timeware®
workforce management software

Training guide:
TWC at your mobile, tablet and PC

Integration Point

ADP
Fire Alarm Roll Call
Assembly Point

Integration Po...

Reports & Exports

Access Control

Integration Point

Payroll (optional)

ESS Go (optional)

Attendance

Job Costing

Integrat...

Integrat...

Asset Management

Cost Centre Analysis

Integrat...

Leave Monitoring

Unauthorised

Integration Point

Statistics

Absence Management

System

Dashboards

To-do List

Sickness

Personnel

TWC

WTR

GDPR

ESS

Advanced

Integration Point

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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/TWC010   Approximately 30 minutes
An introduction to timeware®
TWC at your mobile, tablet and PC

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

Module   **Description**

m/10/101   **Understanding the timeware® TWC**

m/10/102   **timeware® TWC – General**

m/10/103   **timeware® TWC – Personnel**

m/10/104   **timeware® TWC - Absence Management**

m/10/105   **timeware® TWC - Attendance**

m/10/106   **timeware® TWC - Job Costing & Cost Centring**

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Module:

m/10/101
Understanding the timeware® TWC

The timeware® TWC is a feature that grants managers and supervisor's greater control over their employees all through an easy to use web based interface. Line managers can easily approve (or decline!) requested holidays, view the timesheets of employees, check anomalies and much more!

The TWC is designed for the managers and is a powerful tool that will give them greater control over many aspects of their departmental administration.

The basis behind the TWC involves the use of the timeware® servers IIS manager (Internet Information Services) and should you want to allow the use of the TWC from anywhere in the world, a DNS. For more information about the setup of the TWC, please contact timeware® support on 01706 658 222.

TWC

IIS Manager

SQL server

timeware®
server

timeware®

workforce management software
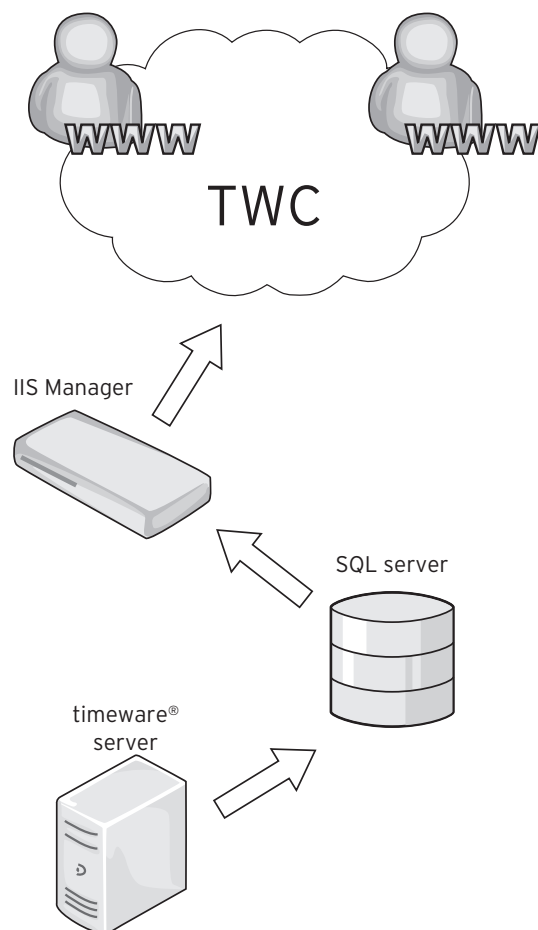
Module:

m/10/102
timeware® TWC - General

The General section of the TWC encompasses various features and functions ranging from viewing the upcoming rota for your staff to the live information Attendance Display Panel. Each option can be easily accessed by clicking the drop down menu and then choosing the feature you want.
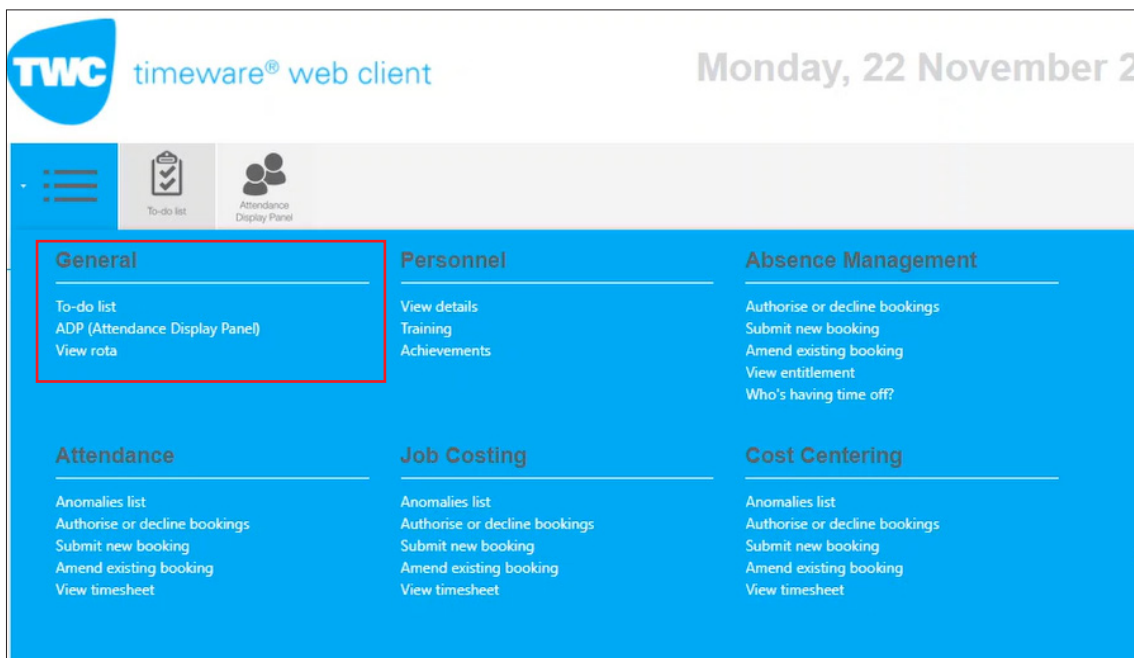
To-Do List

Be The To-Do List is an easy to view informative section of the timeware® Web Client which will display any anomalies or actions that are required by the manager to process on a day to day basis. All the items on the To-Do List are able to be drilled down into to allow the manager to for instance approve or decline a requested holiday absence that has come from an employee.

ADP (Attendance Display Panel)

The Attendance Display Panel is a quick and easy way for a manager or supervisor to see if their staff members are currently in work or not. This information is live and is fed directly to TWC the instant the employee uses any timeware® hardware for clocking in or accessing a certain door. Click on the 'Attendance Display Panel' button to access this function.
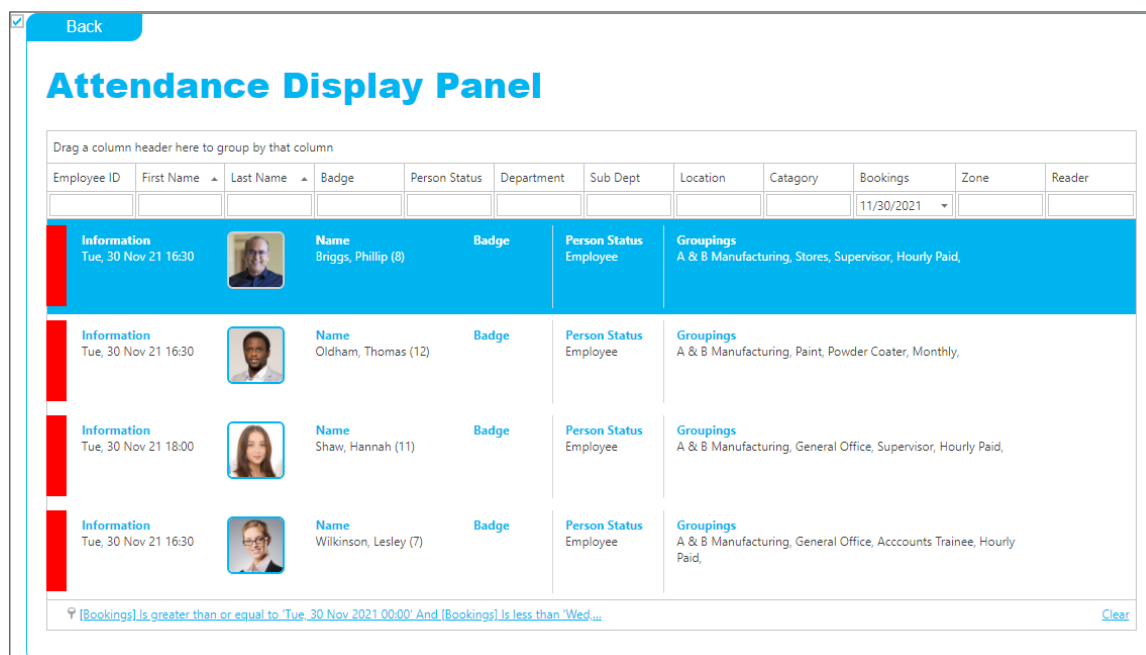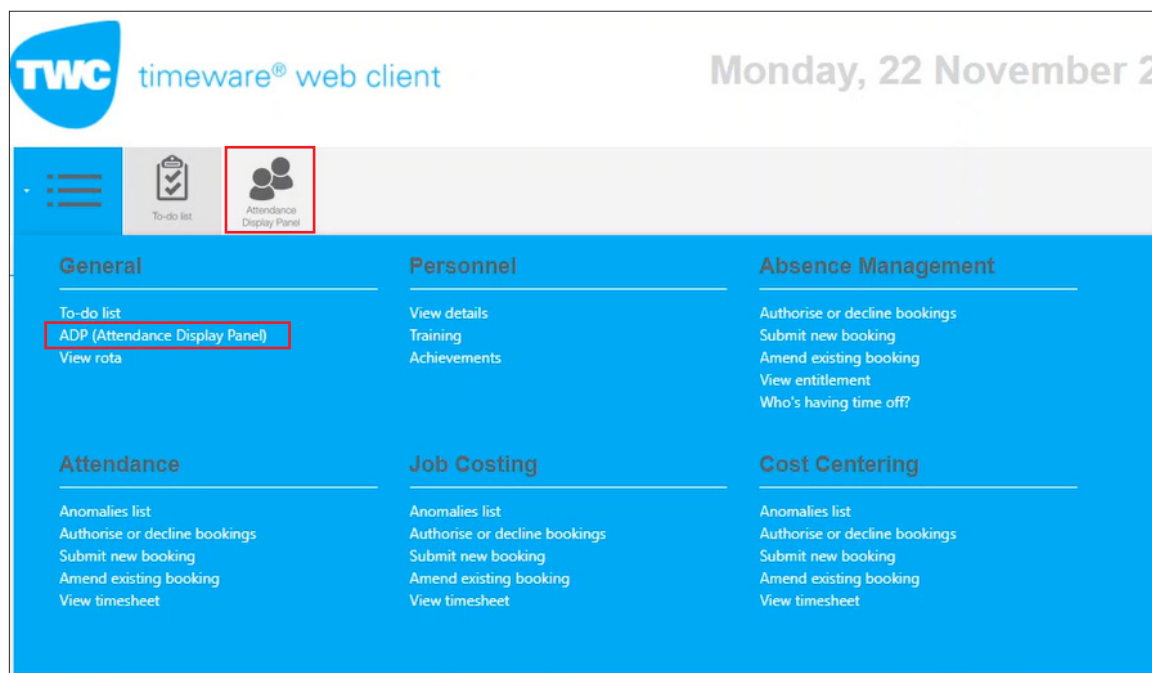
View Rota

The ability to view the rotation an employee is set to work is essential for any manager to know. The "View Rota" option does just that. It will provide the planned rota for employees over the next month. Click the 'View Rota' button to use this function.
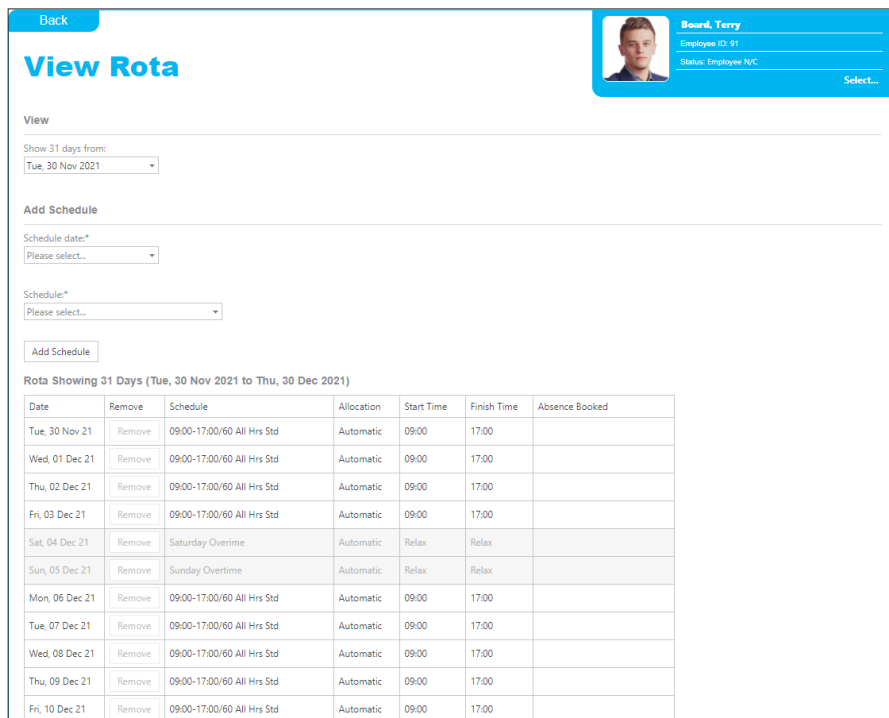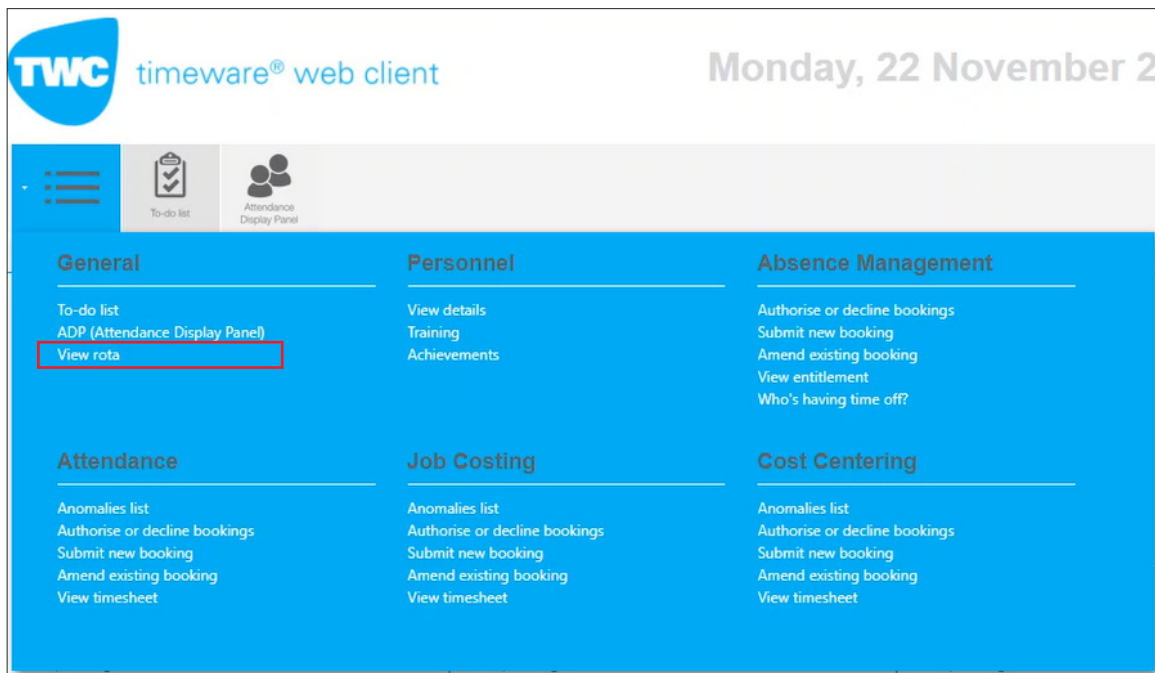
Module:

m/10/103
timeware® TWC - Personnel

The Personnel section of the timeware® Web Client allows managers to check the personnel details of an employee, any training and qualifications they've had and any achievements they've gained while working for the company.

View Details

The view details option is designed to allow the manager to quickly view any personal information they may need for the employee ie contact number, or date started with the company right through to the terminal policy they are assigned to.

Training

Training and qualifications have been a big part of the timeware® development and we've added in the option to see any training that an employee has had to make it easier for managers to know who is qualified to do what job roles etc.

Achievements

The achievements module is designed to highlight any positive or negative notes made against an employee while they have been working at the company.
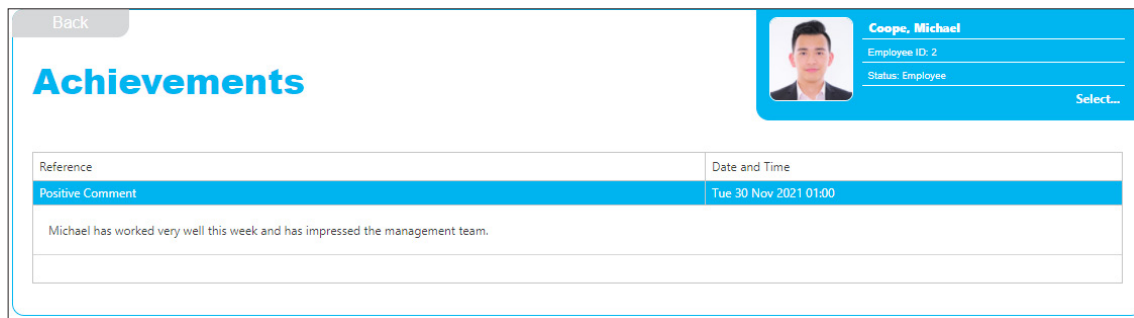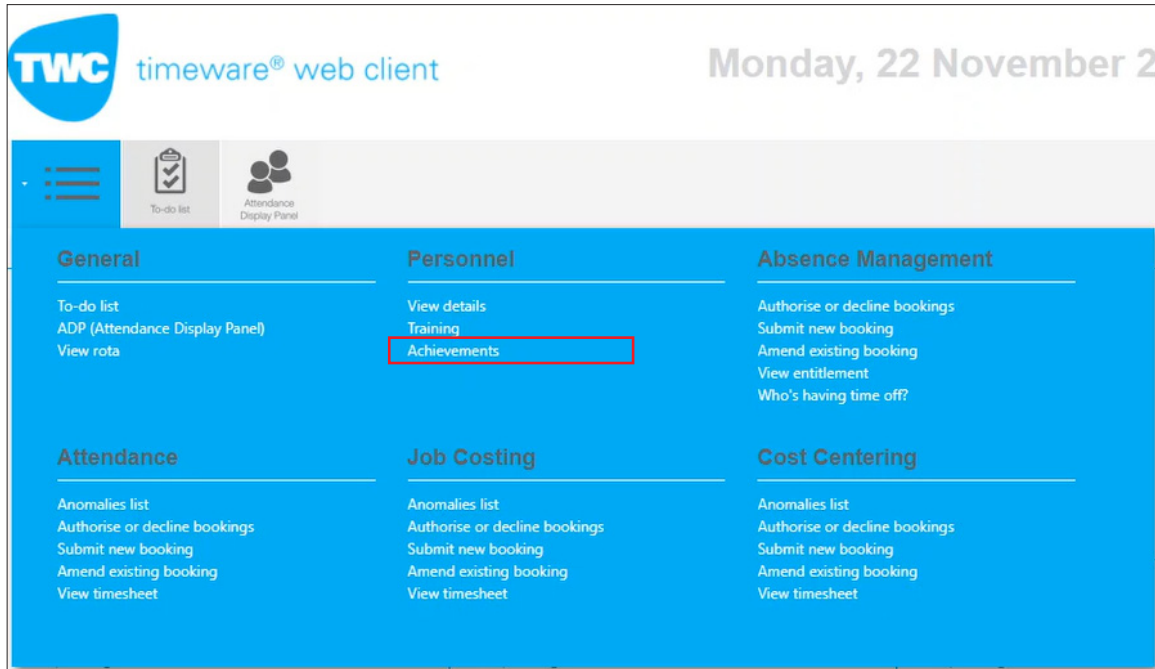
Module:

m/10/104
timeware® TWC - Absence Management

The Absence Management section of the timeware® Web Client allows managers to check on an employee's entitlement, book a holiday for them, approve or decline a requested absence and amend existing bookings. All of these functions are simple to follow and will communicate directly back into timeware.

Authorise or Decline Bookings

The ability for managers to quickly approve (or decline!) an absence requested by an employee is a major time saver for any HR department and the TWC gives managers greater flexibility over this choice. To authorise or decline a booking, click the 'Authorise or Decline booking' button, then select the employee. From here you can action the bookings.

Submit New Booking

There may be times where an employee is unable to request an absence via the ESS, so managers may have to input this absence themselves. This can all be done from the timeware® Web Client in an easy to book layout. Simply click the 'Submit New Booking' button and select the employee. Then input the booking as required.

Amend Existing Booking

Managers are able to freely edit the details of an existing absence, or even delete it. This can all be done within the timeware® Web Client by clicking the 'Amend Existing Booking' button, then selecting the employee. Then amend the bookings as required.

View Entitlement

The TWC allows a HR manager to view the entitlements of all employees under their specific management group which is incredibly useful to quickly see if an employee is allowed their requested holiday or not. To view employees entitlements, click 'View Entitlement' and then select the employee.

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Who's Having Time Off?

The Who's Having Time Off feature has proved an instant success in the ESS module, so we decided to include it in to the TWC. It is designed to show you as a manager who under your supervision is having time off all displayed in a simple to understand calendar.

Module:

m/10/105
timeware® TWC - Attendance

The timeware® Web Client incorporates a detailed yet simplistic attendance layout that will allow managers to view the timesheet of an employee under their management group, check and adjust any anomalies that may occur, manually add in any clocking times that may be missing, and amend any existing bookings.

Anomalies List

The anomalies list displays any clockings (or lack of clockings!) that may occur during the day to day running that do not appear to be correct. This includes when an employee misses a booking, has clocked in late, hasn't come in at all or even if they have exceeded a set threshold of hours worked. All of this is within a simply laid out menu that is easy to follow. Simply click on the 'anomalies list' and select the employee. You will be presented with a list of all the anomalies for that employee.

Authorise or Decline Bookings

Whenever an employee books an attendance clocking manually, there of course needs to be a manager that gets the final say on whether or not this is a booking to place into the system. The timeware® Web Client contains the ability to do just that. A booking will come through and the manager can freely approve or decline the booking. To access these bookings, click the 'Authorise or Decline Bookings' button and select the employee.

Submit New Booking

There may be times where an employee comes to you saying they have missed a clocking in the morning due to unforeseen circumstances. This booking may be vital for payroll purposes, so the manager can input this clocking for the employee and automatically approve it. Simply click the 'Submit New Booking' button, then select the employee.

Amend Existing Booking

Sometimes, there could be a possibility that an employee has clocked in late, but you still want to pay them from the intended start time. You can amend any existing booking and change the times to suit the situation. To amend existing bookings, click 'Amend Existing Bookings' and then select the employee.

View Timesheet

The View Timesheet option allows you to do just that, view an employee's timesheet, their hours worked and the rates they are being paid. This can all be adjusted to different periods. To view the timesheet, click the 'View timesheet' button and then select the employee. You can adjust the period by using the drop down menu.

Module:

m/10/106
timeware® TWC - Job Costing & Cost Centering

The timeware® Web Client incorporates a Job Costing and Cost Centre feature to allow managers to access their information from any computer or tablet that has internet access. They can check submit new bookings, check existing bookings, view the anomalies list and even view the employee's timesheet.

Anomalies List

The Anomalies List details all the job costing and cost centre bookings which timeware® considers having a problem. To check the anomalies list, click 'Anomalies list' and select the employee you wish to view the anomalies for.

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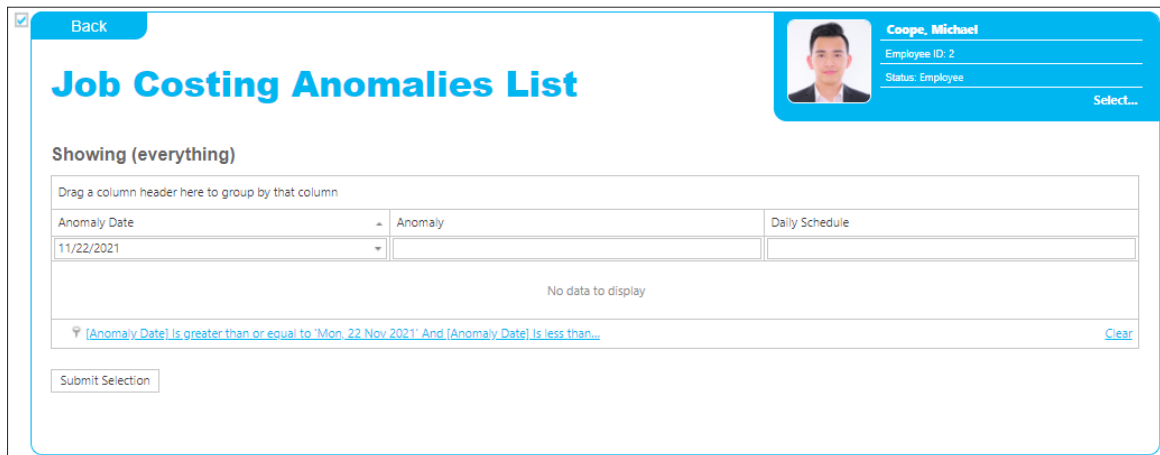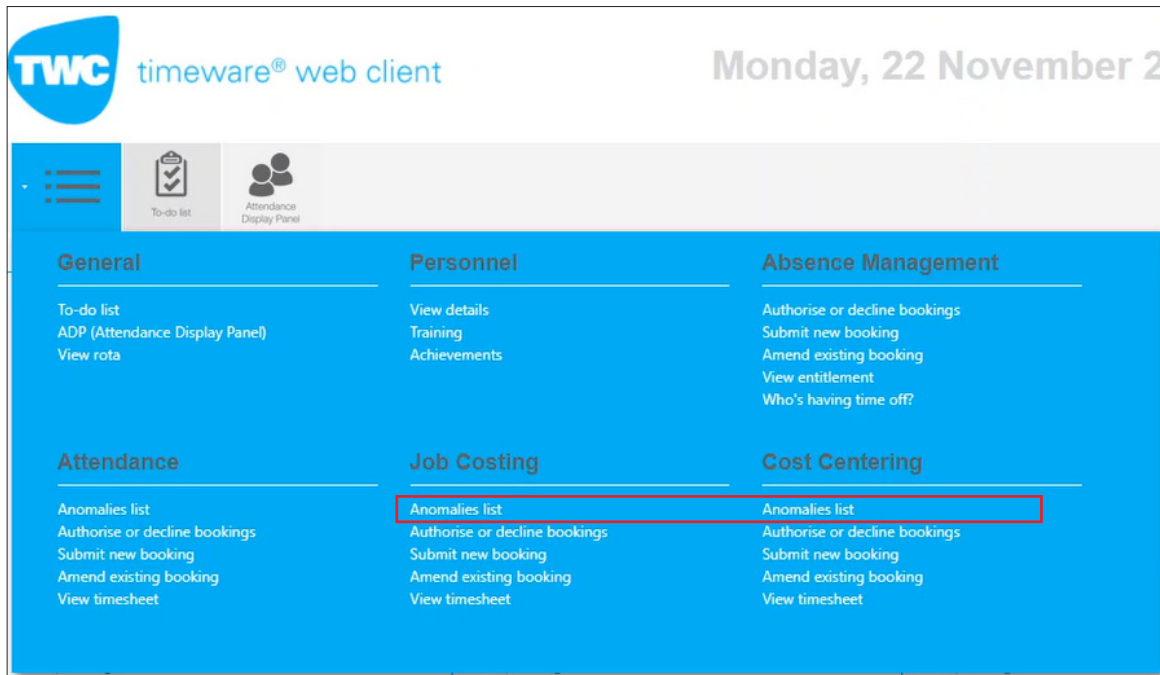
Cost Centre Anomalies List

Back

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Showing (everything)

Drag a column header here to group by that column

Anomaly Date ▲	Anomaly	Daily Schedule
11/22/2021 ▾		

No data to display

📍 [Anomaly Date] Is greater or equal to 'Mon, 22 Nov 2021' And [Anomaly Date] Is less than...   Clear

Submit Selection

Select Employee

Cancel

Drag a column header here to group by that column

#	Employee ID	First Name ▲	Last Name ▲	Badge	Person Status	Department	Sub Dept	Location	Catagory
	Employee ID 71	**Name** Allen, Lawrence		**Badge**	**Person Status** Employee N/C	**Groupings** A & B Manufacturing, General Office, Office Administrator, Monthly,			
	Employee ID 44	**Name** Atherton, Walter		**Badge**	**Person Status** Employee N/C	**Groupings** A & B Manufacturing, Engineering, Engineering Manager, Monthly,			
	Employee ID 73	**Name** Baker, Tia		**Badge**	**Person Status** Employee N/C	**Groupings** A & B Manufacturing, General Office, Office Administrator, Monthly,			
	Employee ID 74	**Name** Baker, Valentina		**Badge**	**Person Status** Employee N/C	**Groupings** A & B Manufacturing, General Office, Office Administrator, Monthly,			
	Employee ID 89	**Name** Ballson, Aaron		**Badge**	**Person Status** Employee N/C	**Groupings** A & B Manufacturing, General Office, Office Administrator, Monthly,			

Page 1 of 19 (91 items)   ◀   **1**   2   3   4   5   6   7   ...   17   18   19   ▶

📍 Create Filter

Submit Selection

Authorise or decline booking

The Authorise or decline booking function is designed to allow the managers to have the final say on bookings made manually by employees, whether that be approving or declining it. To authorise or decline a booking, click the 'Authorise or decline booking', and then select the relevant employee.

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Job Costing Booking List

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Showing (everything)

Drag a column header here to group by that column

#		Bookings	Type	Job	Operation	Qty	Authorisation
		▾					

No data to display

▼ Create Filter

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

Use the space below to make any relevant comments, if any...

- ● No change
- ○ Approve selected bookings
- ○ Decline selected bookings

☐ Finalised?

Submit Selection

Cost Centre Booking List

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Showing (everything)

Drag a column header here to group by that column

#		Bookings	Type	Cost Centre	Authorisation
		▾			

No data to display

▼ Create Filter

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

Use the space below to make any relevant comments, if any...

- ● No change
- ○ Approve selected bookings
- ○ Decline selected bookings

☐ Finalised?

Submit Selection

Submit new booking

The TWC allows the supervisor to add manual bookings for Job Costing or Cost Centring that an employee may have missed from within their management group. This can be done by clicking 'Submit new booking', and selecting the employee. Then just input the times for the booking and click submit.

Job Costing Booking (New)

Back

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Required

Booking type:
- ○ Start booking
- ○ Stop booking
- ○ Pair of bookings

Job:
Please select...

Operation:
Please select...

Start date and time:
Please select...

hh:mm

Stop date and time:
Please select...

hh:mm

Quantity:
0

Timesheet

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

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

- ○ Awaiting a decsion
- ● Approved booking
- ○ Declined booking
- ☑ Finalised?

Use the space below to make any relevant comments, if any...

Submit Booking

Cost Centre Booking (New)

Back

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Required

Booking type:
- ○ Start booking
- ○ Stop booking
- ○ Pair of bookings

Cost centre:
Please select...

Start date and time:
Please select...

hh:mm

Stop date and time:
Please select...

hh:mm

Timesheet

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

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

- ○ Awaiting a decsion
- ● Approved booking
- ○ Declined booking
- ☑ Finalised?

Use the space below to make any relevant comments, if any...

Submit Booking

Amend Existing Booking

Bookings that are in the system already can be amended by a manager by going to 'Amend Existing Booking', then selecting the employee. You will be able to see the bookings and amend any bookings you choose.

Back

Job Costing Booking List

Showing (everything)

Drag a column header here to group by that column

#		Bookings	Type	Job	Operation	Qty	Authorisation
		▼					

No data to display

▼ Create Filter

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

Use the space below to make any relevant comments, if any...

◉ No change
◯ Approve selected bookings
◯ Decline selected bookings

☐ Finalised?

Submit Selection

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Back

Cost Centre Booking List

Showing (everything)

Drag a column header here to group by that column

#		Bookings	Type	Cost Centre	Authorisation
		▼			

No data to display

▼ Create Filter

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

Use the space below to make any relevant comments, if any...

◉ No change
◯ Approve selected bookings
◯ Decline selected bookings

☐ Finalised?

Submit Selection

Coope, Michael
Employee ID: 2
Status: Employee
Select...

View Timesheet

A manager is able to view the cost centring and job costing timesheets of all employees under their management group by clicking in the 'View timesheet' button then select the employee. To view other weeks' timesheets, click the pay period drop down.

Back

View Job Costing Timesheet

Coope, Michael
Employee ID: 2
Status: Employee
Select...

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 Cost Centre Timesheet

Coope, Michael
Employee ID: 2
Status: Employee
Select...

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