timeware®

workforce management software

1. Overview

1.1 The app is designed to empower your workforce whilst helping to streamline HR procedures by eliminating time consuming tasks.

1.2 This app is available for iOS and Android.

1.3 Support costs increase by £305 per annum.

1.4 The hosting service costs £1 per person per month in blocks of 50 people.

1.5 The hosting service is payable in advance by recurring card or direct debit payment which may be cancelled at any time.

1.6 Mention that the hosting company is one of the NMD3 group of companies owned by the same directors of timeware® UK Ltd.

2. Ask the customer if they are currently using ESS and if so which parts?

2.1 Use this information to describe the benefits of the ESS GO over ESS.

3. Discuss 'Leave' related scenarios

3.1 How do staff currently check their holiday entitlement?

3.2 What is the process of requesting leave for holidays or medical appointments?

3.3 What is the process for reporting sick?

4. Discuss 'Attendance' related scenarios

4.1 How do staff know which shift they are working?

4.2 Do you have staff working at remote locations where there is no attendance point?

4.3 Do you have drivers that are unable to make attendance bookings due to early starts or late finishes?

4.4 After receiving their payslips, do staff ask for a copy of their timesheet for validation?

5. Email notifications

5.1 To the manager when a leave request is made.

5.2 To the app user when a leave request is approved or declined.

5.3 To the app user when a shift rota is modified.

6. Summarise:

6.1 Describe that accepting the zero value quotation will trigger the trial process.

6.2 Describe how the Projects team will manage the implementation of the 90 day trial for up to 25 staff including importing the email and mobile numbers of the trial participants.

6.3 Mention www.timeware.me to help staff download the app.

6.4 Ask customer approximate number of employees.