

# timestart<sup>®</sup>

time and absence software

android 

 iOS

  
Development Partner

**Software modules include:**

Personnel, Absence Management, Attendance, Dashboards and Reports, ESS GO, To-do List and SAGE Payroll integration.

# timestart® time and absence management software

**timestart® is the perfect solution for business owners requiring Time and Attendance software to track employee Attendance and Holiday Entitlement. Using this software means no more time-sheets and no more holiday request forms!**

The timestart® software includes Personnel, Absence Management, Time and Attendance, Dashboards and Report modules, plus an integration to Sage Payroll.

Staff use an Employee Self Service app called ESS GO to record their arrival and departure times by simply holding their phone near the timeware® Puck. This time and attendance information is stored in the cloud and passed back to your office allowing the timestart® software to calculate the hours worked. It's really that simple!

ESS GO is a unique game-changer, enabling staff to check their shift rotas, timesheets, holiday entitlement and to request leave!

To find out more about timestart® please contact our Sales Team on +44 (0)1706 659368.

## Personnel...

timestart® 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.

timestart® Personnel keeps all of your information in one place. From copies of driving licences to employer references, from blood type to bank account details - timestart® Personnel stores the data centrally making it available for viewing and reporting when required.

timestart® Personnel provides an extremely effective solution, integrating with To-do Lists to provide reminders of important events ranging from birthdays to overtime authorisation.

### Features include:

- Right To Work notes.
- DBS notes.
- Document scanning.
- Enhanced employment history records.
- Training matrix.
- Take staff ID photos using your webcam.
- Store training records, disciplinary notes and qualifications.
- Use the Personnel Wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The proactive To-do List alerts you when important items such as qualification and review periods are due to expire.
- User Defined Fields allow you to hold unique information specific to your business that is not included as standard in Personnel.
- Scan documents such as a driving licence and passport and store within the employee's record.
- Print ID badges directly to your ID badge printer.

The screenshot shows the 'Personnel' software interface. At the top, it displays 'Employee ID: 1', 'First name: Dave', and 'Last name: Webb'. The main area is divided into sections: 'Essential' (General, Groupings, Employment, Right to Work, Disclosure and Barring Service, Training and Qualification Matrix) and 'Miscellaneous' (Personal, Contact Details, Training and Qualifications, Achievements, Education, Disciplinary, Interview, Accident or Injury, Bank Details, Pension Details, Union Details, Assets, User Defined Fields, Documents, Notepad, Employee Self Service, Mobile Worker, Vehicle, Health, Appraisal, Working Time Regulations). The 'Essential' section is expanded to show 'General' details: Badge format (26 bit - NMD3), Facility code (0), Badge (10688345), Payroll (1), Integration ID, GPS IMEI, Known as (Webb, Dave), Email address (dave.webb@timeware.co.uk), Security pin, Biometric data (Finger (Suprema), Finger (SecuGen), Face (Suprema), Other), Date started with company (31/10/2009), 12 years, 0 month(s), 28 day(s), Employment status (Employee), Absence entitlement policy (20 Days Holiday), Period schedule (06:00-14:00;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), Cost centre (default), and Flextime closing balance set on (//). A photo of Dave Webb is shown on the right. At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'End...', 'Refresh', 'Preview...', 'Copy...', and 'Close'.

The screenshot shows the 'Personnel Employment - (Amend)' window. It has a 'Details' section with the following fields: Reference (Supervisor), Job description (Supervisor), Reporting to (Simon Birchall), Pay type (Salary), Amount (45000.00), Tax code, Date of commencement (31/10/2009), Probation period (days) (30), Probation end date (30/11/2009), Notice given date (//), Notice period (days) (0), Date of termination (//), and Date of last payroll (//). There are checkboxes for 'Remove Probation Period from To-Do List' and 'Remove Date of Termination from To-Do List'. Below this is a 'Comments' section with a text area. At the bottom, there is a 'Document' table with columns for 'Discriminator', 'File Name', 'Date and Time', and 'File Size (MB)'. The table contains three rows: 'Contract of Employment' (Contract of Employment, Mon 29 Nov 2021 10:03, 0.01), 'Letter of Resignation' (Letter of Resignation.docx, Mon 29 Nov 2021 10:03, 0.01), and another 'Contract of Employment' row. At the bottom right, there is a 'Cancel' button and a 'Ok' button.

# Absence Management...

Tracking holiday entitlement, managing holiday schedules and monitoring authorised and unauthorised sickness are the four essential points that make up timestart® Absence Management.

You can create absence entitlement policies that define the number of days holiday based on years' service from any date. You can specify the amount of time that may be carried forward from one year to the next and even award entitlement credits for additional holidays. All absence management amendments can be subjected to a two-tier approval process if required.

timestart® Absence Management enables team leaders to view holiday schedules before authorising an absence booking to ensure that minimum staffing levels are maintained at all times.

## Features include:

- Comprehensive absence and holiday booking screens for ease of data entry.
- Compatible with Bradford Factor methodology.
- Detailed statistical information is available while booking absences allowing you to maintain the correct staffing levels whilst ensuring that employees cannot take more than their annual holiday entitlement.
- Automatic renewal of an employee's holiday entitlements each year, taking into account any days carried forward from the previous holiday year.
- Create entitlement policies with special rules for new starters and long serving employees.
- Tactical absence analysis.
- Return to work procedures.

Absence period:	From	To	Year Service
	Wed 01 January 2020	Thu 31 December 2020	10
	Tue 01 January 2019	Tue 31 December 2019	9
	Mon 01 January 2018	Mon 31 December 2018	8
	Sun 01 January 2017	Sun 31 December 2017	7
	Fri 01 January 2016	Sat 31 December 2016	6
	Thu 01 January 2015	Thu 31 December 2015	5
	Wed 01 January 2014	Wed 31 December 2014	4
	Tue 01 January 2013	Tue 31 December 2013	3

# Attendance...

Time and Attendance is timestart's flagship module, developed over many years to provide an accurate solution for processing employee attendance information.

The Time and Attendance module supports a number of well-known work methodologies including standard, flexitime and rotating shifts which may be planned up to 52 weeks in advance. Grace Times and Roundings are standard features along with various work-break categories. The module also supports an extremely comprehensive range of overtime calculation standards. There are also many ways to authorise overtime with email alerts and on-screen warnings if the payroll deadline is approaching and overtime has not been approved.

During the pre-installation phase, a member of our implementation team will work with your representatives to fully understand your business's time and attendance requirements before providing a fully documented report.



Employees use the Employee Self Service app, ESS GO to make their attendance bookings.

Planner

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
September 2021	30	31	1	2	3	4	5
October 2021	4	5	6	7	8	9	10
November 2021	8	9	10	11	12	13	14

Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee
Wicks, Diane (1)	London, Michael (2)	Birchall, Simon (3)	Wilkinson, Matt (4)	Broadhurst, Li (5)	Zelmer, George (6)	Wilkinson, Lelsey (7)	Birge, Philip (8)
Shaw, Hannah (11)	Oldham, Thomas (12)	Preece, George (13)	Kennedy, Wilson (14)	Page, Denise (15)	Nicholson, Tullia (17)	Sims, Patsie (18)	Joy, Mary (19)
Edwards, Rowald (20)	Tranville, James (21)	Rice, Katie (22)	Finkoff, Andrew (23)	Grisham, Jack (24)	Parley, Gordon (25)	Watkins, Charlotte (26)	Cooper, Hannah (27)
Manson, Naomi (28)	Cooper, Rachel (29)	Hale, George (30)					

Attendance Adjustments

Date	Time						
17/05/2022	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00
17/05/2022	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00
19/05/2022	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00
20/05/2022	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00
21/05/2022	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00
22/05/2022	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00	08:00:14:00:00

# Dashboards & Reports...

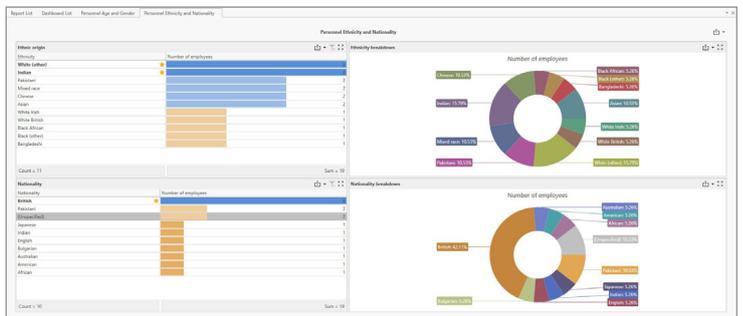
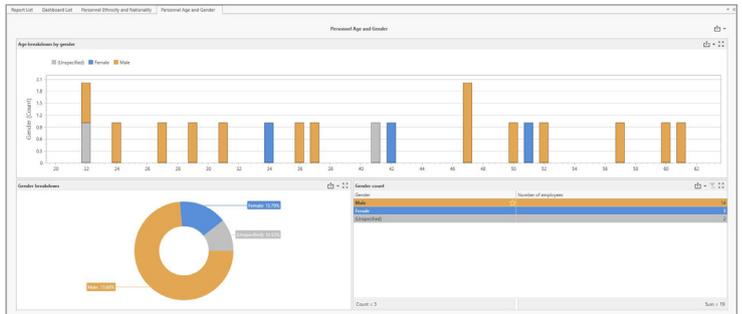
Clear and concise data produced quickly, on demand.

Dashboards provide at-a-glance views of key performance Indicators (KPI) whereas reports are designed to provide a more detailed breakdown of that key data.

timestart® Dashboards and Reports incorporate data for the following modules:

- Personnel
- Absence Management
- Time and Attendance

All reports may be exported to Excel for further manipulation and analysis.



# Payroll Integration...

timeware® are an official Sage Development Partner and as such, we are able to provide an approved integration to your Sage Payroll Software.

timestart® incorporates an authorised, Sage payroll integration.

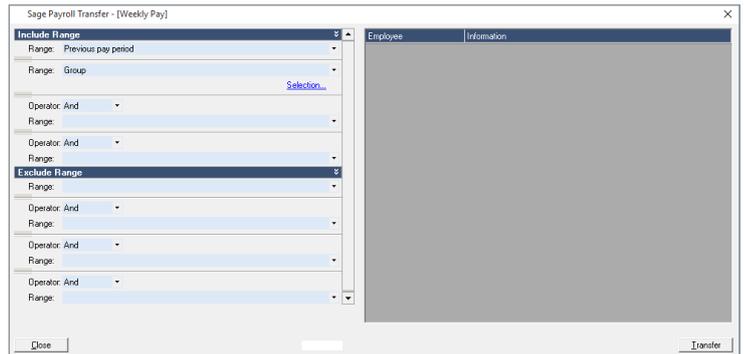
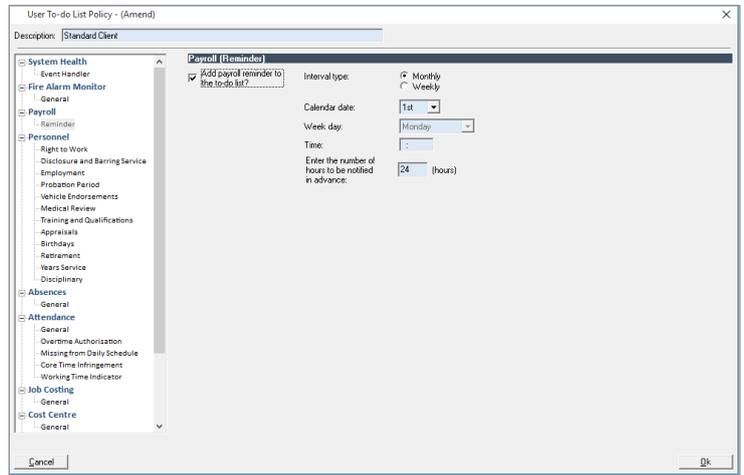


Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

timestart® includes a 'payroll reminder' To-do List item. Set by the timestart® administrator, this feature provides an hourly countdown of the oncoming payroll deadline!

Once the timestart® payroll integration has transferred the hours worked, the To-Do List item highlights the date and time of the successful Payroll integration.

Following the payroll run, it's time to lockdown the historic data. The timestart® administrator can protect data up to a specified date, therefore eliminating any manual amendments. The historic lockdown is password protected.



# General Data Protection Regulation (GDPR)...

GDPR affects every business in the UK. timeware's customisable GDPR controls ensure companies work within their own data protection rules.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

What does this mean for a company using a timestart® Time and Absence software?

Customer care will organise a meeting where a timeware® technician will discuss your company's GDPR policy with your GDPR data controller.

### This meeting will cover two main areas:

1. The way in which timeware® (UK) Ltd handles your company data which in turn will impact on the way our support team provides certain types of service.

For example, your business may require that timeware® never removes personal data from site. This information must be recorded against your SLA notes to ensure we do not create an environment where a personal data breach could occur.

The processing of personal data stored within the timestart® application. We will identify any personal information fields within timestart® that do not need to be recorded and take steps to ensure that they are made invisible.

2. We will also discuss how long certain information needs to be kept by the company for people classed as employed or as a leaver. We will then create a series of GDPR housekeeping scripts that will ensure these rules are upheld.

Please note that the timestart® software will never automatically delete any personal data. We think it is much safer that timestart® operates within your data controller's policies and highlights data that requires deletion. This will always be completed by your data controller and is fully audited.

### Some example GDPR housekeeping scripts:

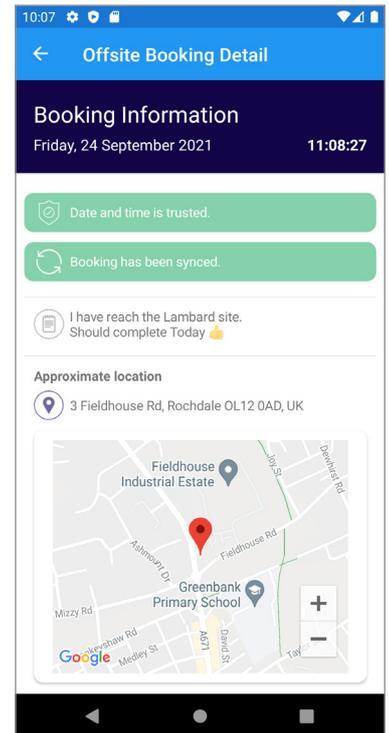
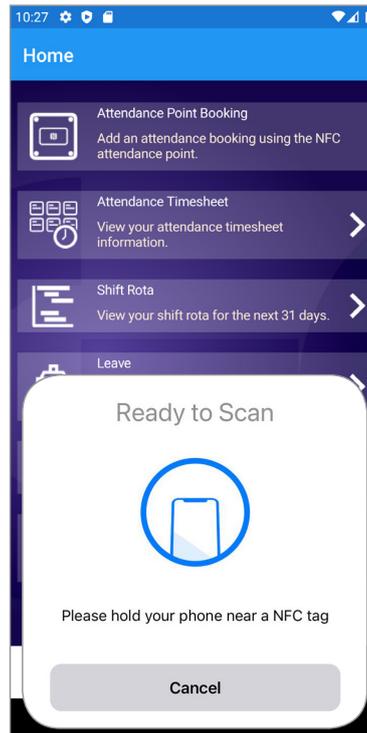
1. If timestart® is not being used as the primary HR system do not allow address information to be recorded.
2. If timestart® is not being used as the primary HR system do not allow National Insurance data to be recorded.
3. When an employee leaves the company, remove all records of their future holidays and medical appointments within 24 hours.
4. When an employee leaves the company, delete all passwords to the timeware® app and disable the employee's ESS GO app within 24 hours.
5. When an employee has left the company and after the statutory period, remove all attendance and absence information and personal data.

# Attendance Bookings at the timeware® Puck...

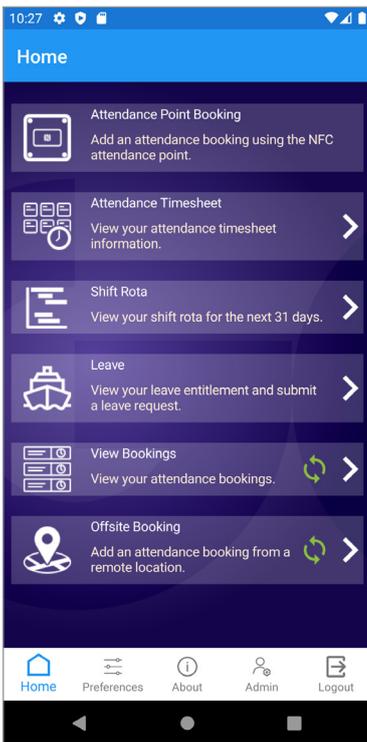
Each timeware® Puck incorporates an NFC tag which allows them to be 'read' by all modern smart phones running the Employee Self Service app, ESS GO from a distance of about 4cm.

If you have a low number of staff working in a retail premises, a remote warehouse or an isolated area, there is now an affordable alternative to the traditional Attendance Device.

Remember that timestart®, timeware® Small Business and timeware® Professional support any number of timeware® Pucks so now multiple locations become easily affordable.

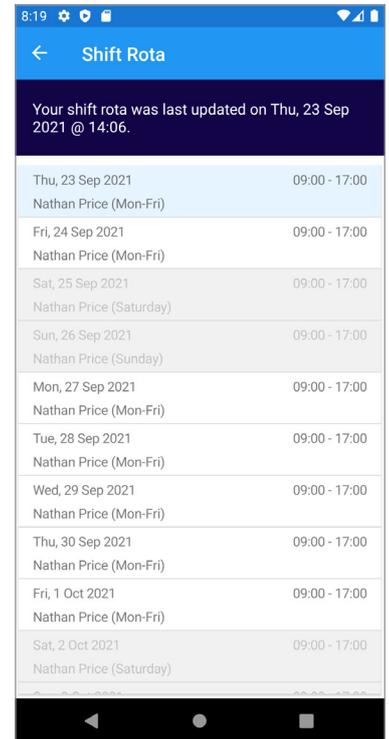


The Employee Self Service app, ESS GO includes the following features...



## Shift Rota...

Users can see which shifts and rest days have been planned over a rolling 31 day period. If a manager updates a user's shift rota, the change is reflected instantly within ESS GO. An email alert is also sent to the user informing them of the change.

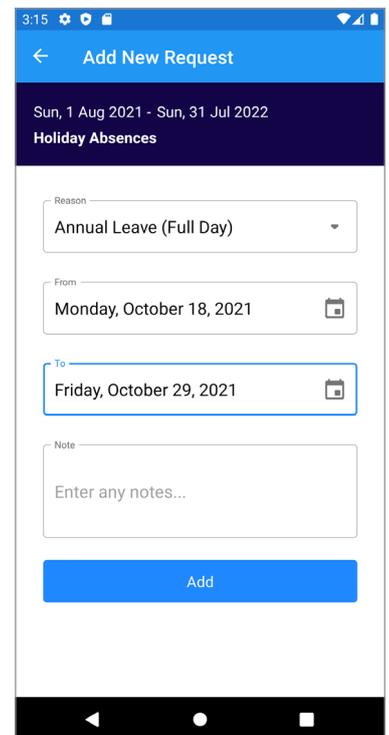


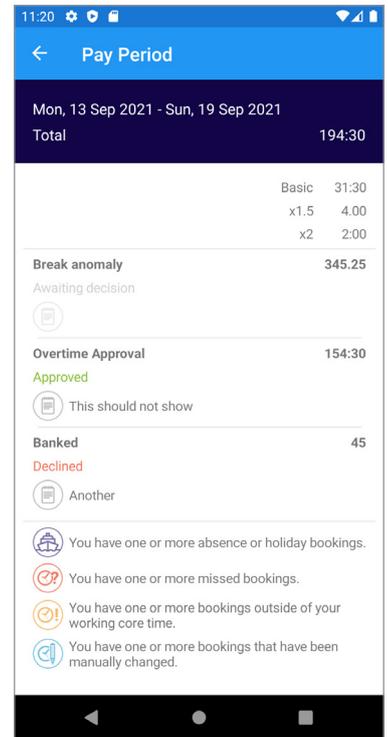
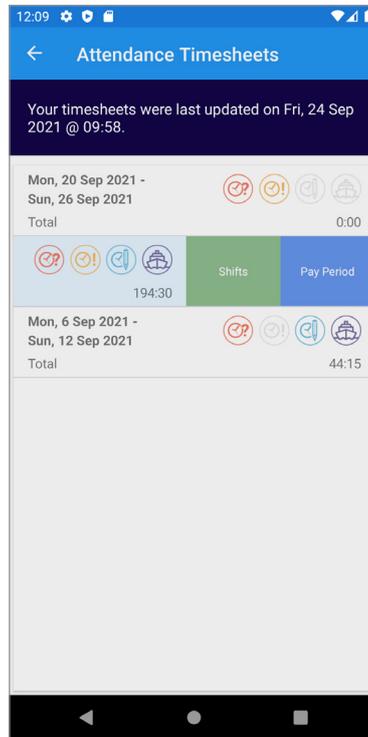
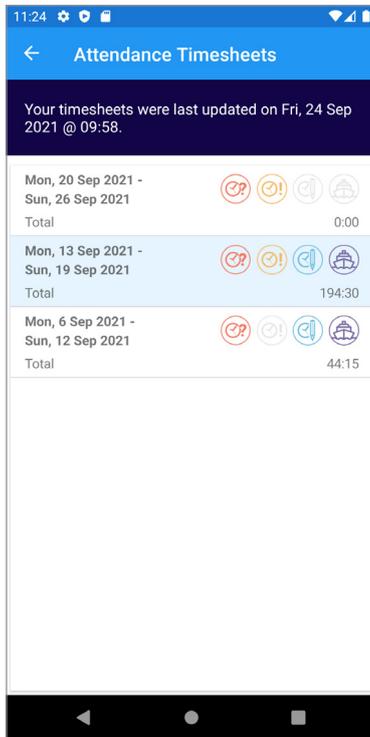
## Leave Entitlement and Remaining Balance...

Users can check their annual leave entitlement, leave requests awaiting approval, declined leave requests of course, their remaining entitlement balance.

## Leave Requests...

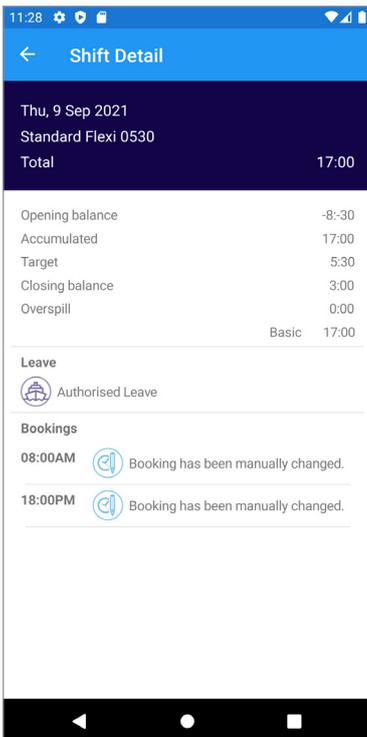
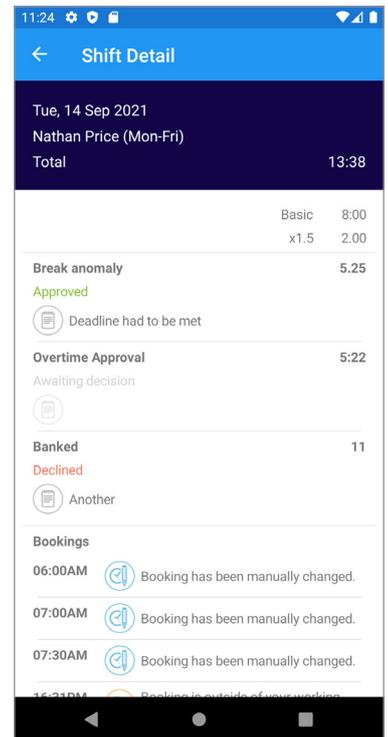
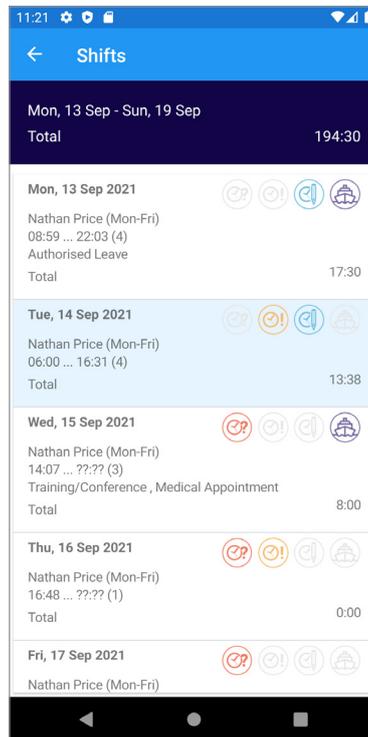
Company rules determine how far in advance a user can make a leave request. Once a leave request has been approved or declined, an email alert is sent to the user informing them of the managers' decision.





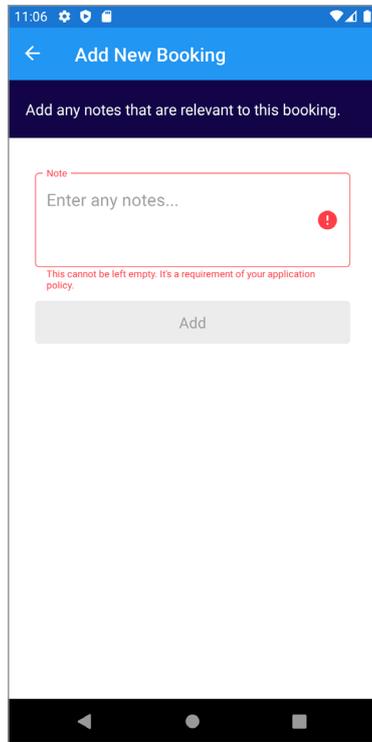
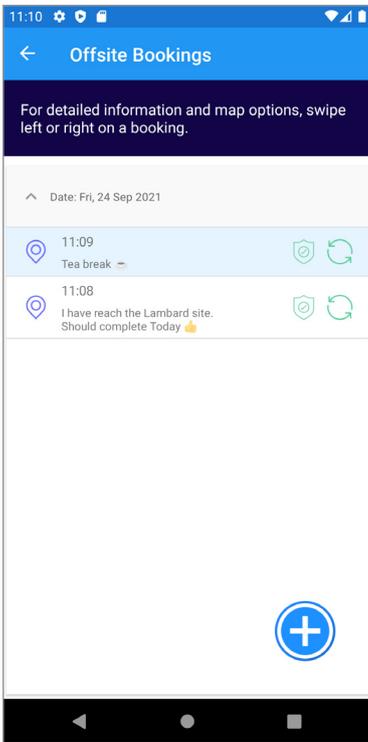
## Current and Previous Timesheets...

Users can see their own timesheets for the current and two previous pay periods. They can see their attendance bookings, basic and approved overtime hours and any core-time infringements.



## Flexi Balance...

If your business operates a flexitime policy, users will see their opening flexitime balance, hours worked and closing flexitime balance on their timesheets.



## Offsite Attendance Bookings...

For users that work away from the office, ESS GO supports offsite attendance bookings where the user simply clicks a button when they start or stop work. There is a notepad feature for the user to provide more details about the booking and ESS GO also notes the GPS coordinate of each booking which integrates with the phone's mapping feature.

## About timeware<sup>®</sup> ...

### Our company...

timeware<sup>®</sup> is recognised as one of the UK's leading Workforce Management Software specialists. With more than 7,500 installations across the UK, Ireland and Sub Saharan Africa, the timeware<sup>®</sup> name is synonymous with long-term reliability, enhanced functionality and continuous innovation.

We employ a full-time, UK based team that has been implementing Workforce Management Software for over 30 years. We install systems efficiently, train your staff to a very high standard and provide unrivalled support. We also value customer feedback to assist in the development of our products.

### Our service philosophy...

Customer Service is the cornerstone of our business model. Over 95% of our new business originates from existing client referrals, a statistic we are extremely proud of.

We invest heavily in the development of the customer care teams, both technical and administrative. Many customers have worked with timeware<sup>®</sup> for over twenty years - a true testament to the Team's positive attitude and efficient service.

For more information about timeware<sup>®</sup> UK Ltd and the services we provide, please contact Sales on +44 (0)1706 659368 or [sales@timeware.co.uk](mailto:sales@timeware.co.uk).



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