timeware®

workforce management software

Training guide:

ESS at your mobile, tablet or PC

timeware®
workforce management software

Sunburst diagram labels

Integration Point — ADP, Fire Alarm Roll Call, Assembly Point

Access Control

Job Costing
Asset Management
Cost Centre Analysis

System

Dashboards
To-do List
TWC

Advanced

ESS

GDPR

WTR

Integration Point

Personnel

Absence Management — Sickness, Statistics, Unauthorised, Leave Monitoring

Integration Point

Attendance

Reports & Exports

Integration Point — Payroll (optional), ESS Go (optional)

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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

NMD³ Ltd

Contents

Course   **Duration**

tw21/op/ESS009   Approximately 30 minutes
An introduction to timeware®
ESS at your mobile, tablet and PC

The timeware® ESS at your mobile, tablet or PC ...

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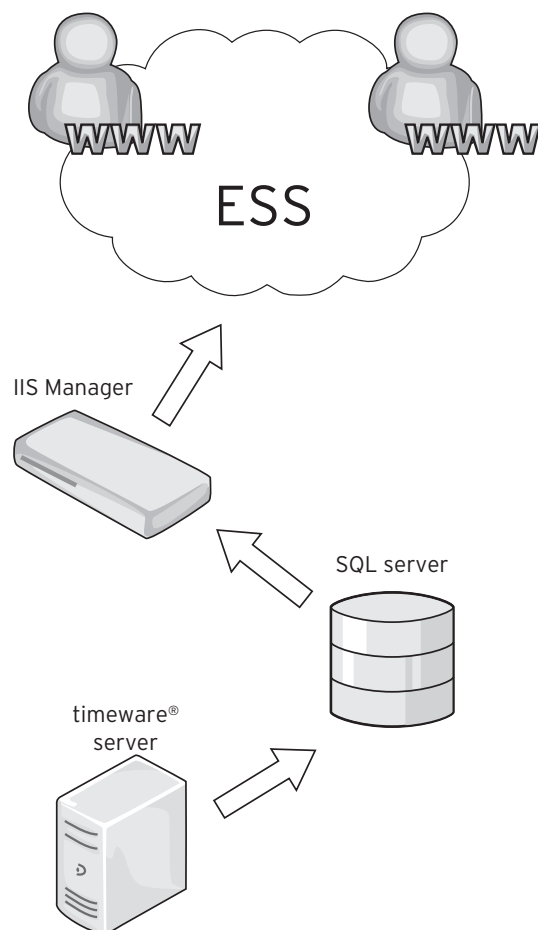
timeware®
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Module:

m/09/101
Understanding the timeware® ESS

The timeware® ESS is a feature that enables employees to submit attendance bookings, submit holiday requests and check their holiday entitlements all from the convenience of any device capable of accessing the internet.

The ESS is designed for the employees and is a powerful tool that will give them greater control over many aspects of their personal administration.

The basis behind the ESS involves the use of the timeware® servers IIS manager (Internet Information Services) and should you want to allow the use of the ESS from anywhere in the world, a DNS.

ESS

IIS Manager

SQL server

timeware®
server

timeware®

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Module:

m/09/102
timeware® ESS - About Me

The About Me section of the ESS is designed to allow an employee to check their employment details, any achievements they have or even their training qualifications.

Next of Kin

This section contains all the contact details for the employee's next of kin. For obvious reasons, having this section as accurate as possible ensures that if anything does happen to the employee while they are working, these details can be accessed quickly by HR staff using timeware.

Training

Having a record of all your employee training and qualifications is extremely useful for employees to know. This section can even tell the employee that they are due to retake the training in an effort to allow your company to run as smoothly as possible.

Training and Qualifications

Current Employment : Accounts

Training and Qualification	Type	Course start date	Passed	Certificate	Expiry date
Fire Marshall	Recommended	Mon 22 Nov 2021 09:00	No	No	
First Aid	Recommended	Fri 22 Jan 2021 08:00	Yes	Yes	Sat 22 Jan 2022 05:30
Fork Lift License	Recommended	Thu 16 Dec 2021 09:00	Yes	No	Wed 06 Jul 2022 09:00

Record Accidents

Employees are now able to submit their own accident records via the ESS in an effort to stop accidents from going unreported.

Achievements

There is nothing better for work force motivation than knowing when you've done something well and you are being recognised for your actions. The achievements section focuses on this and highlights any accomplishments any employee may have acquired while working at the company.

Essential Information

There are a number of essential pieces of information that an employee may need to know, and they can access this through the essential Information tab of the About Me.

Documents

Employees can now check any selected documents that are attached against their employee record and view them via the ESS
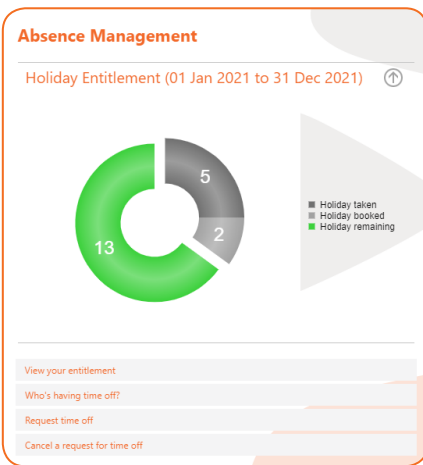
Module:

m/09/103
timeware® ESS - Absence Management

The Absence Management section of timeware® allows an employee to check entitlement, request time off, cancel existing holidays and even request time off. All of which are simple to follow.

![timeware® workforce management software]

View your entitlement

To view your entitlement, simply click the "View your entitlement" button found below the Absence Management chart. You will be presented with an Entitlement Summary that outlines your full entitlement allowance, the absence taken, absences booked and remaining allowance. To view previous years entitlement, click the drop down button below "Entitlement Period".

Absence Management

Holiday Entitlement (01 Jan 2021 to 31 Dec 2021)

5
2
13

■ Holiday taken
■ Holiday booked
■ Holiday remaining

View your entitlement
Who's having time off?
Request time off
Cancel a request for time off

Back

View Your Absence Entitlement

Entitlement period:

Friday, January 1, 2021 to Friday, December ▾

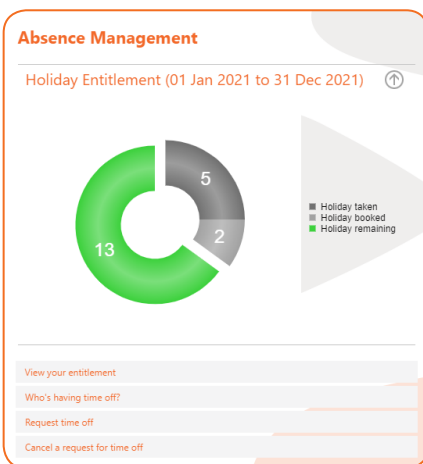**Entitlement Summary (Friday, January 1, 2021 to Friday, December 31, 2021)**

Category	Entitlement	Taken	Booked	Remaining
Holiday (days)	20	5	2	13
Sickness (days)	0	3	0	-3
Medical (days)	0	0	0	0
Authorised (days)	0	6	2	-8
Unauthorised (days)	0	0	0	0
Compassionate (days)	0	0	0	0
Maternity/ Paternity (days)	0	0	0	0
Business Absence (days)	0	0	0	0
Educational / Training (days)	0	0	0	0
Time in Lieu (days)	0	0	0	0

Absences (Friday, January 1, 2021 to Friday, December 31, 2021)

From	To	Taken / Planned	Absence	Authorisation	Cancellation
Fri, 01 January 2021	Fri, 01 January 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Fri, 02 April 2021	Fri, 02 April 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 05 April 2021	Mon, 05 April 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Fri, 14 May 2021	Fri, 14 May 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
Mon, 17 May 2021	Tue, 18 May 2021	2 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 30 August 2021	Mon, 30 August 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 04 October 2021	Fri, 08 October 2021	5 (days)	Holiday Full Day	Approved (Admin)	
Mon, 27 December 2021	Mon, 27 December 2021	1 (days)	Holiday Full Day	Approved (Admin)	
Mon, 27 December 2021	Mon, 27 December 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 27 December 2021	Mon, 27 December 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Tue, 28 December 2021	Tue, 28 December 2021	1 (days)	Holiday Full Day	Approved (Admin)	

Who's having time off?

An employee can now check if anybody else within their department or shift is going to be off work allowing them to know the days they can book time off without more than one employee being off on the same day. To view this, click the "Who's having time off?" button. You will be presented with a calendar for a month in which you can view other employees booked holidays that are relevant to your department/grouping.

Absence Management

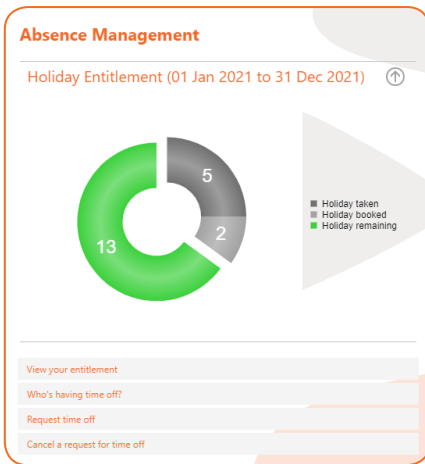Holiday Entitlement (01 Jan 2021 to 31 Dec 2021)

5

2

13

- Holiday taken
- Holiday booked
- Holiday remaining

View your entitlement

Who's having time off?

Request time off

Cancel a request for time off

Back

Who's Having Time Off

Filter : None

November – December, 2021

Month Agenda

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 21	22	23	24	25	26	27
			Liz Broadhurst			
			Michael Coope			
28			December 1	2	3	4
5	Lesley Wilkinson / Holiday Full Day / Mon Dec 13 2021 - Fri Dec 17 2021		8	9	10	11
12	13	14	15	16	17	18
			Lesley Wilkinson			
			Phillip Briggs			
			Thomas Oldham			
			George Zelem		Hannah Shaw	
19	20	21	22	23	24	25
						Hannah Shaw
						Simon
						William Kennedy

Requesting time off

Booking time off has never been easier! An employee can quickly and efficiently book time off that will then be ready for process by your HR department. Simply click the "Request time off" button and you will be presented with an absence booking screen. Follow this step by step including the absence you want to use and click Submit. This will then appear on your HR's agenda for processing.
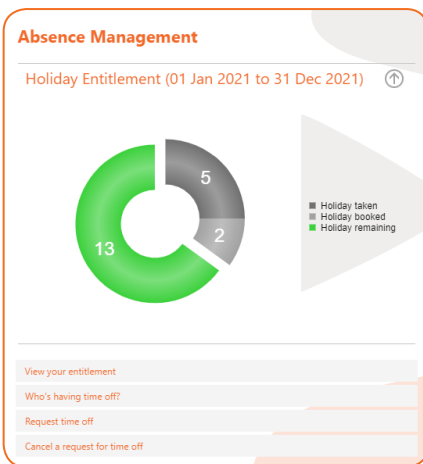
Cancelling a Request for time off

There are times where you may need to cancel a holiday due to unforeseen circumstances. To cancel an absence, click "Cancel a request for time off" and then click edit against the absence you which to request cancellation. Make sure the "Cancel Holiday (Request)" checkbox is ticked.

Module:

m/09/104
timeware® ESS - Attendance

The Attendance section of the ESS allows for the employee to check their hours worked for specific periods, check what rotational shift they should be working this week and submit a new attendance booking.

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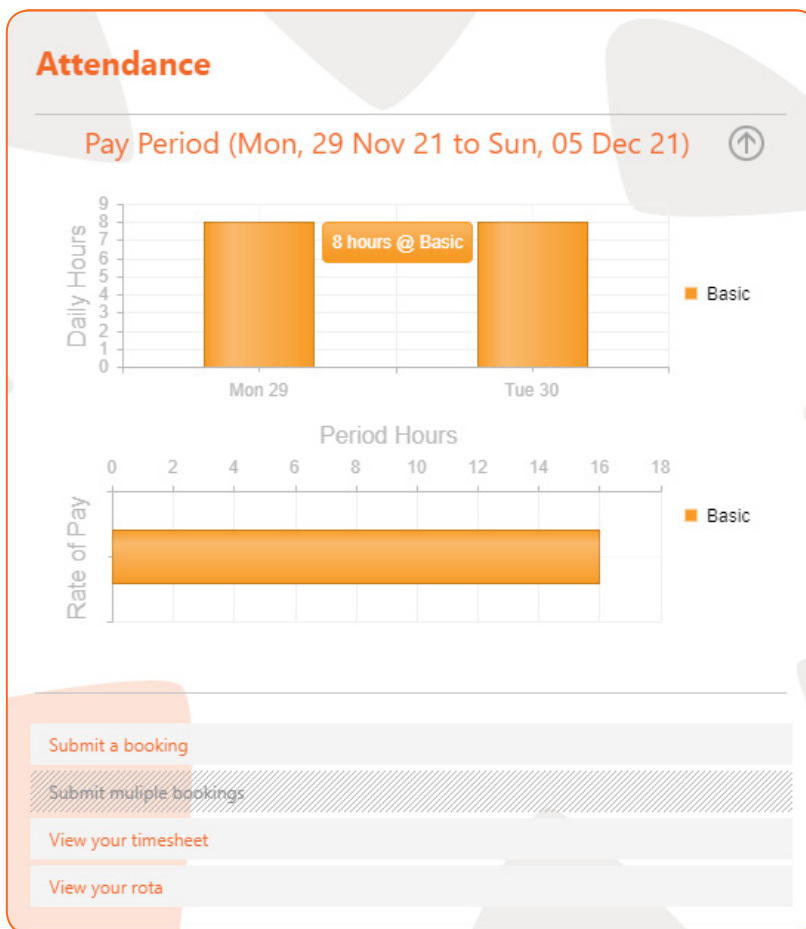
Submit a booking

You may have occasions where an employee needs to "clock in" remotely due to a business trip or working away from the office. To submit a booking via the ESS, click on the "Submit a booking" button. You will be presented with four booking types. "Real time booking" will book an attendance swipe for the current time. "Booking" will allow an employee to specify the times of their clocking. "Pair of Bookings" will allow an employee to specify the times of a number of clockings. "Lunch Booking" will stamp in a break for the employee.

Attendance

Pay Period (Mon, 29 Nov 21 to Sun, 05 Dec 21)

8 hours @ Basic

Mon 29   Tue 30   ■ Basic

Period Hours

0   2   4   6   8   10 12 14 16 18   ■ Basic

Submit a booking
Submit multiple bookings
View your timesheet
View your rota
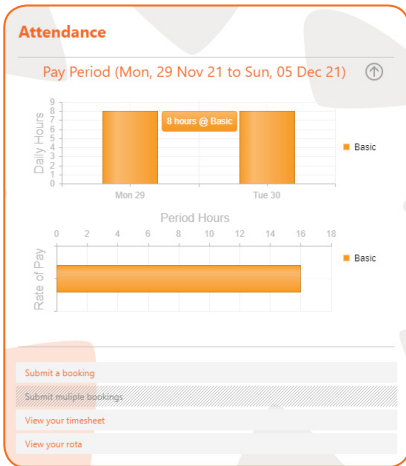
Back

Submit an Attendance Booking

Required

Booking type:
○ Real time booking
● Booking
○ Pair of bookings
○ Lunch break

Optional

NB: It is the responsibility of the employee to ensure all information

Notes , if any...

From date:
11/22/2021

November 2021

SUN MON TUE WED THU FRI SAT
44   31   1   2   3   4   5   6
45   7   8   9   10 11 12 13
46   14 15 16 17 18 19 20
47   21 22 23 24 25 26 27
48   28 29 30   1   2   3   4
49   5   6   7   8   9   10 11

Today   Clear

Timesheet

Period: Mon, 29 Nov 2021 to Sun , 05 Dec 2021

Declaration

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

Submit Booking

View your timesheet

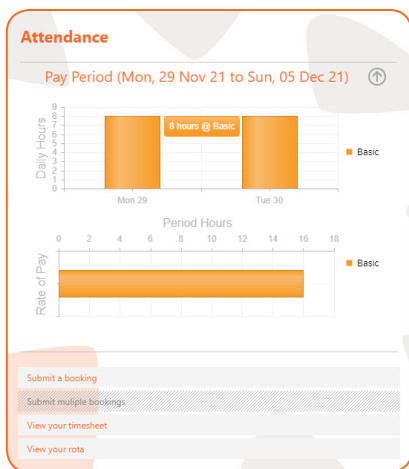Employees have the ability to view their own timesheet for selected periods giving them a better overview of their hours worked. To view this, click on the "view your timesheet" button. You can change the week you wish to view by clicking the drop down menu.

View Your Attendance Timesheet

Pay period:

Mon, 22 Nov 2021 to Sun, 28 Nov 2021

Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

Date	Schedule	Bookings(s)	Absence(s)	Rate Total	Basic	x1.33	x1.50	x2.00	Holida
Mon, 22 Nov 2021	08:00-16:30/30	Mon 22/11 07:59 - Mon 22/11 16:30		8:00	8:00				
Tue, 23 Nov 2021	08:00-16:30/30	Tue 23/11 08:05 ⏱ - Tue 23/11 16:30		7:45	7:45				
Wed, 24 Nov 2021	08:00-16:30/30	Wed 24/11 08:01 - Wed 24/11 16:30		8:00	8:00				
Thu, 25 Nov 2021	08:00-16:30/30	Thu 25/11 07:59 - Thu 25/11 16:30		8:00	8:00				
Fri, 26 Nov 2021	08:00-16:30/30	Fri 26/11 07:58 - Fri 26/11 16:30		8:00	8:00				
Sat, 27 Nov 2021	Saturday Overtime	??:?? - ??:??		0:00					
Sun, 28 Nov 2021	Sunday Overtime	??:?? - ??:??		0:00					
Pay Period Totals : (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)				39:45	39:45				

Bookings Awaiting Calculation

Bookings	Type	Authorisation
No data to display		

View your rota

There may be some instances where an employee might not know what shift he should be working for the current week. They can view their current rota by clicking the "View your rota" button. It will display all the current schedules the employee is assigned to be in work for, and the days he isn't.

Attendance

Pay Period (Mon, 29 Nov 21 to Sun, 05 Dec 21)

Submit a booking
Submit mutiple bookings
View your timesheet
View your rota

Back

View Your Attendance Rota

Show 31 days from:
Mon, 22 Nov 2021

Rota Showing 31 Days (Mon, 22 Nov 2021 to Wed, 22 Dec 2021)

Date	Schedule	Allocation	Start Time	Finish Time	Absence Booked
Mon, 22 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 23 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 24 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Thu, 25 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Fri, 26 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Sat, 27 Nov 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 28 Nov 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 29 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 30 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 01 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Thu, 02 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Fri, 03 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Sat, 04 Dec 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 05 Dec 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 06 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 07 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 08 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Thu, 09 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Fri, 10 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Sat, 11 Dec 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 12 Dec 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 13 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Tue, 14 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Wed, 15 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Thu, 16 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Fri, 17 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Sat, 18 Dec 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 19 Dec 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 20 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 21 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 22 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	

Module:

m/09/105
timeware® ESS - Job Costing & Cost Centring

Job costing and Cost Centring on the ESS allows for greater employee control over the jobs and the cost centres they work. Bookings can be submitted against specific costings and centres, and they can view their current and past timesheets.

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View Your Attendance Timesheet

Pay period:

Mon, 22 Nov 2021 to Sun, 28 Nov 2021
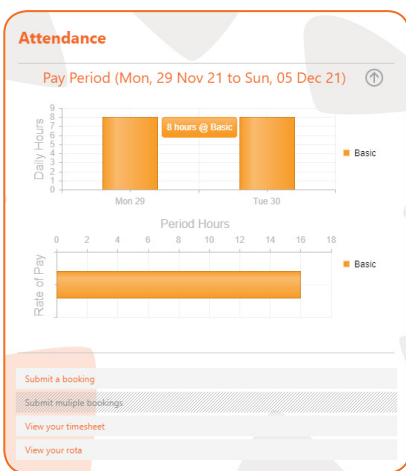
Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

Date	Schedule	Bookings(s)	Absence(s)	Rate Total	Basic	x1.33	x1.50	x2.00	Holida
Mon, 22 Nov 2021	08:00-16:30/30	Mon 22/11 07:59 - Mon 22/11 16:30		8:00	8:00				
Tue, 23 Nov 2021	08:00-16:30/30	Tue 23/11 08:05 ⊙ - Tue 23/11 16:30		7:45	7:45				
Wed, 24 Nov 2021	08:00-16:30/30	Wed 24/11 08:01 - Wed 24/11 16:30		8:00	8:00				
Thu, 25 Nov 2021	08:00-16:30/30	Thu 25/11 07:59 - Thu 25/11 16:30		8:00	8:00				
Fri, 26 Nov 2021	08:00-16:30/30	Fri 26/11 07:58 - Fri 26/11 16:30		8:00	8:00				
Sat, 27 Nov 2021	Saturday Overime	??:?? - ??:??		0:00					
Sun, 28 Nov 2021	Sunday Overtime	??:?? - ??:??		0:00					
Pay Period Totals : (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)				39:45	39:45				

Bookings Awaiting Calculation

	Bookings	Type	Authorisation
		No data to display	

Cost Centring

Submit a booking

Submit muliple bookings

View your timesheet

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workforce management software

Submit a booking

Submitting of bookings for both Job Costing and Cost Centre can be done entirely over the internet. To submit a booking, click on the "submit a booking" for either Job Costing or Cost Centre.

Job Costing

Submit a booking

Submit muliple bookings

View your timesheet

Back

Submit a Job Costing Booking

Required

Booking type:
- Real time start booking
- Real time stop booking
- Start booking
- Stop booking
- Pair of bookings

Job:
Please select...

Operation:
Please select...

Start date and time:
Please select...

Stop date and time:
Please select...

Quantity:
0

Timesheet
Period: Mon, 29 Nov 2021 to Sun, 05 Dec 2021

Optional

NB: It is the responsibility of the employee to ensure all information recorded is totally accurate.

Notes , if any...

Declaration

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

Submit Booking

Cost Centring

Submit a booking

Submit muliple bookings

View your timesheet

Back

Submit a Cost Centre Booking

Required

Booking type:
- Real time start booking
- Real time stop booking
- Start booking
- Stop booking
- Pair of bookings

Cost centre:
Please select...

Start date and time:
Please select...

Stop date and time:
Please select...

Timesheet
Period: Mon, 29 Nov 2021 to Sun, 05 Dec 2021

Optional

NB: It is the responsibility of the employee to ensure all information recorded is totally accurate.

Notes , if any...

Declaration

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

Submit Booking

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View your timesheet

An employee is able to view their cost centring and job costing timesheets by clicking on "View your timesheet". To view other weeks' timesheets, click the pay period drop down.

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View Your Job Costing Timesheet

Pay period:

Mon, 22 Nov 2021 to Sun, 28 Nov 2021 ▾

Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

	Date	Schedule	Start	Stop	Job	Operation	Quantity	Time
	▾							
				No data to display				
Summary Totals : No Filter							0	0:00

Bookings Awaiting Calculation

	Bookings	Type	Job	Operation	Quantity	Authorisation
			No data to display			

Back

View Your Cost Centre Timesheet

Pay period:

Mon, 22 Nov 2021 to Sun, 28 Nov 2021 ▾

Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

	Date	Schedule	Start	Stop	Cost Centre	Time
	▾					
			No data to display			
Summary Totals : No Filter						0:00

Bookings Awaiting Calculation

	Bookings	Type	Cost Centre	Authorisation
			No data to display	