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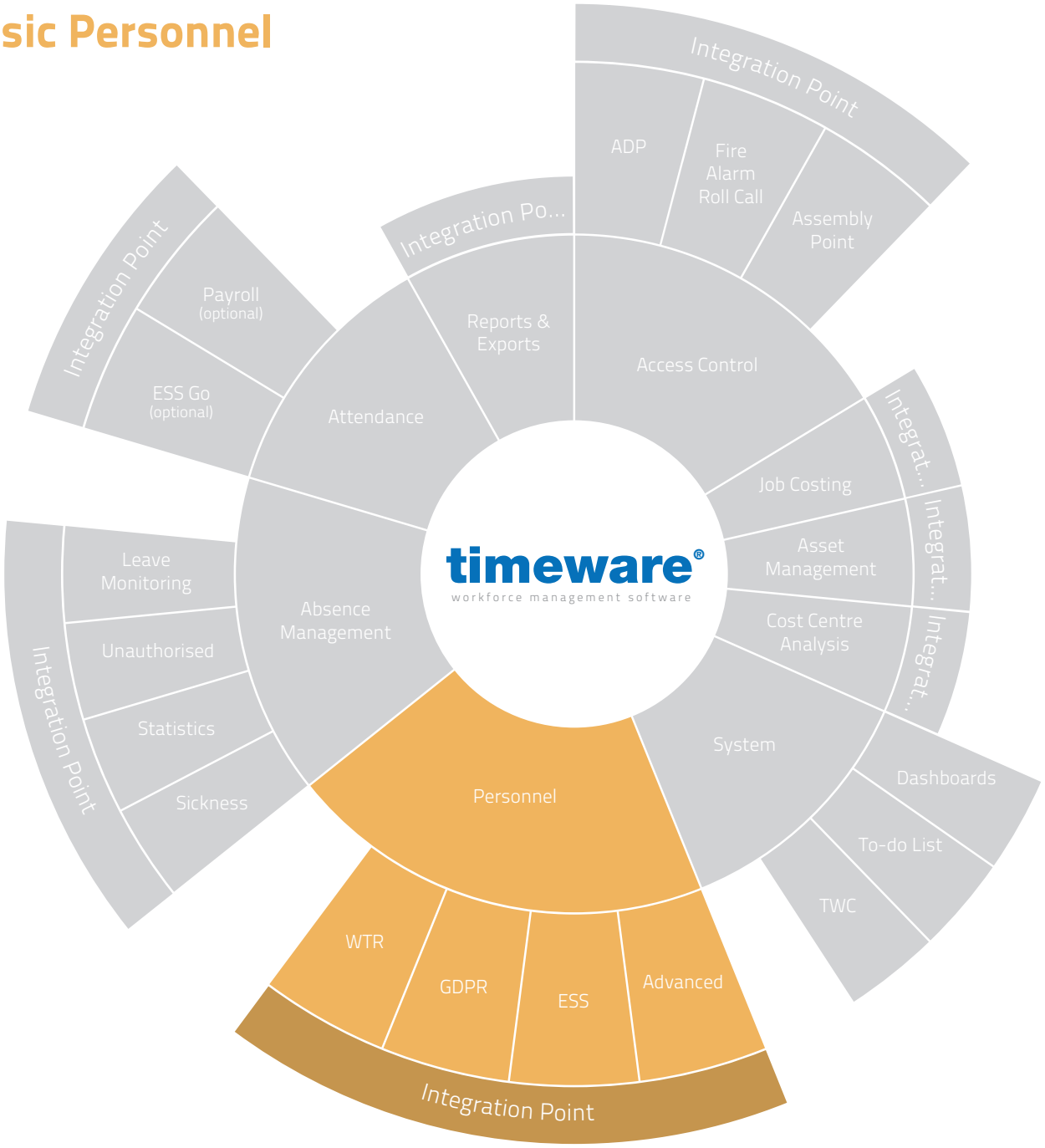
Training guide:
Basic Personnel



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For more information about timeware® products, version updates, datasheets and reports, please refer to the timeware® community website:

www.timeware.org

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Contents

Course	Duration
tw21/op/per001 **An introduction to timeware® personnel**	Approximately 30 minutes

Adding a personnel record, amending a personnel record and setting an employee as a leaver in timeware® personnel.

Module	Description
m/02/101	**understanding timeware® personnel**
m/02/110	**adding a new employee**
m/02/120	**making amendments to an existing employee**
m/02/130	**setting an employee to a leaver**

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

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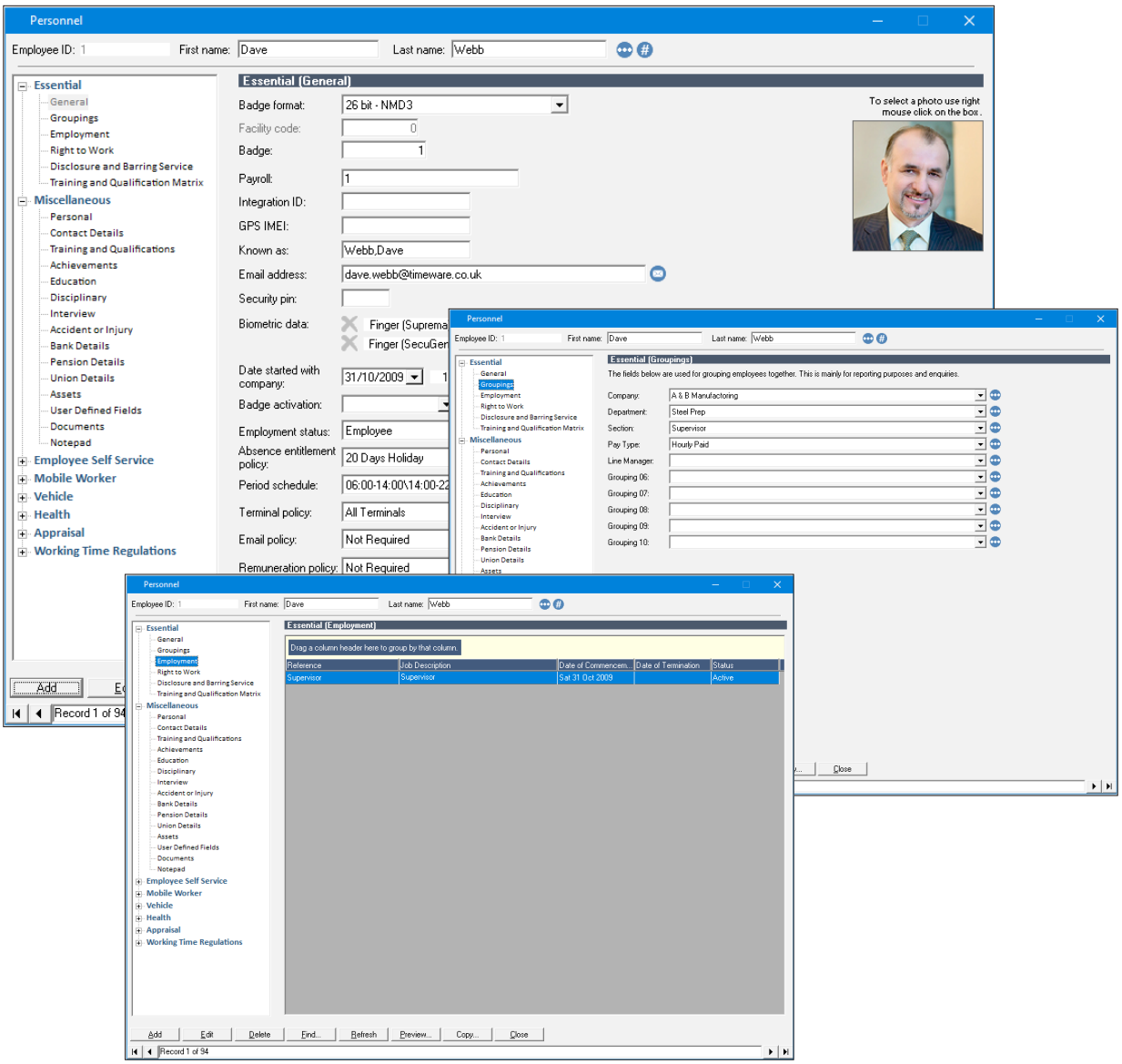
Module:

m/02/101
Understanding timeware® personnel

At the heart of the timeware® system is the personnel database. Before we can look at absence management, attendance, access control or job costing, we need to ensure that the details for each person are accurate.

Everyone on the timeware® system must have a personnel record, whether they are temporary workers or the Managing Director. Without this record the rest of the system cannot function.



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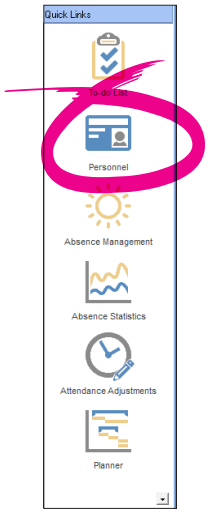
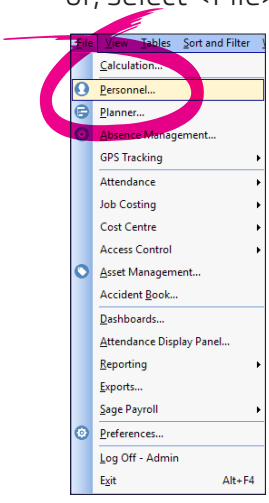
Module:

m/02/110
Adding a new employee

1. To access the timeware® personnel, select the Personnel Quick Link,

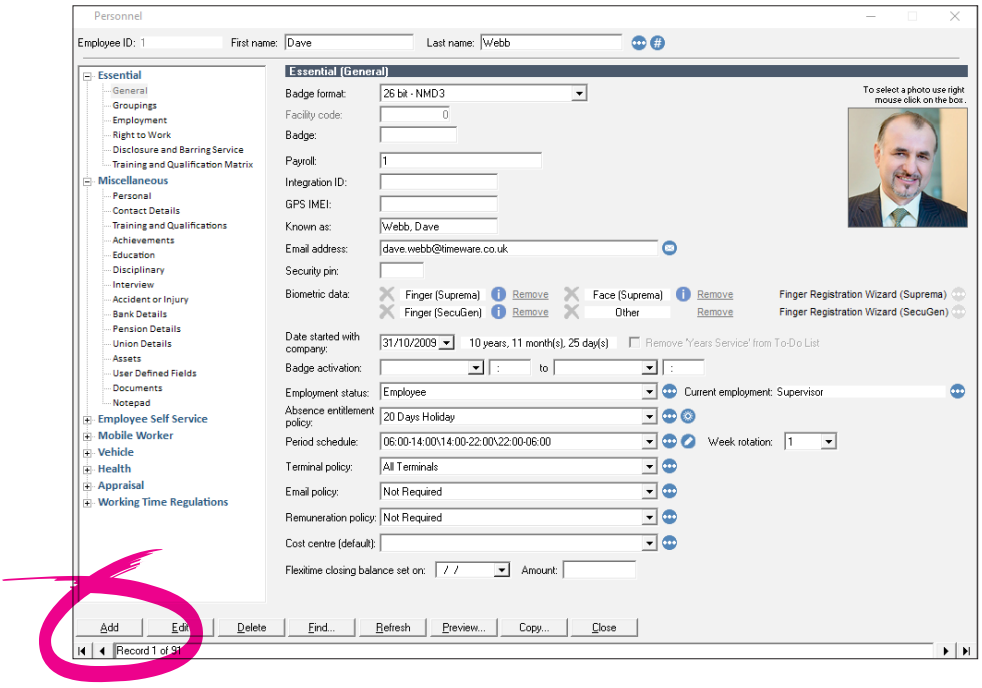


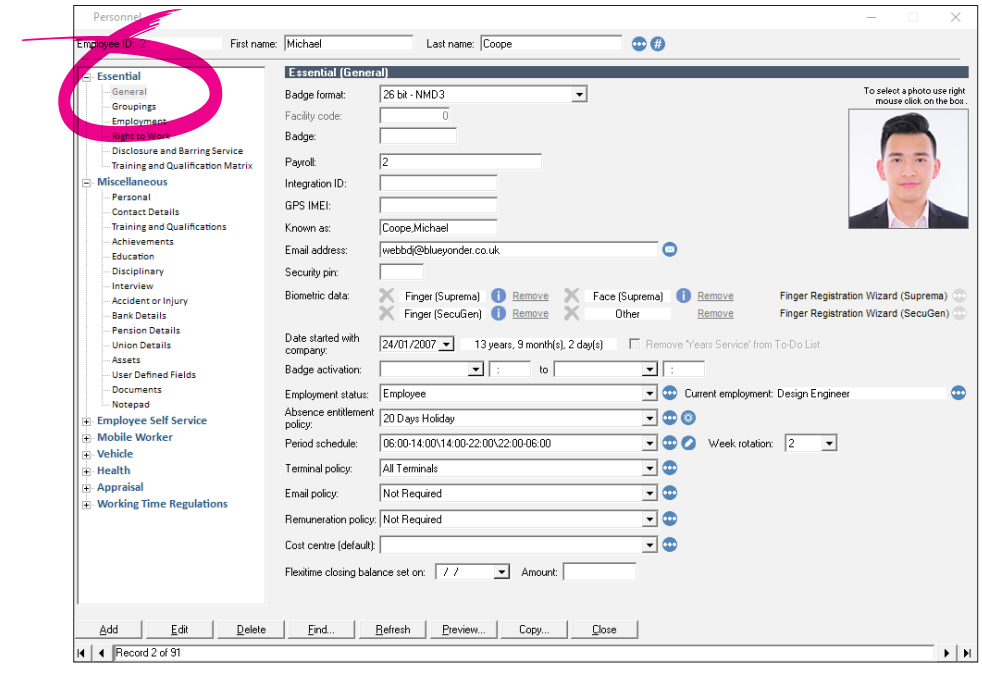
or, select <File>, then <Personnel>...



2. The personnel screen will appear at the record last viewed by the user.

Press <Add> to add a new personnel record. All the fields will then turn blue, ready for the new details.





Next, click on the General heading.

3. Complete the following fields in the General screen:

a. First and last name

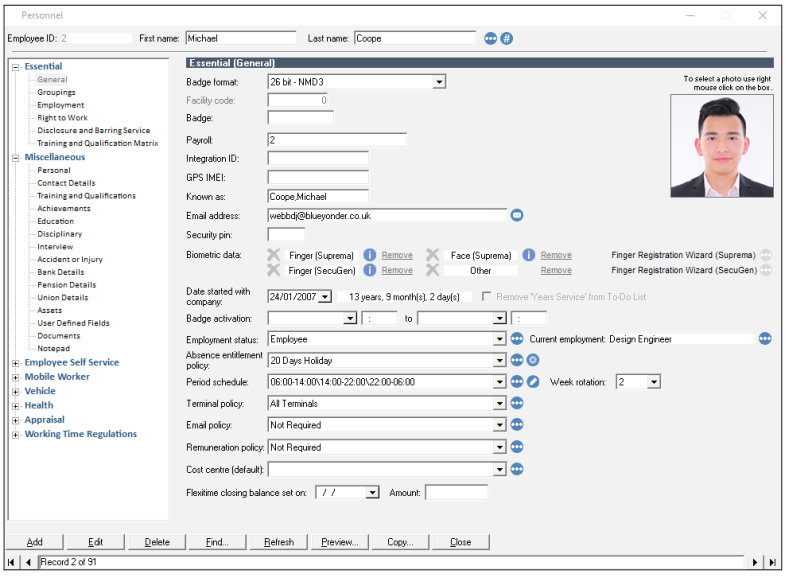
b. Badge number
This is used for multiple purposes. It is the number on the back of your card/FOB, or it can be used as an identifier in use with some Suprema Biometrics

c. Date started with company
This can be assigned pro-actively and retro-actively i.e. set before or after the employee starts!

d. Employment status
This is to define a person's position in the company, whether they are Agency, Employee, Staff or a Leaver. The system can use these to filter if required i.e. in the reports module to filter out leavers etc.

e. Absence Entitlement Policy
This defines the person's holiday allowance i.e. 28 days per year. The system gives a running total of absence entitlement based on absences (holidays) booked throughout the year. See Absence Management training guide for more info!

f. Period Schedule
This is how a persons working pattern is defined whether they are rotational shift workers, night workers, flexitime workers etc. All of it is configured within the period schedule. For more information, please see the Advanced Attendance training guide!



g. Terminal Policy
The Terminal Policy outlines which pieces of timeware hardware can be used (or not used!) e.g. You want employee A to access the Reception Door, but you don't want employee B to. They would both require separate policies to define the access permissions etc! For more information, please see the Advanced Personnel training guide!

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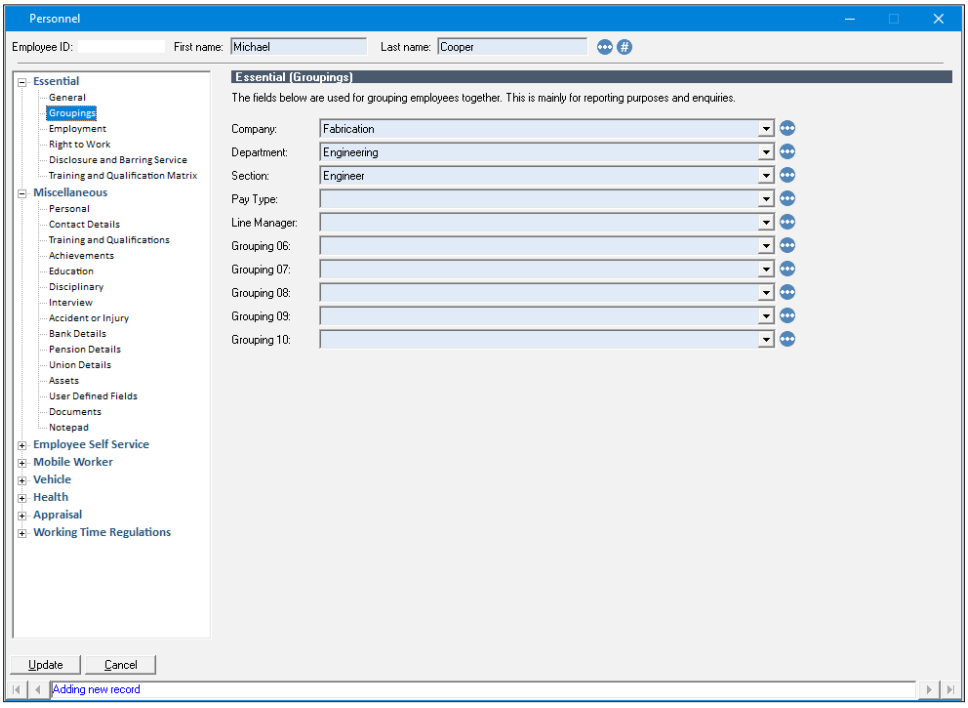
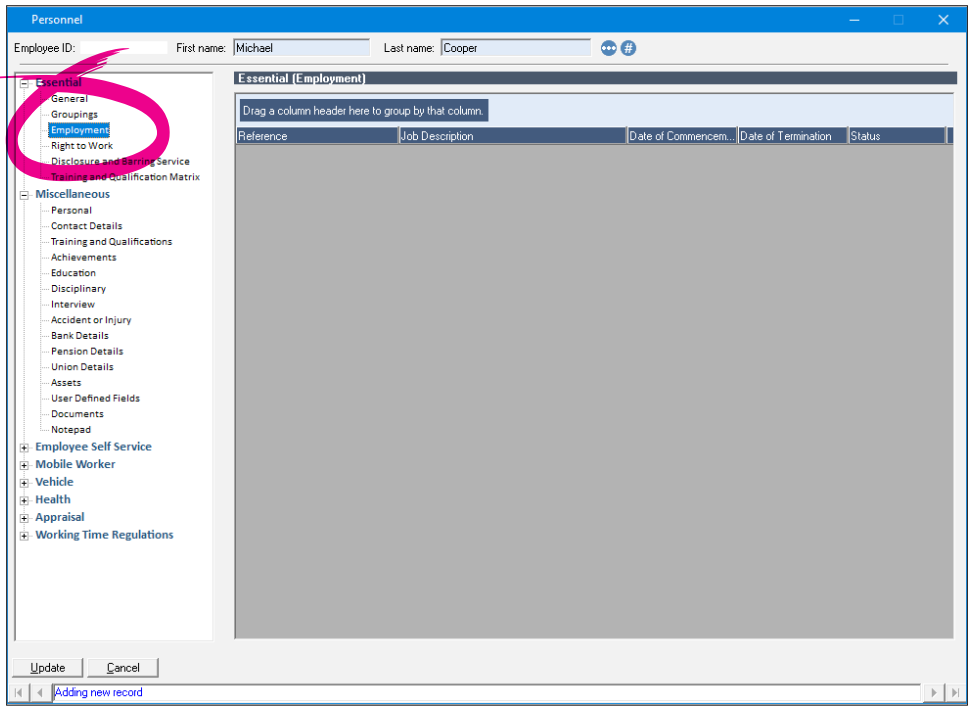
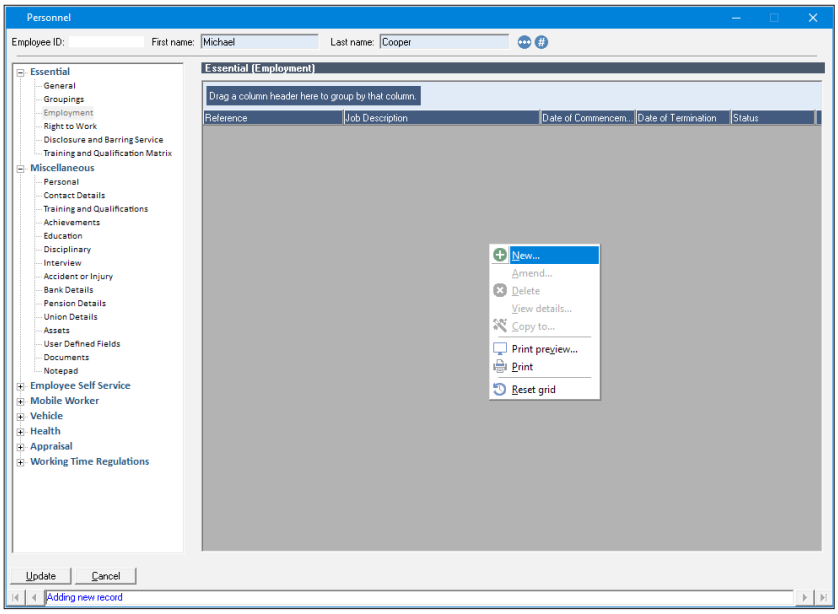
4. Allocate the person to the correct, pre-defined, groupings in the Grouping screen. Remember, if you allocate the person to a group that you are not entitled to view, the person will disappear from your screen.



Next, click on the Employment heading in the Essentials section.



5. Right click and press <New>

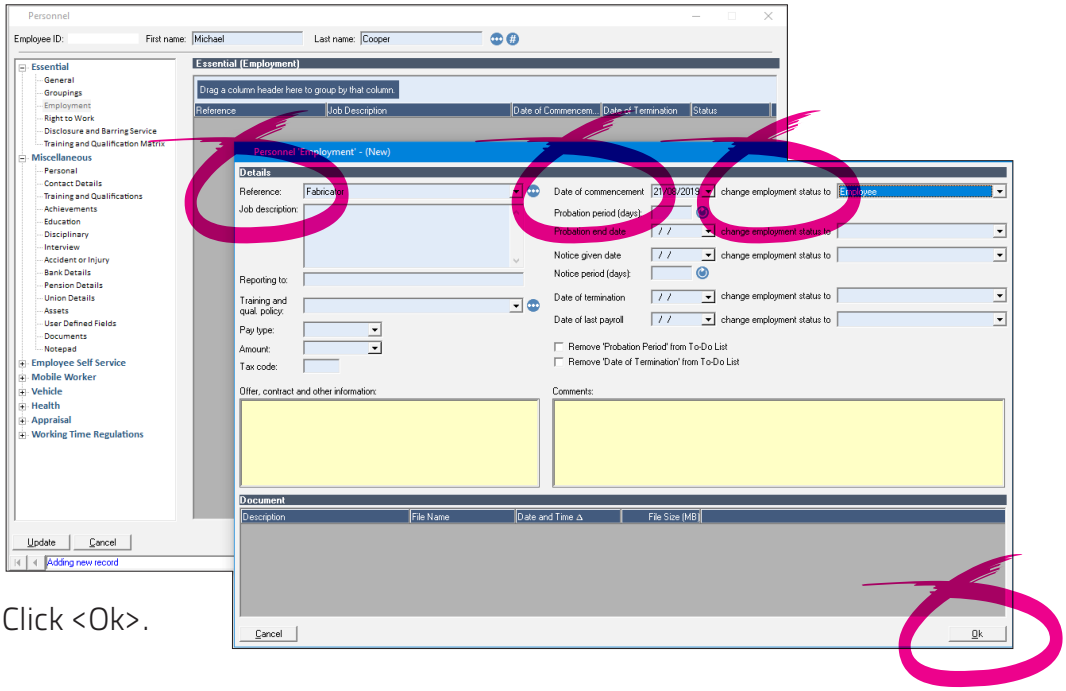


Complete the following fields;

Reference
The person's job role i.e. Fabrication Manager or Accountant.

Date of Commencement
The date the person started in the selected job role.

Employment status
The person's status within the company i.e. Agency, Staff or Employee etc.



Click <Ok>.

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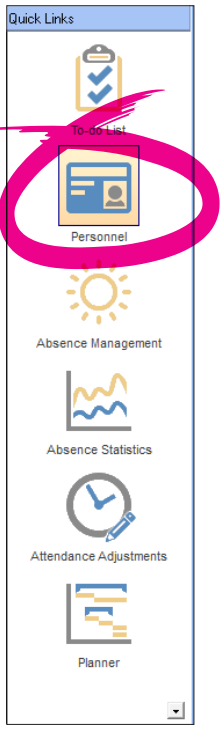
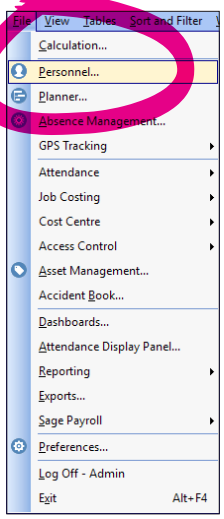
Module:

m/02/120
Making amendments to an existing employee

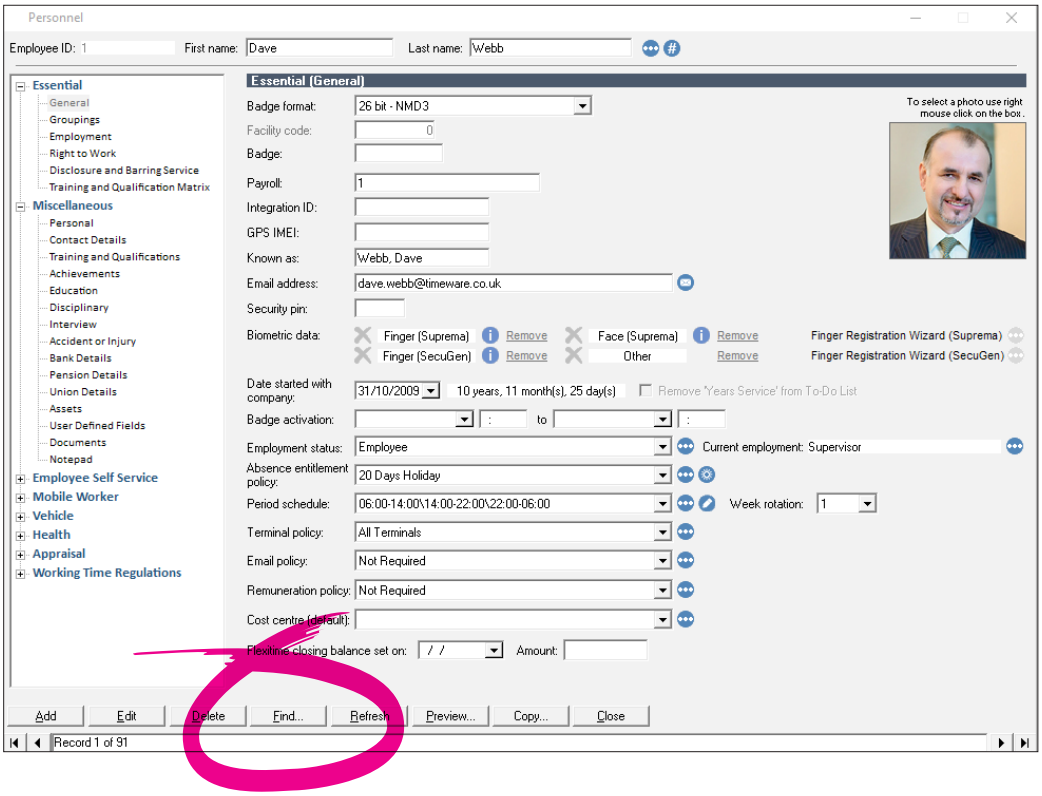
1. To access timeware® personnel, select the Personnel Quick Link,



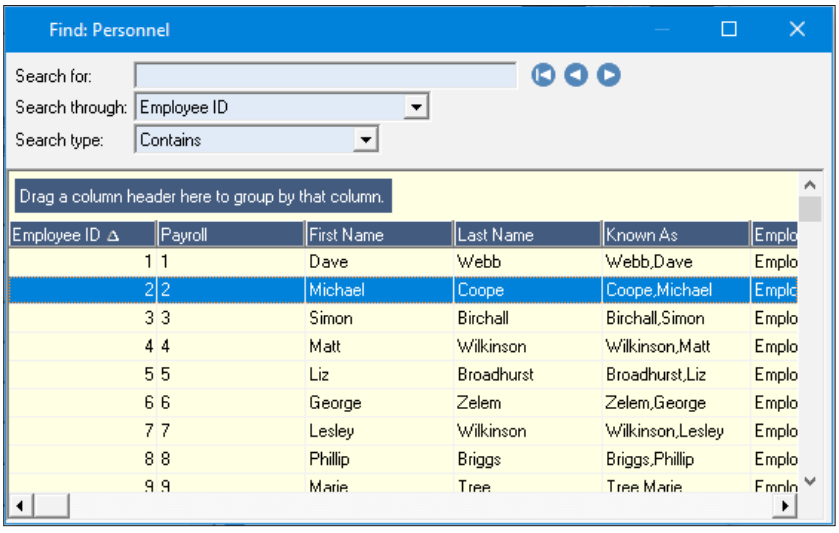
or, select <File>, then <Personnel>...



2. The personnel screen will appear at the record last viewed by the user.

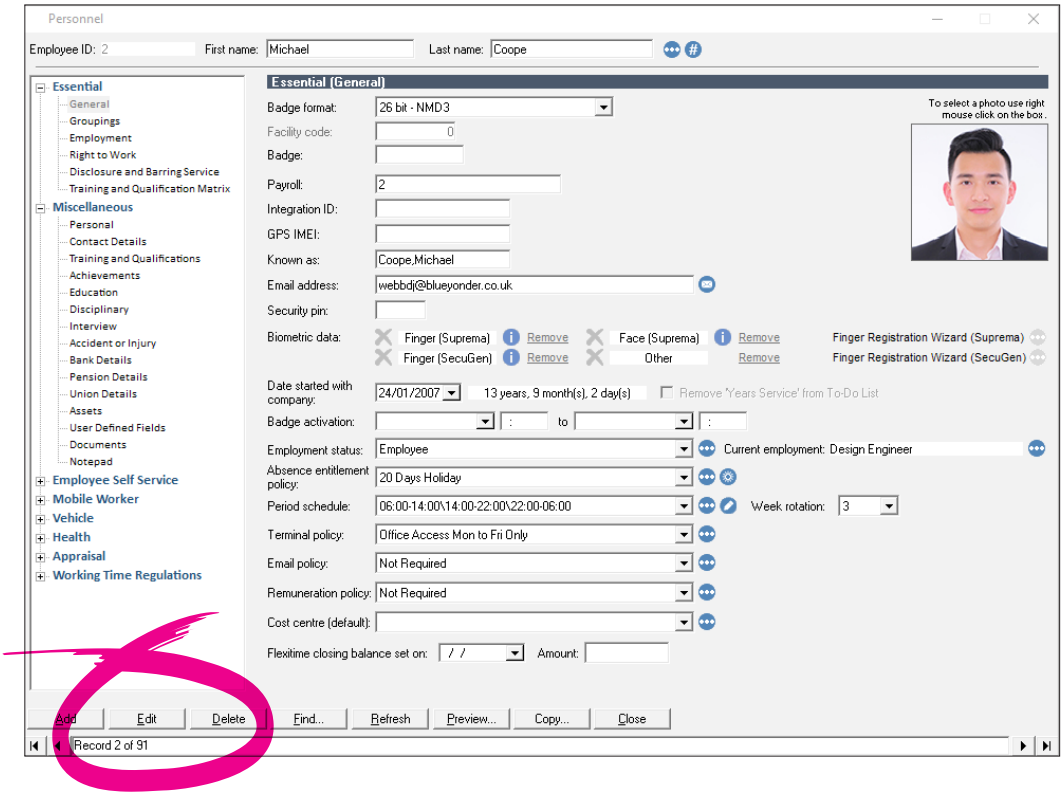


Press <Find> to show list of all timeware® records.



Double click on the relevant employee record to open in personnel screen.

3. Click on <Edit> and begin modifying the required fields.



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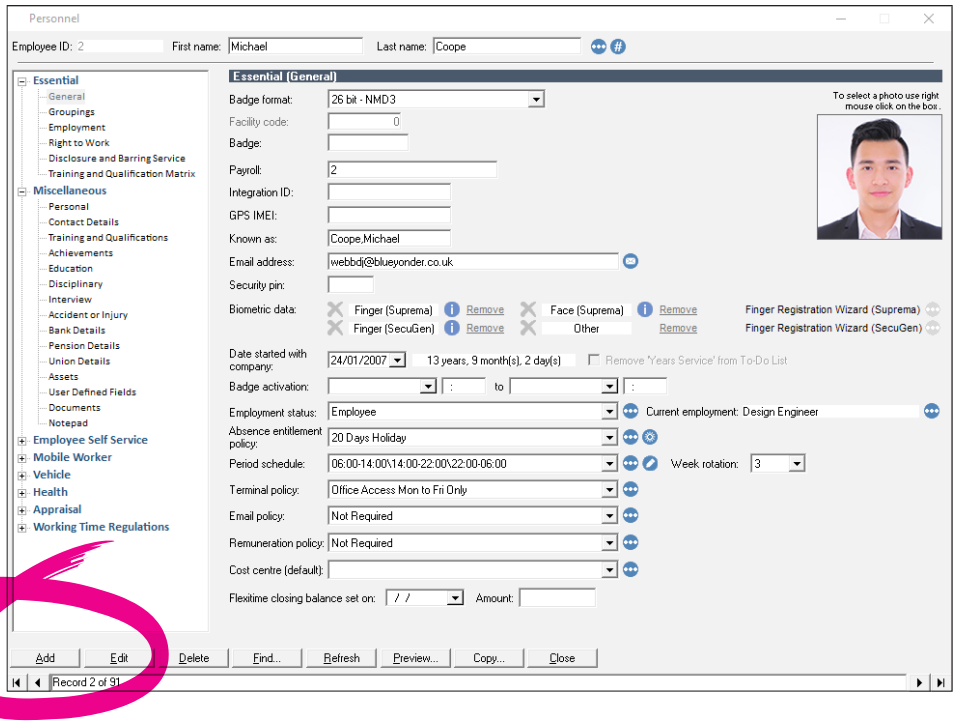
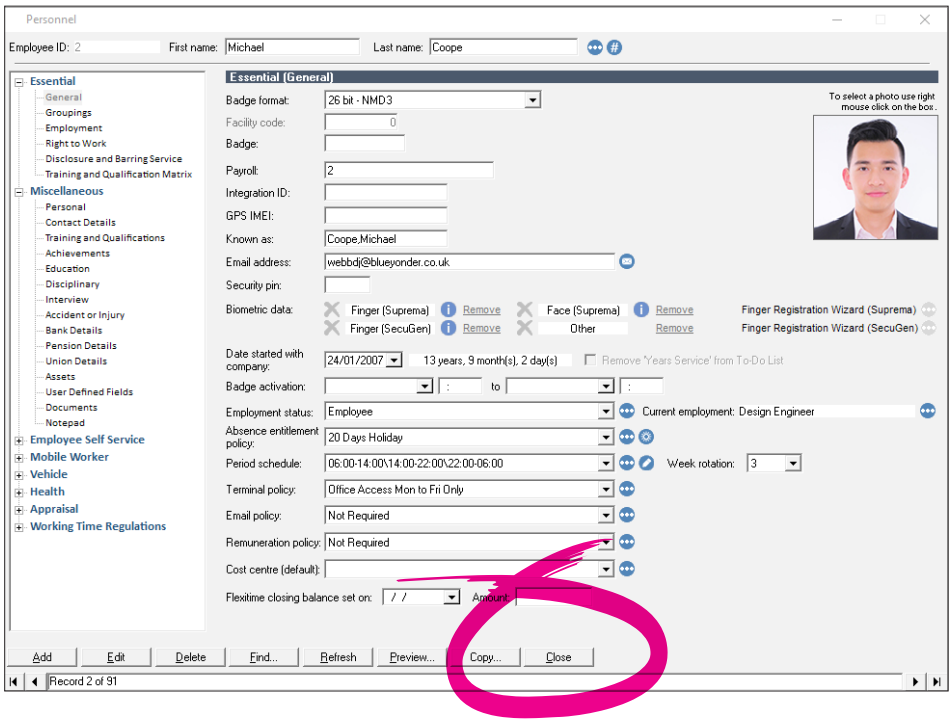
4. Next, click <Update> to save the personnel record. The person's details will be sent to the relevant timeware® terminals within thirty seconds.



Click <Close> to leave Personnel.

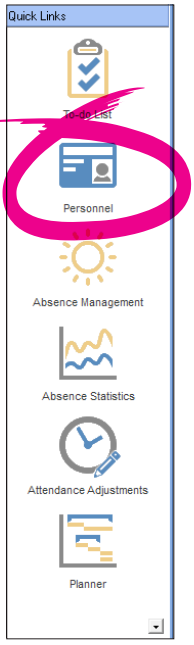


Module:

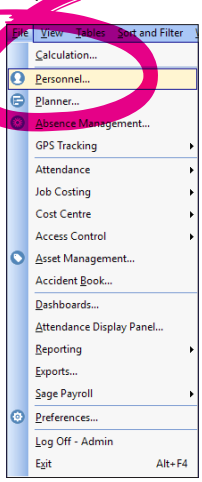
m/02/130
Setting an employee to a leaver

The act of deleting a personnel record removes all data for the person, including historic bookings and absences. Everything associated with that person gets removed! With this in mind, we strongly recommend against deleting personnel records – instead we recommend modifying the person's status to leaver. We will never delete an employee even if requested by you the customer to do so.

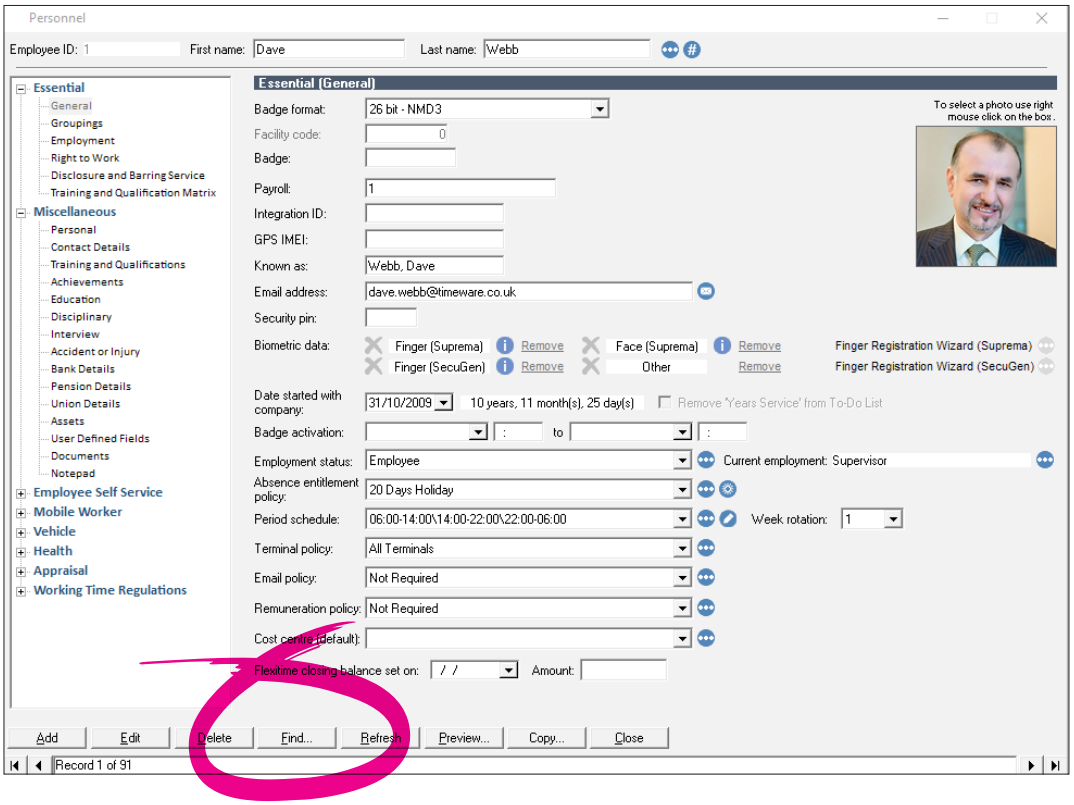
1. To access timeware® personnel, select the Personnel Quick link,



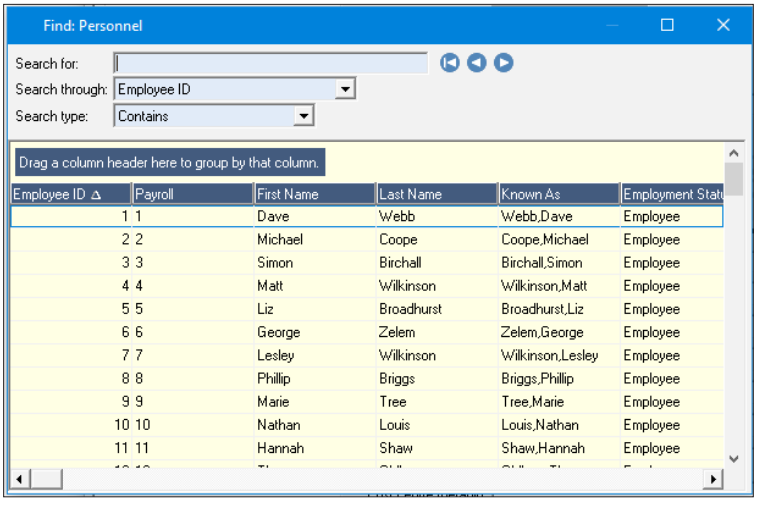
or, select <File>, then <Personnel>...



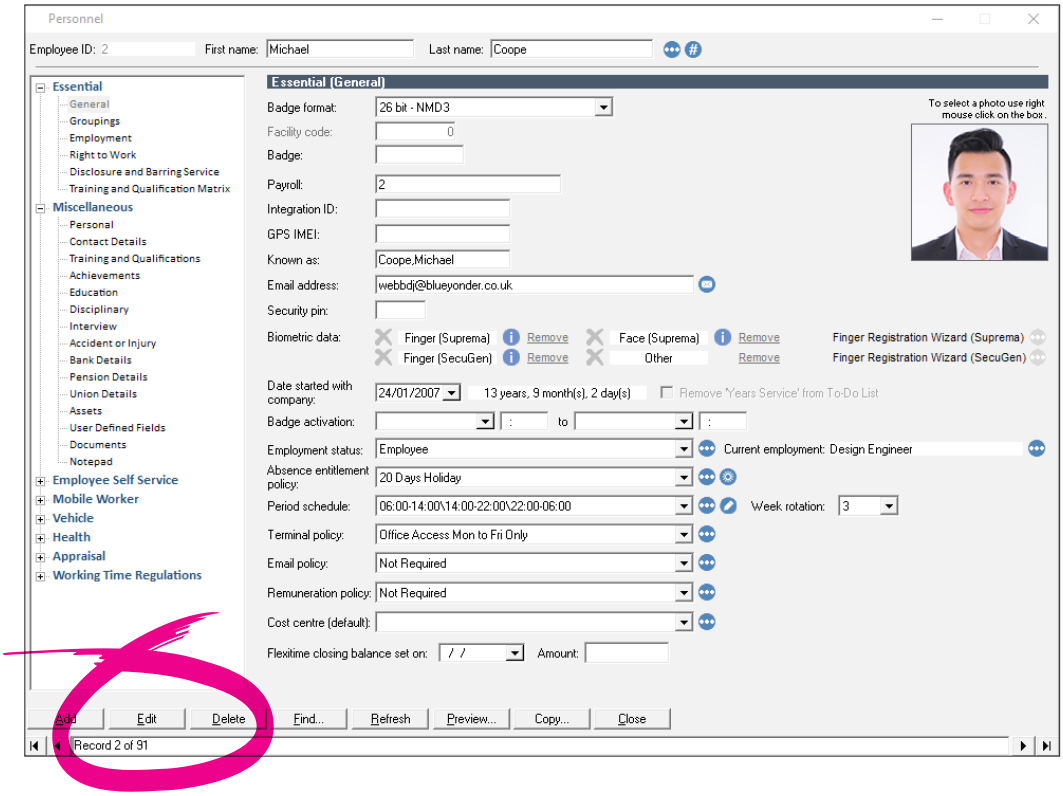
The personnel screen will appear at the record last viewed by the user.



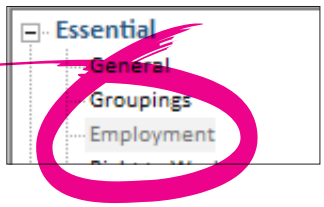
Press <Find> to show list of all timeware® records.



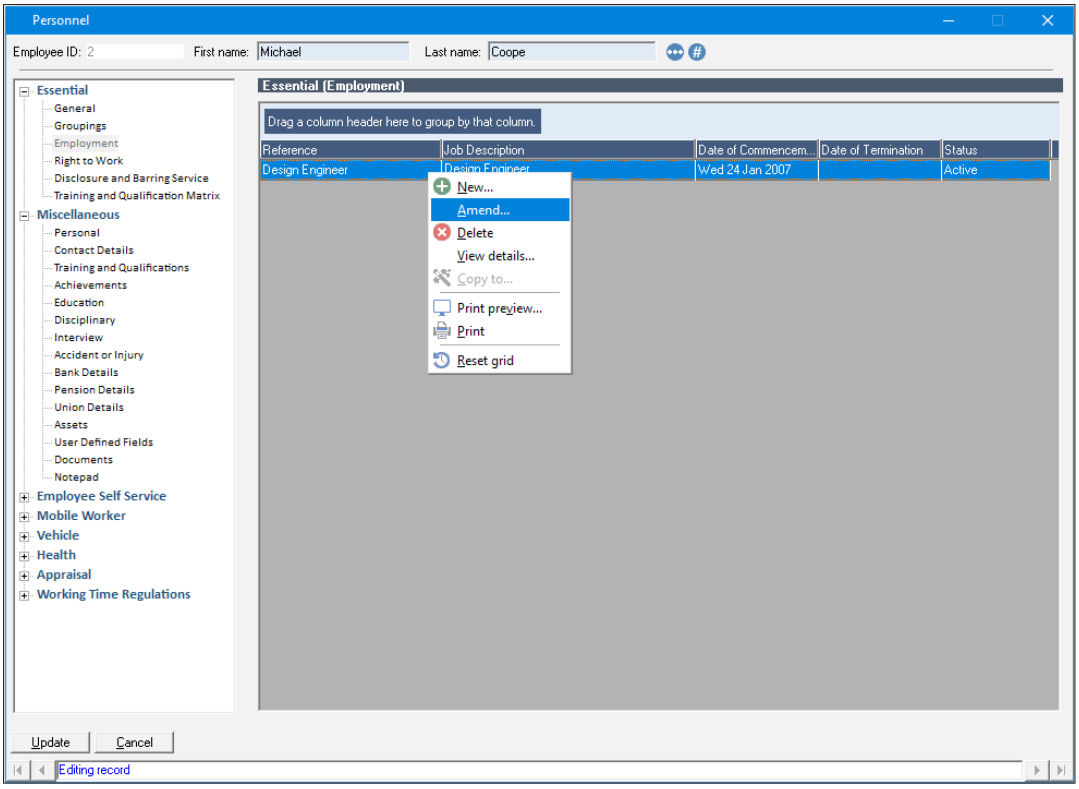
Double click on the relevant employee record to open in personnel screen.



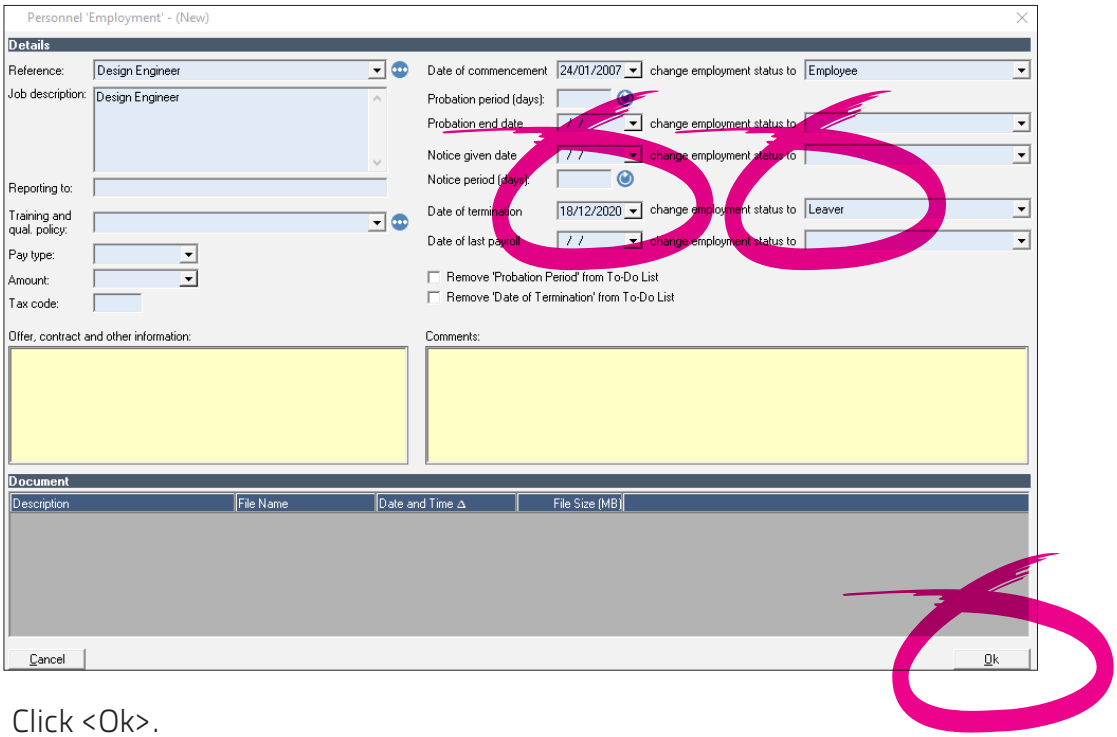
3. Click on <Edit> and navigate to Employment in the Essential section



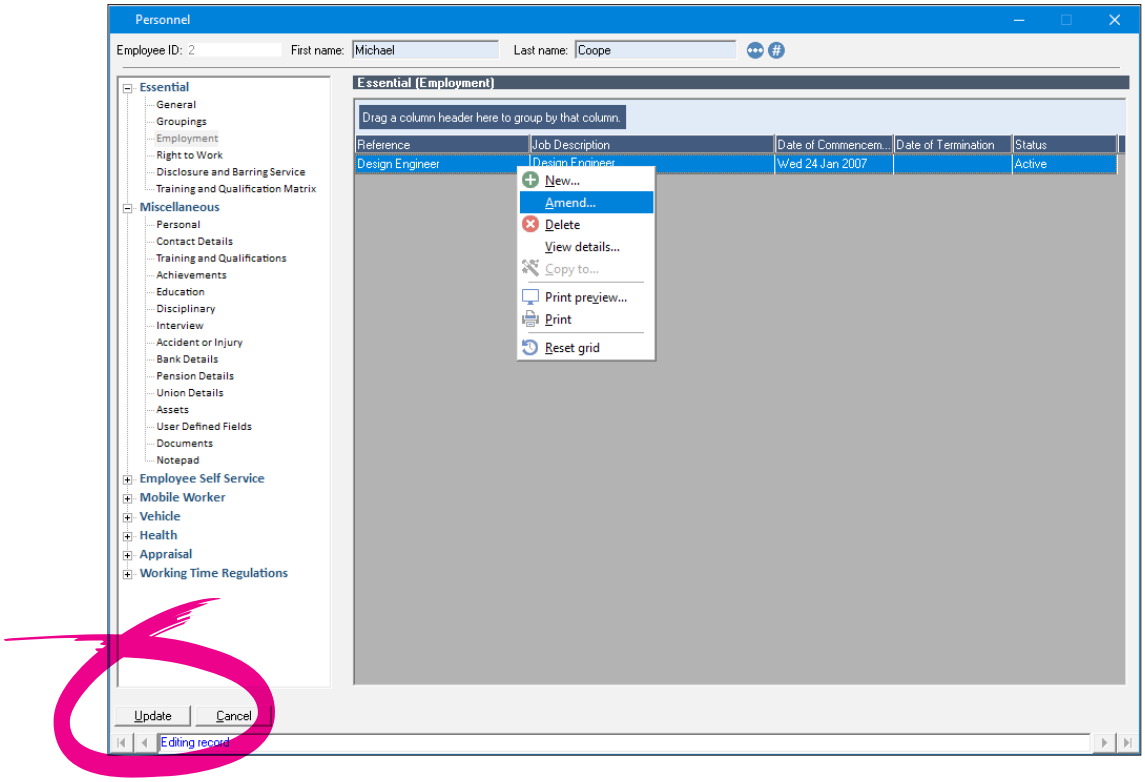
Right click on current employment record and then <amend>.



4. Add a date of termination and change employment status to leaver.



Click <Ok>.



Then click <Update>.