



An introduction to

# timeware®

Time & 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, it shows 'Employee ID: 1', 'First name: Dave', and 'Last name: Webb'. The main area is divided into a left-hand navigation menu and a central form. The navigation menu includes categories like 'Essential', 'Miscellaneous', 'Employee Self Service', 'Mobile Worker', 'Vehicle', 'Health', 'Appraisal', and 'Working Time Regulations'. The central form, titled 'Essential (General)', contains various fields for employee data: 'Badge format' (26 bit - NMD3), 'Facility code' (0), 'Badge' (10598345), 'Payroll' (1), 'Integration ID', 'GPS IMEI', 'Known as' (Webb, Dave), 'Email address' (dave.webb@timeware.co.uk), and 'Security pin'. It also features 'Biometric data' options for Finger (Suprema), Face (Suprema), and Finger (SecuGen), each with a 'Remove' button. Other fields include 'Date started with company' (31/10/2009), 'Badge activation' (start and end dates), 'Employment status' (Employee), 'Absence entitlement policy' (20 Days Holiday), 'Period schedule' (08:00-14:00, 14:00-22:00, 22:00-06:00), 'Terminal policy' (Admin Employee (All Office Access 24/7)), 'Email policy' (Not Required), 'Remuneration policy' (Not Required), and 'Cost centre (default)'. A photo of the employee is shown 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 very bottom indicates 'Record 1 of 91'.

Main personnel form

## Features include

Training &  
Qualifications  
Achievements

Education  
Disciplinary  
Interview

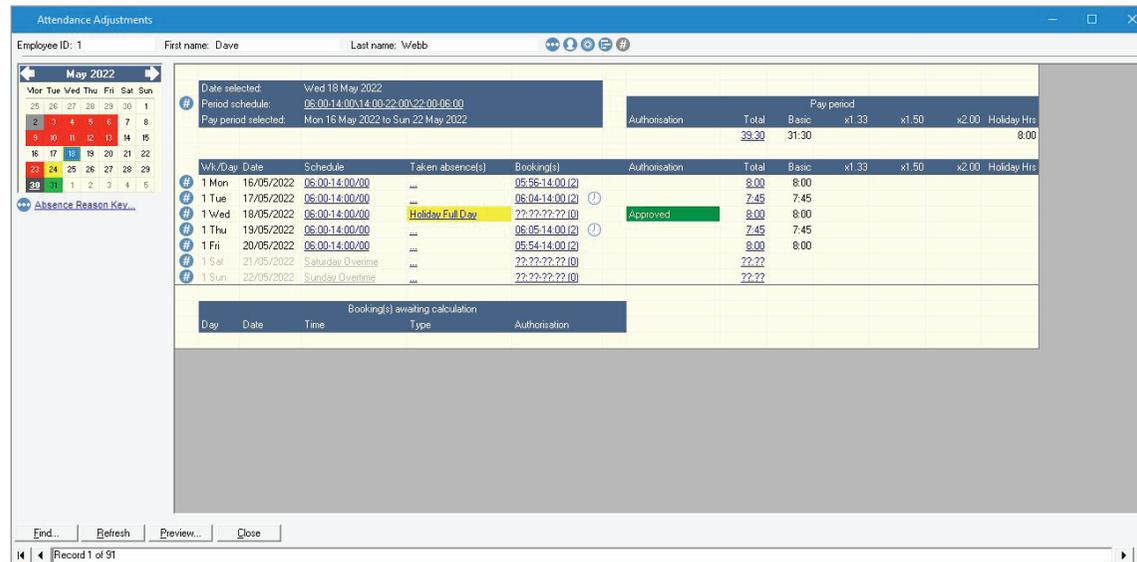
Accident or injury  
Bank details  
Pension details

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

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? :

**Authorisation**

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

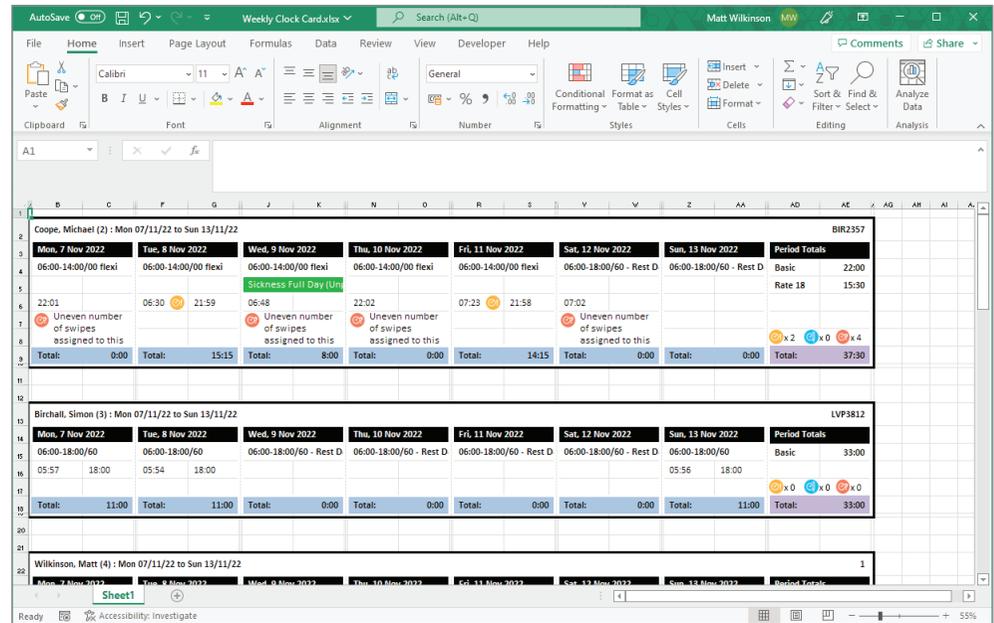
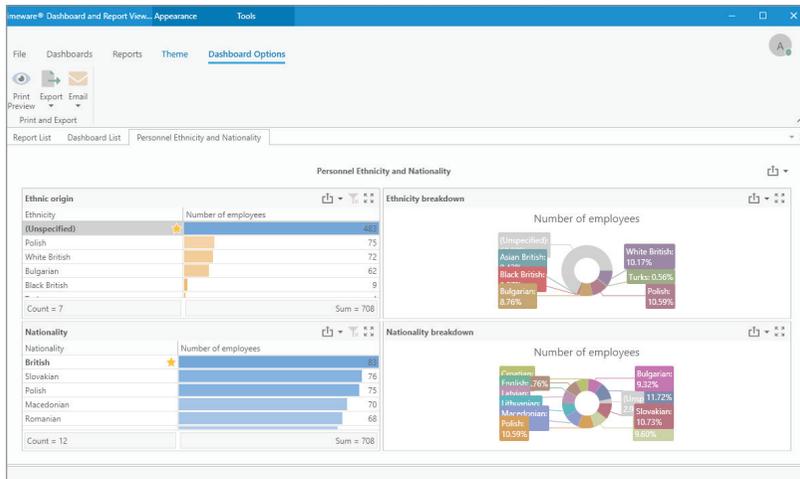
Bradford factor  
Sickness monitoring

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 the following categories and items:

- System Health**: Warning, your Mobile Worker licence has expired on 'Thu 24 February 2022'
- Payroll**: Warning, your Sage payroll link has expired on 'Thu 24 February 2022'
- Attendance Adjustments**:
  - 11 Outstanding missed bookings that require attention
  - 871 Outstanding unauthorised absences that require attention
- People Missing from Active Daily Schedules**

The 'Attendance Adjustment Anomalies' pop-up window displays the following table:

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

## 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.

Sage Payroll Transfer - [Weekly Pay]

**Include Range**

Range: Previous pay period

Range: Group

[Selection...](#)

Operator: And

Range:

Operator: And

Range:

**Exclude Range**

Range:

Operator: And

Range:

Operator: And

Range:

Operator: And

Range:

Close

Employee | Information

Transfer

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

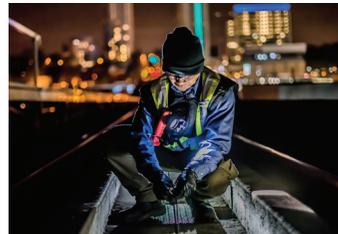
Workers are entitled to 11 hours' consecutive rest between shifts each day.



## 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	MAN2341	Thomas	Gibbons	Gibbons, Thomas
13	LVP4170	George	Pace	Pace, George
14	MAN1654	William	Kennedy	Kennedy, William
16	BIR4811	Denise	Page	Page, Denise
17	MAN4789	Tulia	Nicholson	Nicholson, Tulia
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 Wilson	
4	Anna Brown	
5	David Green	
6	Emily White	
7	Frank Black	
8	Grace King	
9	Henry Lee	
10	Ivan Hill	
11	Jessica Scott	
12	Kevin Adams	
13	Laura Baker	
14	Mark Evans	
15	Nancy Foster	
16	Oliver Hall	
17	Peter King	
18	Quinn Lee	
19	Rachel Park	
20	Steve Scott	
21	Tina Taylor	
22	Uma White	
23	Victor Black	
24	Wendy Green	
25	Xavier King	
26	Yvonne Lee	
27	Zoe Park	
28	Adam Scott	
29	Bella Taylor	
30	Charlie White	
31	Diana Black	
32	Ethan Green	
33	Fiona King	
34	George Lee	
35	Helen Park	
36	Ian Scott	
37	Jane Taylor	
38	Karl White	
39	Laura Black	
40	Mark Green	
41	Nancy King	
42	Oliver Lee	
43	Peter Park	
44	Quinn Scott	
45	Rachel Taylor	
46	Steve White	
47	Tina Black	
48	Uma Green	
49	Victor King	
50	Wendy Lee	
51	Xavier Park	
52	Yvonne Scott	
53	Zoe Taylor	
54	Adam White	
55	Bella Black	
56	Charlie Green	
57	Diana King	
58	Ethan Lee	
59	Fiona Park	
60	George Scott	
61	Helen Taylor	
62	Ian White	
63	Jane Black	
64	Karl Green	
65	Laura King	
66	Mark Lee	
67	Nancy Park	
68	Oliver Scott	
69	Peter Taylor	
70	Quinn White	
71	Rachel Black	
72	Steve Green	
73	Tina King	
74	Uma Lee	
75	Victor Park	
76	Wendy Scott	
77	Xavier Taylor	
78	Yvonne White	
79	Zoe Black	
80	Adam Green	
81	Bella King	
82	Charlie Lee	
83	Diana Park	
84	Ethan Scott	
85	Fiona Taylor	
86	George White	
87	Helen Black	
88	Ian Green	
89	Jane King	
90	Karl Lee	
91	Laura Park	
92	Mark Scott	
93	Nancy Taylor	
94	Oliver White	
95	Peter Black	
96	Quinn Green	
97	Rachel King	
98	Steve Lee	
99	Tina Park	
100	Uma Scott	

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®**  
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**<sup>®</sup>  
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**<sup>®</sup>  
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.

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### **The demonstration**

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

## Step 2.

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### **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.

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### **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](http://www.timeware.info)**

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



**timeware**<sup>®</sup>  
Time & Attendance Software

**Sales enquiries:**

+44 (0)1706 659368

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