and Kyle Mitchell at the International Security Expo at Olympia, London, on 24th-25th September 24.

We are excited to demonstrate our cutting-edge integration with Sensor Access Technology's GuardPoint10 access control software. Discover how our advanced solutions can enhance your security systems, providing seamless and efficient access control.

Visit our stand to see a live demonstration and speak directly with our experts. Dave and Kyle will be on hand to showcase the innovative features and answer any questions you may have.

Don't miss this opportunity to see firsthand how our collaboration with Sensor Access Technology can benefit your organisation. We look forward to welcoming you and discussing your security needs in detail.

See you at the expo, Stand B12...



Link to
International
Security Expo



**INTERNATIONAL
SECURITY
EXPO** 24-25 SEPT 2024
OLYMPIA, LONDON



Working in partnership with

timeware[®]
HR, Time and Attendance Software



Latest YouTube videos...



Charlotte Kavanagh
Head of Customer Care

We've added thirteen new videos to the timeware® community channel during the past three months. Follow the QR codes, visit www.timeware.tv or search for timeware community on YouTube.



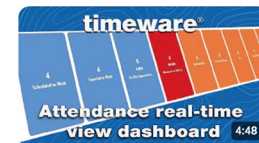
Link to timeware®
community channel



The Personnel ethnicity and nationality dashboard in timeware® time and attendance software.



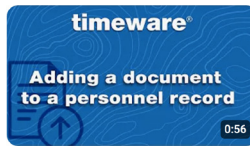
Replacing an employee's badge or fob in timeware® time and attendance software



Attendance real time view dashboard in timeware® time and attendance software



Installing a client in the timeware® Professional time and attendance software



Adding a document to a personnel record in timeware® Professional time and attendance software



timeware® geofence attendance bookings



The importance of a timeware® onboarding meeting



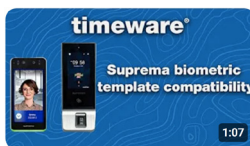
Automatic return to work report in timeware® Professional



Sharing a bespoke report in timeware® Professional



Overview of the minimum staffing levels feature in timeware®



Suprema biometric template compatibility



Tactical absence event list and auto decline

Follow us on YouTube...

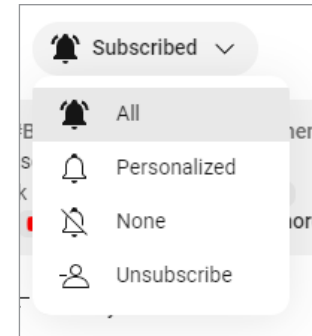
Unlock the full potential of your timeware® system by following our YouTube channel and pressing the bell icon to receive notifications.

Our channel offers weekly tutorial videos that provide comprehensive guidance on maximising the features and functionalities of your timeware® solution. By staying up-to-date with our expertly crafted content, you can streamline your operations, enhance productivity, and ensure you are utilising the latest updates and best practices.

Each video is designed to be easy to follow, offering practical tips and solutions to common challenges. Don't miss out on this invaluable resource. Subscribe now and transform your timeware® experience with our insightful tutorials, keeping you ahead in the ever-evolving world of time and attendance.

To reach our channel:

Search for **timeware community** on YouTube
or in your browser, go to **www.timeware.tv**



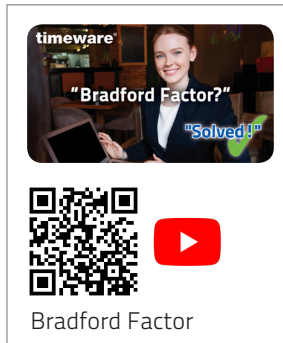
**Matt Wilkinson**

Head of Support

The Bradford Factor is a key metric for managing employee absenteeism, and it comes as standard with timeware® time and attendance software. This powerful tool helps you identify and address frequent short-term absences, which can significantly impact productivity.

Enabling the Bradford Factor feature in your system is straightforward and entirely free. Simply contact our support team, and they'll guide you through the activation process. Take control of absenteeism in your organisation and enhance operational efficiency by leveraging this essential feature.

Our support team is ready to assist you in maximising the benefits of your timeware® solution.



The Bradford Factor is calculated as follows:

$$\text{Bradford Factor Score} = S^2 \times D$$

where:

S is the total number of spells (instances) of absence of an individual over a set period

D is the total number of days of absence of that individual over the same set period[3]

The 'set period' is typically set as a rolling 52-week period.

For example, this is how 10 days absence could be shown:

- 1 instance of absence with a duration of ten days ($1 \times 1 \times 10$) = 10 points
- 2 instances of absence, each of five days ($2 \times 2 \times 10$) = 40 points
- 5 instances of absence, each of two days ($5 \times 5 \times 10$) = 250 points
- 10 instances of absence, each of one day ($10 \times 10 \times 10$) = 1000 points

"Solved!" 

If you are interested in implementing the Bradford Factor, please contact support on support@timeware.co.uk or call **+44 (0) 1706 658222**.

timeware® security...

Security

Enhance attendance management with timeware® security integration.

One of the key advantages of upgrading from legacy hardware to Suprema devices is the seamless integration with the BioStar 2 security platform.

This state-of-the-art platform acts as a vital link between timeware® software and Suprema's cutting-edge attendance and access control points.

With BioStar now fully integrated, timeware® customers gain access to Suprema's expansive and continually evolving range of devices, including industry-leading proximity readers, fingerprint scanners, and facial recognition technologies. In addition to robust encryption that safeguards all personal data used in biometric recognition, BioStar introduces a host of advanced features that enhance and elevate the overall timeware® software experience. This integration not only strengthens security but also opens the door to new opportunities for efficiently managing and optimising your workforce.

If you're considering implementing access control, reach out to the timeware® Project team for more information and guidance.



Mike Coope

Head of Projects

Barrier



Server room

Flexible Architecture System

Supports both centralised and distributed configuration, thereby providing the optimal solution.



Optimal Access Control Solution

Supports all access control features such as door/elevator/zone control, graphic map, server matching, video logs, image logs, and audit trail.



Video Logs Support

Any event that occurs near an access or attendance point may be recorded with an NVR and IP camera and monitored.



Mobile Access

Supports Suprema Mobile Access, a feature which allows people to use access points using their smartphone as a credential.



Remote Control

Provides user registration, real-time alarm system, and access control in the BioStar 2 Mobile application.



Cybersecurity

Encrypts not only personal data used for authentication such as passwords, fingerprint templates and face templates, but all available data that may be linked to an individual. BioStar 2 is equipped with information security and privacy information management system.



Cybersecurity is ISO 27001 and ISO 27701 certified.



Turnstile



Speedgate

Interested in timeware® security? Please contact Projects Lead, Mike Coope mike.coope@timeware.co.uk or call **+44 (0) 1706 658222**.

Security software integration...



Mike Coope

Head of Projects

Did you know that timeware® time and attendance software seamlessly integrates with a broad range of security systems available on the market? With its advanced capabilities, timeware® can interpret security events, such as door or barrier access, and automatically convert them into attendance bookings. This cutting-edge feature often removes the need for additional hardware, enabling you to fully maximise your existing security infrastructure.

Interested in security integrations? Please contact Projects Lead, Mike Coope mike.coope@timeware.co.uk or call **+44 (0) 1706 658222**.

Layer 1

Time and attendance software

timeware®
HR, Time and Attendance Software

Layer 2

Security platform with enhanced features

BioStar  Paxton | Net2
Genetec™  **GUARDPOINT 10**



suprema

 Paxton

HIKVISION

Layer 3

Attendance and access points

Devices

Customised return to work interview form?...



Matt Wilkinson
Head of Support

timeware® offers the ability to create a custom return-to-work interview form, tailored to the customer's specific needs. These forms can be automatically emailed to a manager when an employee returns to work following a period of absence.

Each form is populated with key fields, ensuring managers have all the necessary information at their fingertips for a productive meeting. This seamless integration not only saves time but also ensures consistency and thoroughness in handling employee returns. By utilising timeware's custom forms, you can streamline your return-to-work process, making it more efficient and effective.

Contact the timeware® support team to customise your forms today and enhance your workforce management.



Return to work form

Sickness/Absence Notification Form (Self Certification)

1 About You

Surname

Other names

Title (delete as applicable)

Payroll number

2 About your Sickness/Absence
Please give brief details of your sickness (words like 'if' or 'unless' are not good enough.)

Did you visit your doctor during this period of absence? Yes No

Were you confined to home during this absence? Yes No

3 Period of Sickness/Absence

First day of sickness

Last day of sickness before returning to work

Date you restarted work

Final sick not received and in order

I declare that this information is true and accurate and any deliberate mis-statement will lead to disciplinary action and/or non payment of any eligible Company sick pay.

Signature _____ Date _____

Want to know more? Please contact support on support@timeware.co.uk or call **+44 (0) 1706 658222**.

Free two week trial...

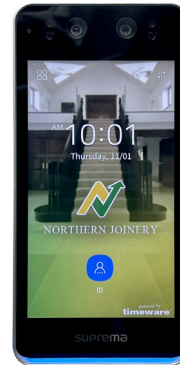
Keeping technology current in your business is crucial for leveraging new security features, reflecting the management's commitment to time recording and workplace security.

timeware® Professional software, compatible with Suprema biometric and proximity devices, offers an opportune moment to upgrade your legacy attendance systems. Embrace cutting-edge face authentication, fingerprint, and proximity devices to enhance efficiency and security.

This proactive approach not only boosts your operational capabilities but also signals to your workforce the importance placed on maintaining a secure, modern work environment. The integration of these advanced technologies streamlines processes and fortifies security measures, ensuring a safer, more efficient workplace.



Device Overview



BioStation 3
Face Authentication
/ Proximity Card



X-Station 2
Fingerprint /
Proximity Card



X-Station 2
Proximity Card

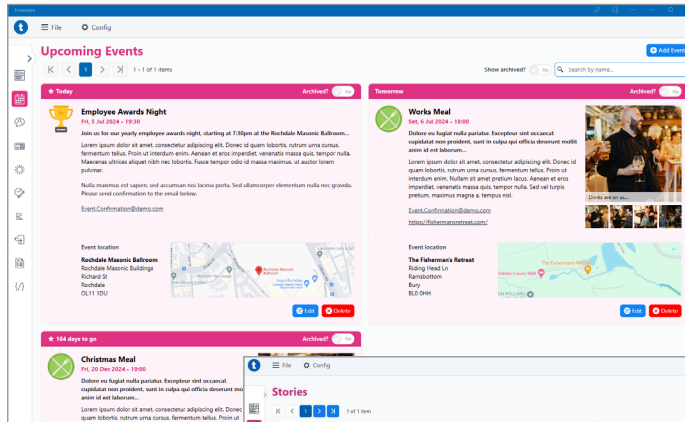
Charlotte Kavanagh
Head of Customer Care



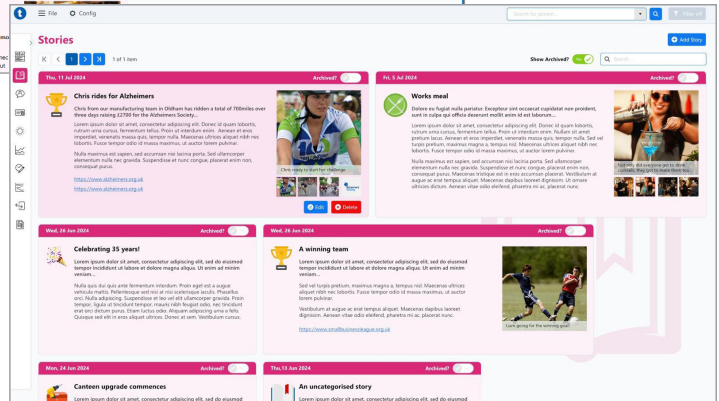
If you are interested in taking part in this legacy device replacement programme, please contact Head of Customer Care, Charlotte Kavanagh, on support@timeware.co.uk or call **+44 (0) 1706 658222**.

timeware® Cloud Upcoming Events, Stories and Messages...

Accessible via the ESS app and timeware® app, the timeware® Cloud app offers three key notification features: 'Upcoming Events,' 'Stories,' and 'Messages.' The 'Upcoming Events' feature provides timely reminders for holidays, training sessions, and company events, promoting better organisation and work-life balance. The Stories feature allows for engaging, multimedia updates, fostering a dynamic communication culture and encouraging user-generated content. Finally, the Messages feature offers direct, secure communication between managers and employees, perfect for important announcements. Together, these tools enhance internal communication and ensure a connected, informed workforce.



Upcoming Events



If you are interested in timeware® Cloud. Please contact Head of Customer Care, Charlotte Kavanagh, on support@timeware.co.uk or call +44 (0) 1706 658222.

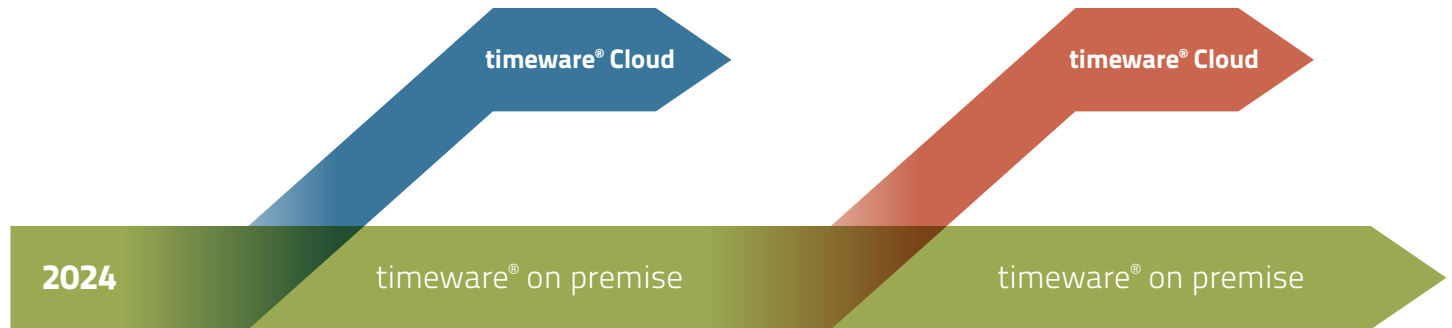
Stories

timeware® Road Map...

On premise or cloud?...

timeware® customers will soon have the option of migrating from their on premise software to the cloud. This option will be available from Q4 2025. Customers requiring cloud demonstrations should contact Charlotte Kavanagh to arrange a time and date.

Customers wishing to remain on premise will be able to do so for many years to come. Our continued dedication to our legacy software involves ongoing advancements in security for the foreseeable future.



Upgrades to timeware® 2024 began in November 2023. Please contact Head of Customer Care, Charlotte Kavanagh, on **+44 (0)1706 658222** or **support@timeware.co.uk** to check the planned date for your upgrade.

timeware® Community Support

www.timeware.org

This website serves as the central hub for timeware® community support. Visit the site to report issues, submit change requests, and stay informed about the latest developments in the timeware® universe!



- **timeware® support:**

Operators can report issues directly to the team, while administrators can submit system change requests.

- **Documents:**

Access a collection of timeware®-related downloadable PDF documents.

- **YouTube channel:**

Visit the timeware® Community YouTube channel, www.timeware.tv for instructional videos and tutorials.



Next edition of timelines: **November 2024**
Launch of timeware® 2025...

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the timeware® community

timeware®
HR, Time and Attendance Software

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