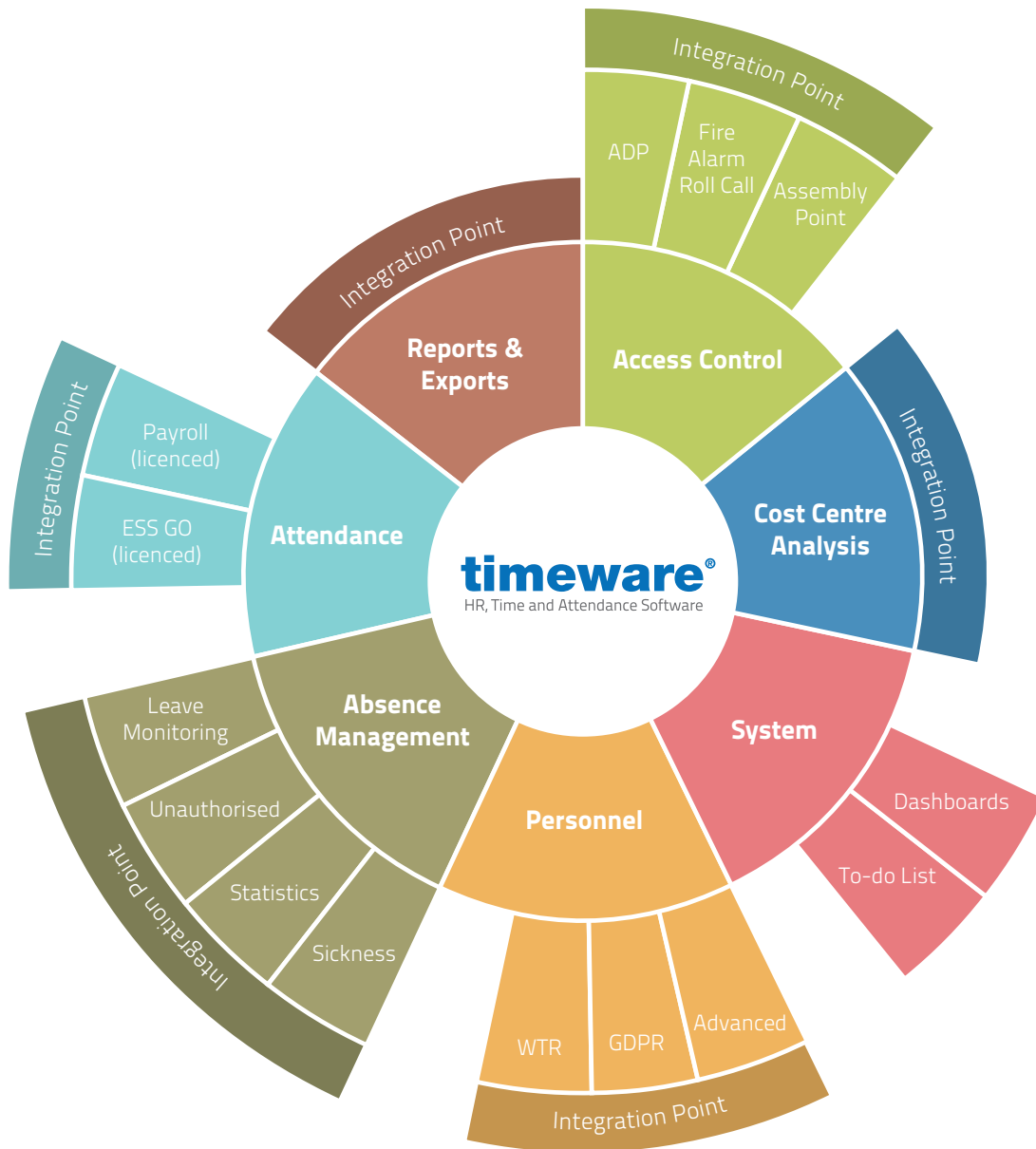


timeware®

HR, Time and Attendance Software

Meeting with the timeware® technician



1. Software Installation



Reminders...

- Server specification information
- SQL version information
- Internet Information services (IIS) information
- Number of PC's that require timeware software
- Users that require timeware access

2. Bio Enrolment



Reminders...

- Employee's that require enrolment
- Shift Patterns
- Languages of staff for language enrolment cards (English, Welsh, Hungarian, Polish, Ukrainian, Romanian, Urdu, Punjabi, Latvian, Armenian)
- Location for Enrolment
- Enrolment Schedule

3. Hardware Installation



Reminders...

- Network Information per device
 - IP Addresses
 - Subnet Mask
 - Gateway

4. Project Build



Reminders...

- Personnel
 - Number of employees
 - Employee Information
 - Personnel import from another system/CSV
 - Groupings
 - Employment record
 - GDPR
 - Training records
 - Disciplinary records
 - Qualifications
 - Mobile workers
 - Employee self service (ESS)
 - Working time regulation (WTR)
- Absence Management
 - Absence reasons
 - Absence categories
 - Absence entitlements
 - RTW procedure
 - Lateness procedure
 - Bradford factor
- Attendance
 - Schedule patterns
 - Break information
 - Infringements (Lateness, Too early)
 - Overtime Authorisation
- Access Control
 - Access patterns
 - Access free zones

4. Project Build



Reminders...

- Job Costing
 - Jobs/Operations
- Cost Centre Analysis
 - Different cost centres
 - Different rates of pay per cost centres
- Fire alarm roll call
 - Email addresses
 - Printers
- Reports/Exports
 - Examples of reports
 - Examples of exports
 - Template examples
- To Do List
 - Personnel anomalies
 - Absences anomalies
 - Attendance anomalies
- Dashboards
 - Examples of dashboard
- Payroll Integration
 - Details of payroll package
 - Point of contact
 - API Integration/ CSV

5. Project Commissioning



Reminders...

- Location of workspace for technician to use
- Contacts
- Project lead
 - HR
 - IT
 - Payroll
 - Security
- Workstation
- Server Access

6. User training



Reminders...

- Onsite training/Remote training
- Location of training
- Training facilities
- TV/Projector
- Software access
- Operator/Line manager training

7. Post-Installation



Reminders...

- Location
- Contacts

