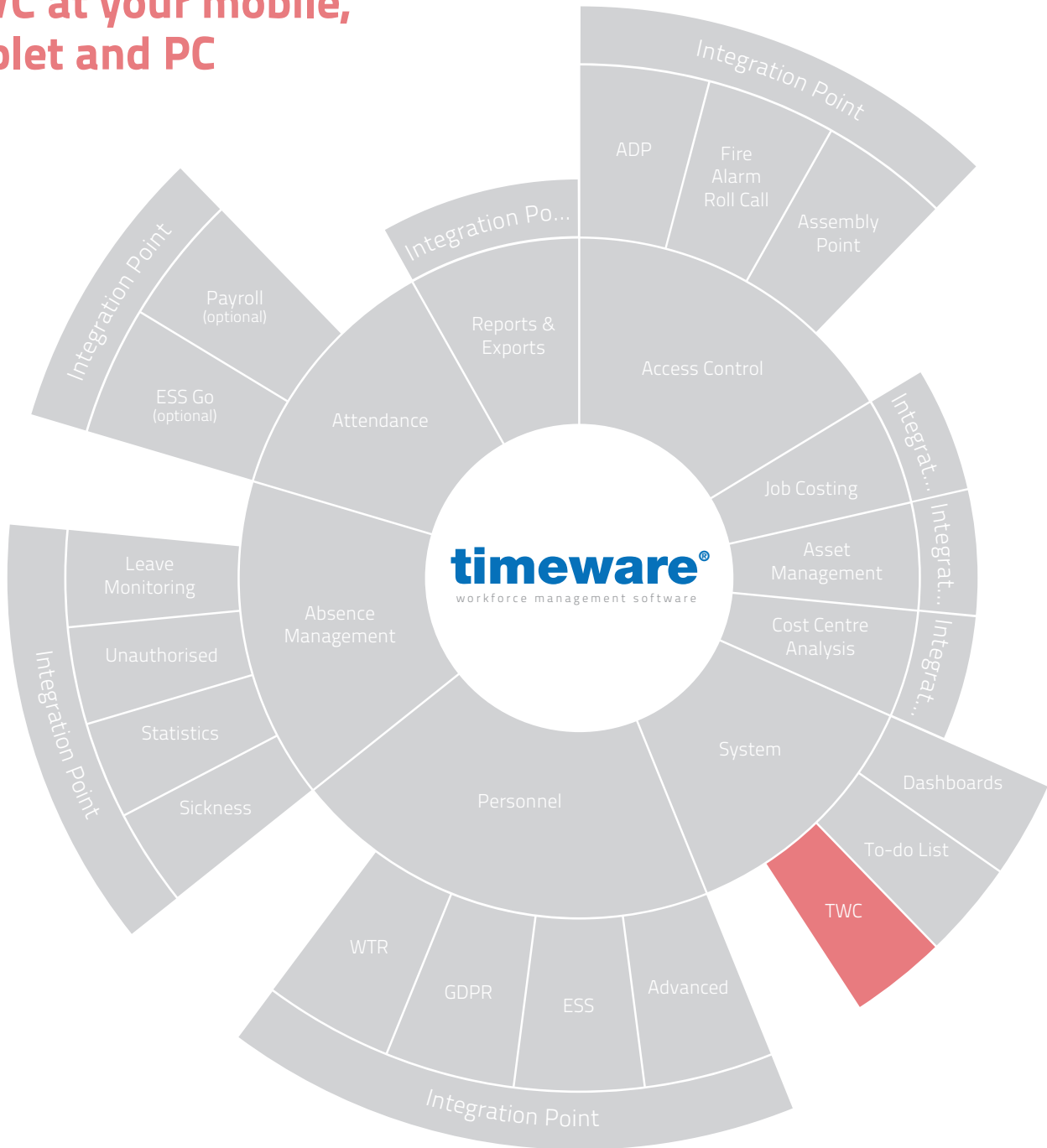


Training guide:

TWC at your mobile, tablet and PC



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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NMD³ Ltd

www.timeware.org
+44 (0)1706 659368

Contents

Course	Duration
tw21/op/TWC010 An introduction to timeware[®] TWC at your mobile, tablet and PC	Approximately 30 minutes

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

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



A series of horizontal lines for taking notes, consisting of approximately 25 lines spaced evenly down the page.

Module:

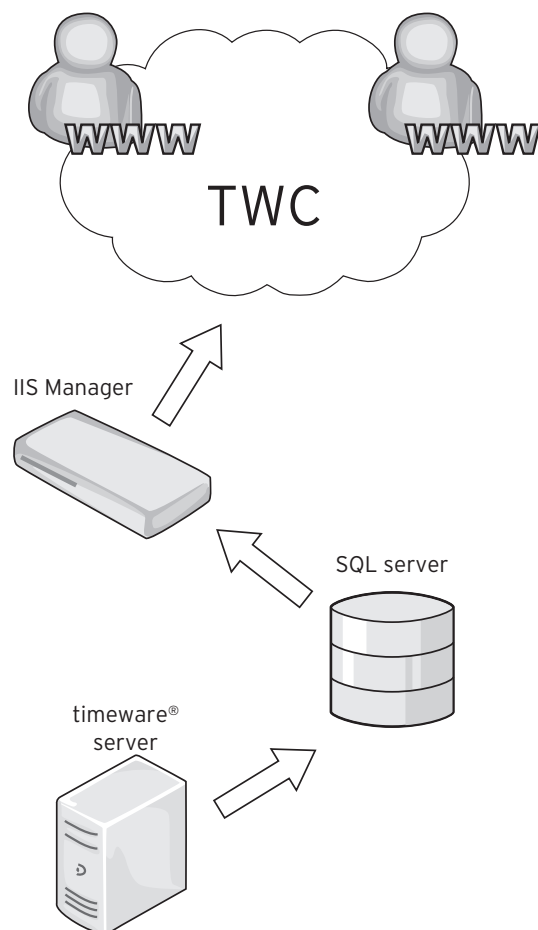
m/10/101

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.



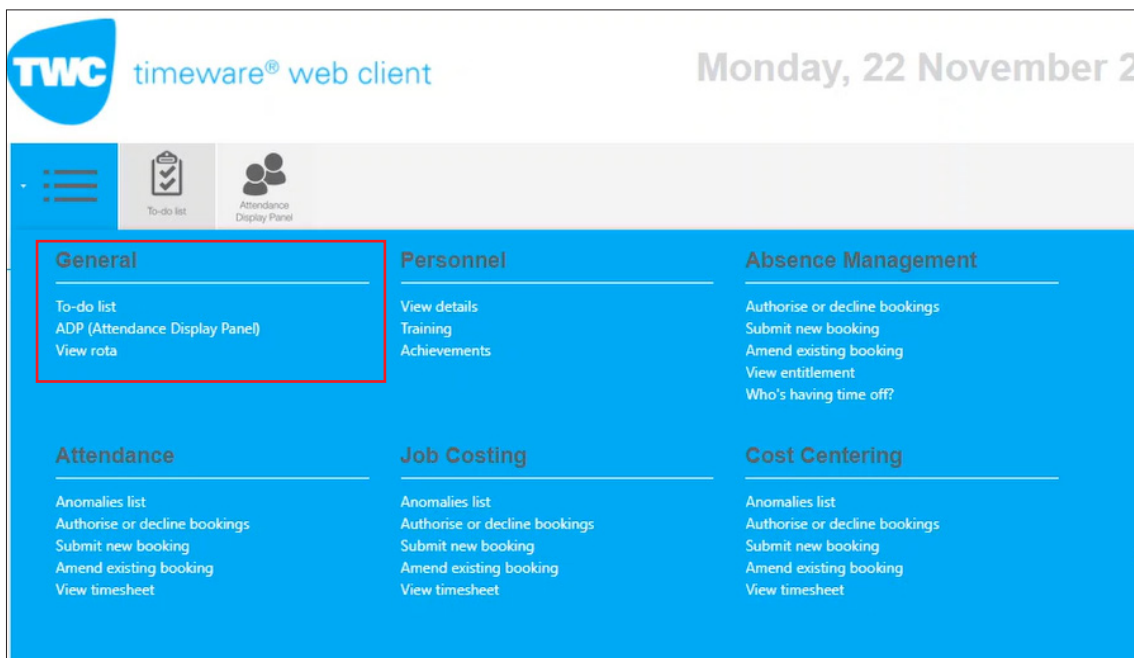


Lined area for notes

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

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.

To-Do List

<p>Absence Management</p> <p>(2) Outstanding absences that require finalisation</p>	<p>Attendance</p> <p>(1) Outstanding bookings awaiting a decision</p> <p>(1) Outstanding bookings that require finalisation</p> <p>(75) Outstanding missed bookings that require attention</p> <p>(71) Outstanding unauthorised absences that require attention</p> <p>(4) Full day absences have been worked that may require attention</p>
--	---

<p>Job Costing</p> <p>Relax, nothing to do.</p>	<p>Cost Centre Analysis</p> <p>Relax, nothing to do.</p>	<p>Access Control</p> <p>Relax, nothing to do.</p>
--	---	---

System Health

Relax, no issues detected.

Monday, 22 November 2016

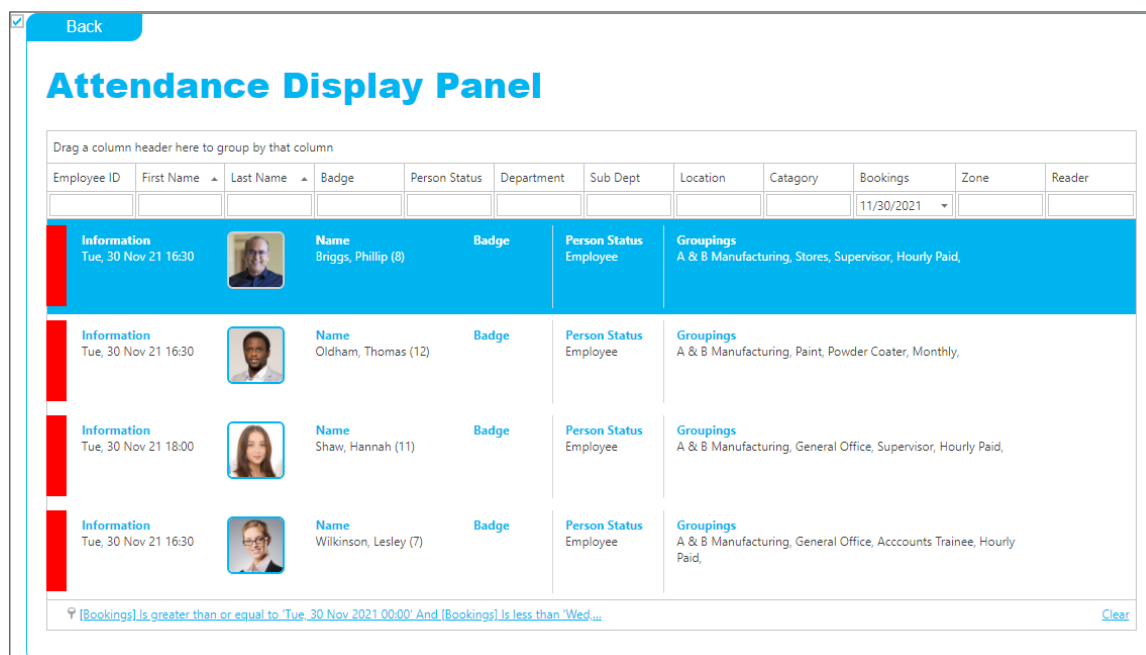
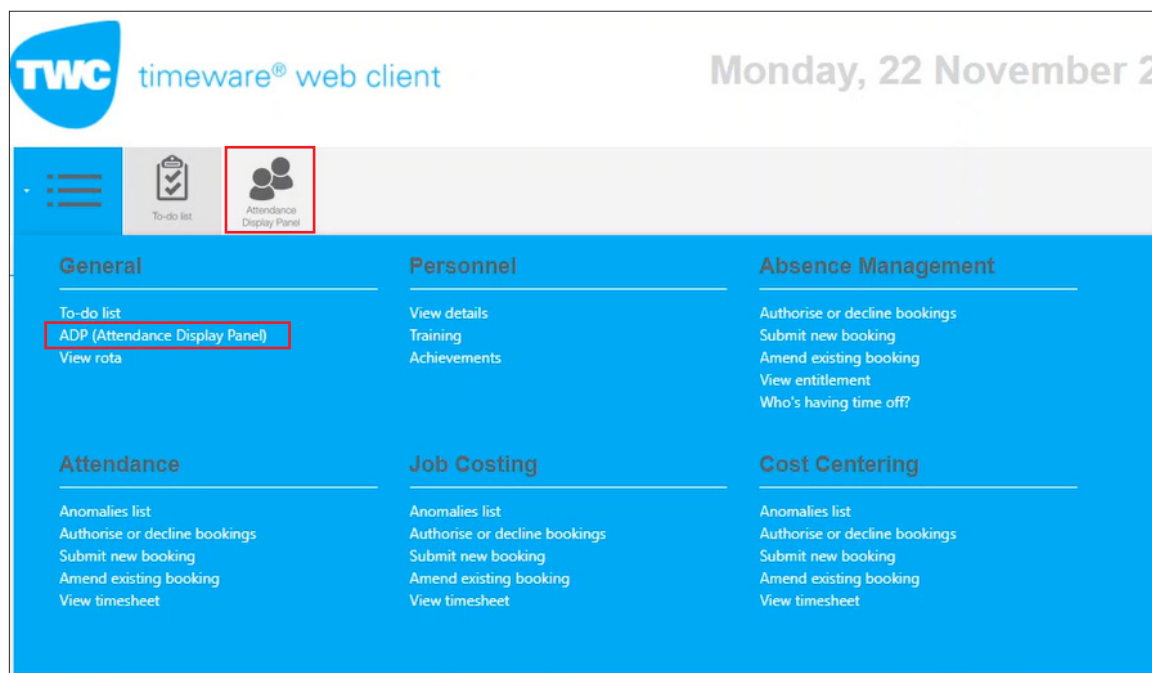
To-do list

Attendance Display Panel

<p>General</p> <p>To-do list</p> <p>ADP (Attendance Display Panel)</p> <p>View rota</p>	<p>Personnel</p> <p>View details</p> <p>Training</p> <p>Achievements</p>	<p>Absence Management</p> <p>Authorise or decline bookings</p> <p>Submit new booking</p> <p>Amend existing booking</p> <p>View entitlement</p> <p>Who's having time off?</p>
<p>Attendance</p> <p>Anomalies list</p> <p>Authorise or decline bookings</p> <p>Submit new booking</p> <p>Amend existing booking</p> <p>View timesheet</p>	<p>Job Costing</p> <p>Anomalies list</p> <p>Authorise or decline bookings</p> <p>Submit new booking</p> <p>Amend existing booking</p> <p>View timesheet</p>	<p>Cost Centering</p> <p>Anomalies list</p> <p>Authorise or decline bookings</p> <p>Submit new booking</p> <p>Amend existing booking</p> <p>View timesheet</p>

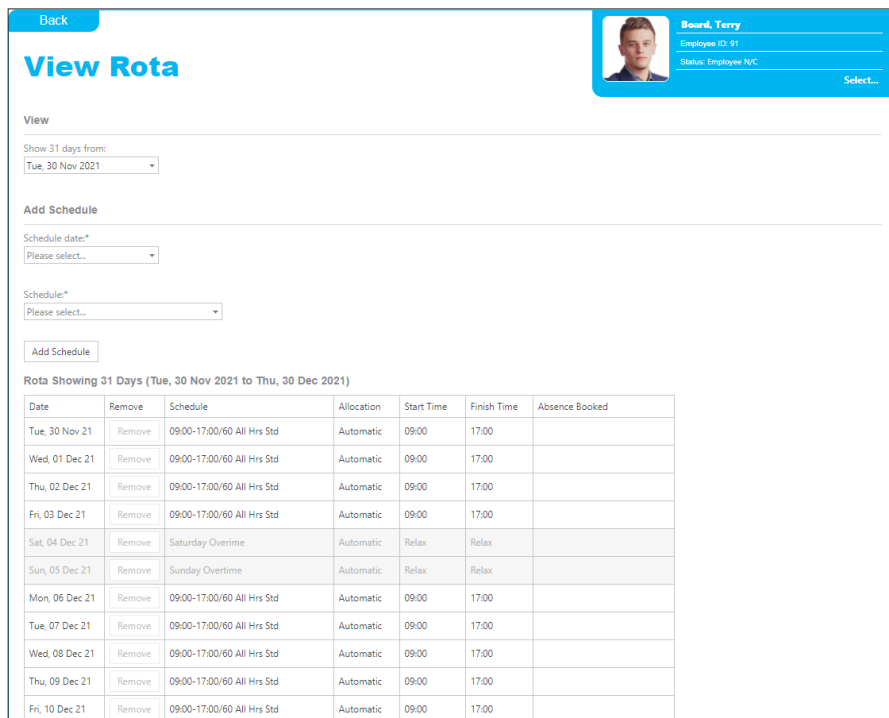
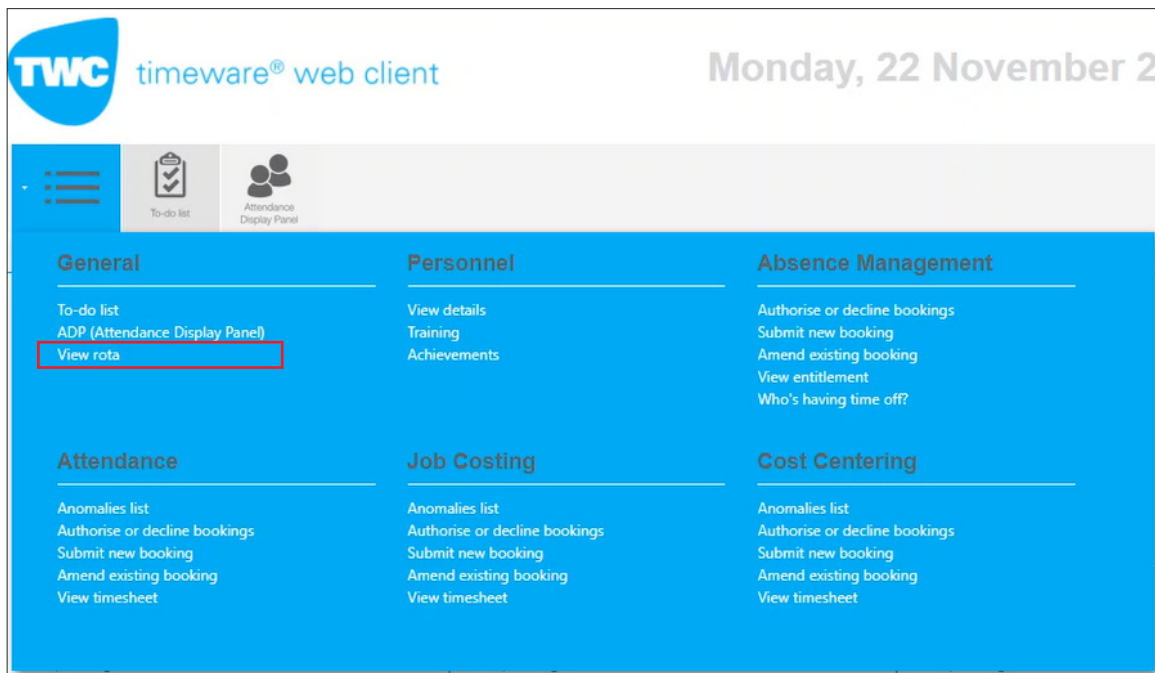
ADP (Attendance Display Panel)

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.

The screenshot shows the timeware[®] web client interface. At the top left is the TWC logo and the text "timeware[®] web client". At the top right is the date "Monday, 22 November 2016". Below the header is a navigation bar with icons for "To-do list" and "Attendance Display Panel". The main content area is divided into six sections: General, Personnel, Absence Management, Attendance, Job Costing, and Cost Centering. The Personnel section is highlighted with a red box and contains the following links: View details, Training, and Achievements.

General	Personnel	Absence Management
<ul style="list-style-type: none"> To-do list ADP (Attendance Display Panel) View rota 	<ul style="list-style-type: none"> View details Training Achievements 	<ul style="list-style-type: none"> Authorise or decline bookings Submit new booking Amend existing booking View entitlement Who's having time off?
Attendance	Job Costing	Cost Centering
<ul style="list-style-type: none"> Anomalies list Authorise or decline bookings Submit new booking Amend existing booking View timesheet 	<ul style="list-style-type: none"> Anomalies list Authorise or decline bookings Submit new booking Amend existing booking View timesheet 	<ul style="list-style-type: none"> Anomalies list Authorise or decline bookings Submit new booking Amend existing booking View timesheet

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.

The screenshot shows the 'timeware® web client' interface. At the top right, the date is 'Monday, 22 November 2017'. The dashboard is divided into several sections:

- General:** To-do list, ADP (Attendance Display Panel), View rota.
- Personnel:** **View details** (highlighted with a red box), Training, Achievements.
- Absence Management:** Authorise or decline bookings, Submit new booking, Amend existing booking, View entitlement, Who's having time off?
- Attendance:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet.
- Job Costing:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet.
- Cost Centering:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet.

The screenshot shows the 'Personnel Details' page for Michael Coope. It includes a profile picture, name, employee ID (2), and status (Employee). The details are organized into several sections:

- Essential:**
 - General:** Date started: Wed, 24 Jan 2007; Badge: ; Known as: Coope, Michael; Employment status: Employee; Absence entitlement policy: 06:00-14:00\14:00-22:00\22:00-06:00; Period schedule: 06:00-14:00\14:00-22:00\22:00-06:00; Terminal policy: All Terminals.
 - Groupings:** Department: A & B Manufacturing; Sub Dept: Engineering; Location: Engineer; Category: Monthly.
- Miscellaneous:**
 - Personal:** Title: Mr; Middle name: Paul; Date of birth: Wed, 21 Aug 1991; Gender: Male; Marital status: With partner; Ethnic origin: White British; Religion: Christian; Nationality: British; Ni. Code: JC010203D; Passport number: 45698754; Visa number: 1236.
 - Contact Details:** Address: 10 Chesterfield Road, Chelmsley Sandbach; Postcode: NP982R0; Telephone: 01799652387; Mobile: 07895465235; E-mail: webbdj@blueyonder.co.uk; Next of kin name: Miss Hayley Coope; Telephone: 07963254125; Relationship: Spouse.

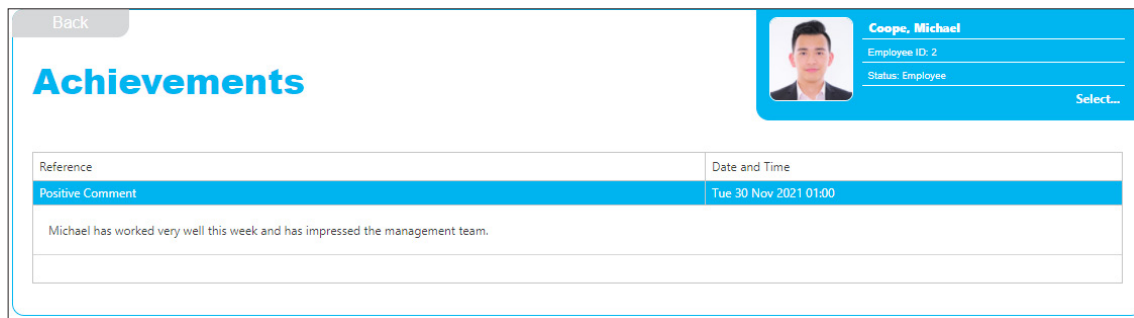
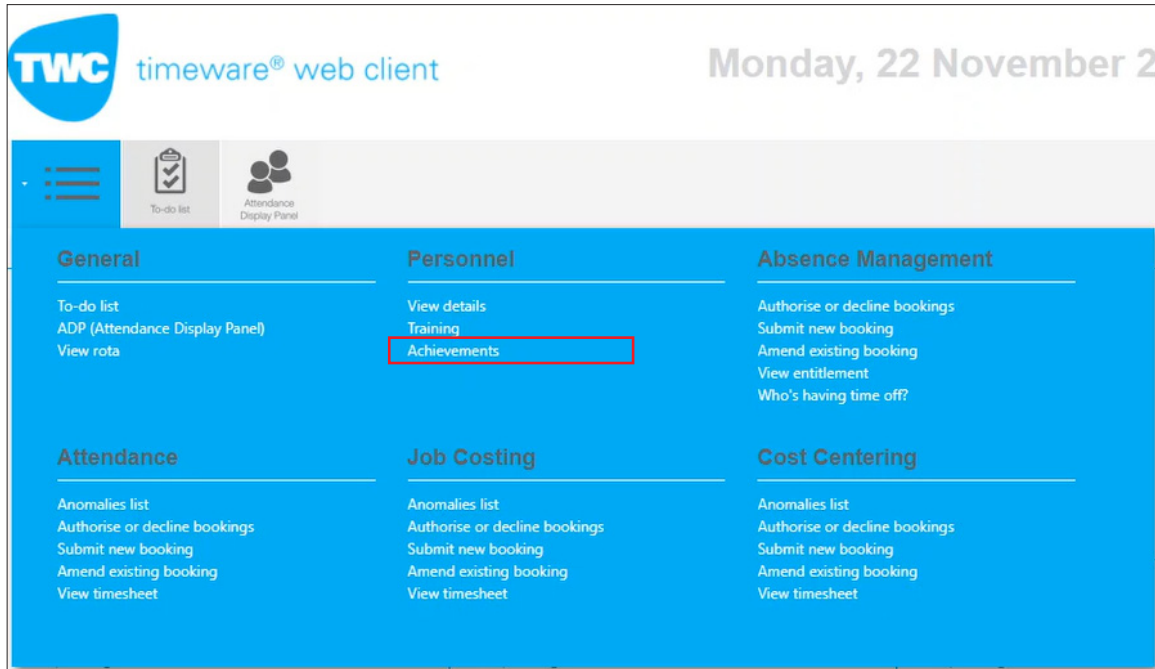
Training

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.

Training and Qualification	Type	Course start date	Passed	Certificate	Expiry date
Fire Marshall	Recommended	Thu 14 Jun 2018 12:01	Yes	Yes	Mon 14 Jun 2021 12:01
Software Support	Recommended	Tue 23 Nov 2021 08:00	Yes	Yes	Fri 30 Dec 2022 11:59

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.

The screenshot displays the timeware® web client interface. At the top left is the TWC logo and 'timeware® web client'. The date 'Monday, 22 November 2' is shown at the top right. Below the header are navigation icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into several sections:

- General:** To-do list, ADP (Attendance Display Panel), View rota.
- Personnel:** View details, Training, Achievements.
- Absence Management (highlighted with a red box):** Authorise or decline bookings, Submit new booking, Amend existing booking, View entitlement, Who's having time off?
- Attendance:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet.
- Job Costing:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet.
- Cost Centering:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet.

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.

The screenshot displays the timeware web client interface. At the top, it shows the TWC logo, 'timeware® web client', and the date 'Monday, 22 November 2021'. The navigation bar includes 'General', 'Personnel', and 'Absence Management'. The 'Absence Management' section is active, showing a 'To-do list' and an 'Attendance Display Panel'. The main content area is titled 'Absence Booking List' and shows a table of bookings. A red box highlights the 'Authorise or decline bookings' button. Below the table, there is a 'Create Filter' link. The 'Absence Booking (Amend)' form is also visible, showing fields for 'Required' (Absence reason, start/finish date), 'Entitlement' (Period, Entitlement, Taken, Booked, Remaining), 'Notes', and 'Authorisation' (Declaration, radio buttons for booking status, and a 'Submit Absence' button).

Absence Booking List

Showing (everything)

#	From	To	Taken/Planned	Absence	Authorisation	Cancel Request
<input checked="" type="checkbox"/>	Mon, 05 Apr 2021	Mon, 05 Apr 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/>	Mon, 12 Apr 2021	Thu, 15 Apr 2021	4 (days)	Holiday Full Day	Approved (Admin)	
<input type="checkbox"/>	Tue, 20 Apr 2021	Fri, 23 Apr 2021	4 (days)	Holiday Full Day	Approved (Admin)	
<input type="checkbox"/>	Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/>	Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
<input type="checkbox"/>	Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/>	Tue, 06 Jul 2021	Wed, 07 Jul 2021	2 (days)	Sickness Full Day [Unpaid]	Approved (stanley)	

Page 53 of 55 (381 items) 1 2 3 ... 49 50 51 52 53 54 55

[Create Filter](#)

Absence Booking (Amend)

Required

Absence reason*: Bank Holiday [Paid]

Absence start date*: Mon, 05 Apr 2021

Absence finish date*: Mon, 05 Apr 2021

[Who's having time off?](#)

Optional

Restrict from: | Restrict to: | Restrict duration: |

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.

Incomplete booking
 Awaiting a decision
 Approved booking
 Declined booking

Finalised?

Entitlement

Period: Friday, January 1, 2021 to Friday, December 31, 2021
Entitlement: 20 (days)
Taken: 13 (days)
Booked: 2 (days)
Remaining: 5 (days)

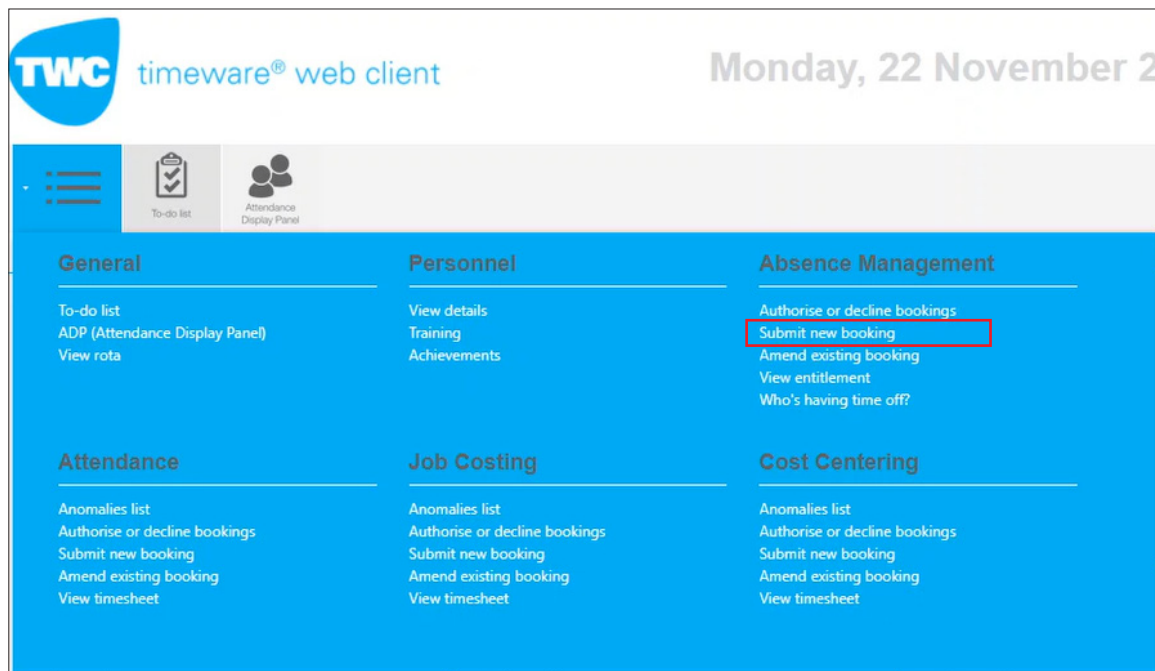
Notes

By Employee
Company (Private)

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

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.



Back

Coope, Michael
Employee ID: 2
Status: Employee

Absence Booking (New)

Required

Absence reason*:
Please select... ▼

Absence start date*:
Please select... ▼

Absence finish date*:
Please select... ▼

[Who's having time off?](#)

Optional

Restrict from:

Restrict to:

Restrict duration:

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.

Incomplete booking
 Awaiting a decision
 Approved booking
 Declined booking
 Finalised?

Entitlement

Period: [Friday, January 1, 2021 to Friday, December 31, 2021](#)

Entitlement: 0 (days)
Taken: 0 (days)
Booked: 0 (days)
Remaining: 0 (days)

Notes

By Employee
Company (Private)

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

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.

Module: m/10/104 timeware® TWC Absence Management

timeware® web client Monday, 22 November 2021

Absence Management

- Authorise or decline bookings
- Submit new booking
- Amend existing booking**

Absence Booking List

Showing (everything)

#	From	To	Taken/Planned	Absence	Authorisation	Cancel Request
<input checked="" type="checkbox"/>	Mon, 05 Apr 2021	Mon, 05 Apr 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/>	Mon, 12 Apr 2021	Thu, 15 Apr 2021	4 (days)	Holiday Full Day	Approved (Admin)	
<input type="checkbox"/>	Tue, 20 Apr 2021	Fri, 23 Apr 2021	4 (days)	Holiday Full Day	Approved (Admin)	
<input type="checkbox"/>	Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/>	Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
<input type="checkbox"/>	Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/>	Tue, 06 Jul 2021	Wed, 07 Jul 2021	2 (days)	Sickness Full Day [Unpaid]	Approved (stanley)	

Page 53 of 55 (381 items)

Absence Booking (Amend)

Required

Absence reason*: Bank Holiday [Paid]
Absence start date*: Mon, 05 Apr 2021
Absence finish date*: Mon, 05 Apr 2021

Entitlement

Period: Friday, January 1, 2021 to Friday, December 31, 2021
Entitlement: 20 (days)
Taken: 13 (days)
Booked: 2 (days)
Remaining: 5 (days)

Notes

By Employee
Company (Private)

Optional

Restrict from: [input]
Restrict to: [input]
Restrict duration: [input]

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.

Incomplete booking
 Awaiting a decision
 Approved booking
 Declined booking

Finalised?

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.

The screenshot shows the timeware® web client interface. At the top, it says 'Monday, 22 November 2021'. Below the header, there are navigation icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into several sections: 'General', 'Personnel', 'Absence Management', 'Attendance', 'Job Costing', and 'Cost Centering'. Under the 'Absence Management' section, the 'View entitlement' link is highlighted with a red rectangular box.

The screenshot shows the 'View Absence Entitlement' page for employee Michael Coope (Employee ID: 2). The page displays the 'Entitlement period' as 'Friday, January 1, 2021 to Friday, December 31, 2021'. Below this is an 'Entitlement Summary' table and a list of 'Absences'.

Category	Entitlement	Taken	Booked	Remaining
Holiday (days)	20	13	2	5
Sickness (days)	0	8	1	-9
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

From	To	Taken / Planned	Absence	Authorisation	Cancellation
Fri, 01 January 2021	Fri, 01 January 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Tue, 12 January 2021	Tue, 12 January 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
Mon, 15 February 2021	Wed, 17 February 2021	0 (days)	Authorised Absence [Paid]	Approved (Admin)	
Tue, 16 March 2021	Tue, 16 March 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
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, 12 April 2021	Thu, 15 April 2021	4 (days)	Holiday Full Day	Approved (Admin)	
Tue, 20 April 2021	Fri, 23 April 2021	4 (days)	Holiday Full Day	Approved (Admin)	
Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Tue, 06 July 2021	Wed, 07 July 2021	2 (days)	Sickness Full Day [Unpaid]	Approved (stanley)	
Mon, 09 August 2021	Mon, 09 August 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (stanley)	
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, 18 October 2021	Mon, 18 October 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (stanley)	
Wed, 27 October 2021	Wed, 27 October 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	

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.

TWC timeware® web client Monday, 22 November 2021

General
To-do list
ADP (Attendance Display Panel)
View rota

Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

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	29	30	December 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			George Price			
			Lesley Wilkinson			
			Lesley Wilkinson			
			Phillip Briggs			
			Phillip Briggs			
			Thomas Oldham			
			Thomas Oldham			
			George Zelem		Hannah Shaw	
					Hannah Shaw	
					William Kennerdy	
19	20	21	22	23	24	25
						Hannah Shaw
						Simon Birchall
						William Kennerdy

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.

The screenshot displays the timeware[®] web client interface. At the top left is the TWC logo and the text "timeware[®] web client". At the top right, the date "Monday, 22 November 2015" is shown. Below the header is a navigation bar with icons for "To-do list" and "Attendance Display Panel". The main content area is divided into six sections: General, Personnel, Absence Management, Attendance (highlighted with a red box), Job Costing, and Cost Centering. Each section lists various actions available to the user.

General	Personnel	Absence Management
<ul style="list-style-type: none"> To-do list ADP (Attendance Display Panel) View rota 	<ul style="list-style-type: none"> View details Training Achievements 	<ul style="list-style-type: none"> Authorise or decline bookings Submit new booking Amend existing booking View entitlement Who's having time off?
Attendance	Job Costing	Cost Centering
<ul style="list-style-type: none"> Anomalies list Authorise or decline bookings Submit new booking Amend existing booking View timesheet 	<ul style="list-style-type: none"> Anomalies list Authorise or decline bookings Submit new booking Amend existing booking View timesheet 	<ul style="list-style-type: none"> Anomalies list Authorise or decline bookings Submit new booking Amend existing booking View timesheet

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.

The screenshot shows the timeware web client interface. At the top, it says 'TWC timeware® web client' and 'Monday, 22 November 2021'. Below the header are navigation icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into several sections: 'General', 'Personnel', 'Absence Management', 'Attendance', 'Job Costing', and 'Cost Centering'. In the 'Attendance' section, the 'Anomalies list' option is highlighted with a red box.

The screenshot shows the 'Attendance Anomalies List' page for employee Michael Coope. The page includes a 'Back' button, the employee's name and photo, and their details: Employee ID: 2, Status: Employee. Below this, it says 'Showing (everything)'. There is a table with columns for 'Anomaly Date', 'Anomaly', and 'Daily Schedule'. The table contains 19 items, with the first row highlighted. At the bottom, there is a 'Submit Selection' button.

Anomaly Date	Anomaly	Daily Schedule
Mon, 25 Oct 2021	An unauthorised absence has been taken against this daily schedule.	22:00-06:00/00
Tue, 26 Oct 2021	An unauthorised absence has been taken against this daily schedule.	22:00-06:00/00
Thu, 28 Oct 2021	An unauthorised absence has been taken against this daily schedule.	22:00-06:00/00
Fri, 29 Oct 2021	An unauthorised absence has been taken against this daily schedule.	22:00-06:00/00
Mon, 01 Nov 2021	An unauthorised absence has been taken against this daily schedule.	14:00-22:00/00
Tue, 02 Nov 2021	An unauthorised absence has been taken against this daily schedule.	14:00-22:00/00
Wed, 03 Nov 2021	An unauthorised absence has been taken against this daily schedule.	14:00-22:00/00

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.

TWC timeware® web client Monday, 22 November 2015

General
To-do list
ADP (Attendance Display Panel)
View rota

Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Back

Attendance Booking List

Coope, Michael
Employee ID: 2
Status: Employee [Select...](#)

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	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.

No change
 Approve selected bookings
 Decline selected bookings
 Finalised?

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

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.

The screenshot shows the 'timeware® web client' interface. The top navigation bar includes a 'To-do list' icon and an 'Attendance Display Panel' icon. The main content area is divided into several sections: General, Personnel, Absence Management, Attendance, Job Costing, and Cost Centering. In the 'Attendance' section, the 'Submit new booking' option is highlighted with a red rectangular box.

The screenshot shows the 'Attendance Booking (New)' form. At the top right, there is a user profile for 'Coope, Michael' with 'Employee ID: 2' and 'Status: Employee'. The form includes a 'Required' section with 'Booking type' (radio buttons for Booking, Pair of bookings, Lunch break), 'From date' (dropdown), 'From time' and 'To time' (hh:mm inputs), and a 'Timesheet' section with a 'Period' dropdown. Below this is an 'Authorisation' section with a 'Declaration' text area, radio buttons for 'Awaiting a decision', 'Approved booking', and 'Declined booking', a checked 'Finalised?' checkbox, and a 'Submit Booking' button.

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.

The screenshot shows the timeware® web client interface. The top navigation bar includes the TWC logo, the text 'timeware® web client', and the date 'Monday, 22 November 2018'. Below the navigation bar are icons for 'To-do list' and 'Attendance Display Panel'. The main content area is organized into a grid of sections:

- General:** To-do list, ADP (Attendance Display Panel), View rota
- Personnel:** View details, Training, Achievements
- Absence Management:** Authorise or decline bookings, Submit new booking, Amend existing booking, View entitlement, Who's having time off?
- Attendance:** Anomalies list, Authorise or decline bookings, Submit new booking, **Amend existing booking** (highlighted with a red box), View timesheet
- Job Costing:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet
- Cost Centering:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet

The screenshot shows the 'Attendance Booking List' page. At the top left is a 'Back' button. The page title is 'Attendance Booking List'. On the right, there is a user profile for 'Coope, Michael' with 'Employee ID: 2' and 'Status: Employee'. Below the profile is a 'Select...' dropdown menu. The main content area shows 'Showing (everything)' and a table with columns for '#', 'Bookings', 'Type', and 'Authorisation'. The table is currently empty, displaying 'No data to display'. Below the table is a 'Create Filter' link. At the bottom, there is a 'Declaration' section with the following text: '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.' There are three radio buttons: 'No change' (selected), 'Approve selected bookings', and 'Decline selected bookings'. There is also a checkbox for 'Finalised?' and a 'Submit Selection' button.

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.

The screenshot shows the timeware web client interface. At the top, it says 'TWC timeware® web client' and 'Monday, 22 November 2021'. Below the header is a navigation bar with icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into several sections: 'General', 'Personnel', 'Absence Management', 'Attendance', 'Job Costing', and 'Cost Centering'. In the 'Attendance' section, the 'View timesheet' button is highlighted with a red rectangle.

The screenshot shows the 'View Attendance Timesheet' page for Michael Coope. At the top right, there is a profile card for Michael Coope, Employee ID: 2, Status: Employee. Below this is a 'Pay period:' dropdown menu set to 'Mon, 22 Nov 2021 to Sun, 28 Nov 2021'. The main section is titled 'Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)' and contains a table with columns for Date, Schedule, Bookings(s), Absence(s), and Rate Total. Below the table is a 'Bookings Awaiting Calculation' section with a table that currently shows 'No data to display'.

Date	Schedule	Bookings(s)	Absence(s)	Rate Total
Mon, 22 Nov 2021	22:00-06:00/00	Mon 22/11 22:01 - Tue 23/11 06:30	New	New 8:00
Tue, 23 Nov 2021	22:00-06:00/00	Tue 23/11 21:59 - Wed 24/11 06:48	New	New 8:00
Wed, 24 Nov 2021	14:00-22:00/00	Wed 24/11 14:00 - Wed 24/11 22:00	New	Sickness Full Day, (Unpaid) New 8:00
Thu, 25 Nov 2021	22:00-06:00/00	Thu 25/11 22:02 - Fri 26/11 07:02	New	New 8:00
Fri, 26 Nov 2021	22:00-06:00/00	Fri 26/11 21:58 - Sat 27/11 07:02	New	New 8:00
Pay Period Totals : (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)				40:00

Module:

m/10/106

timeware[®] TWC - Job Costing & Cost Centering

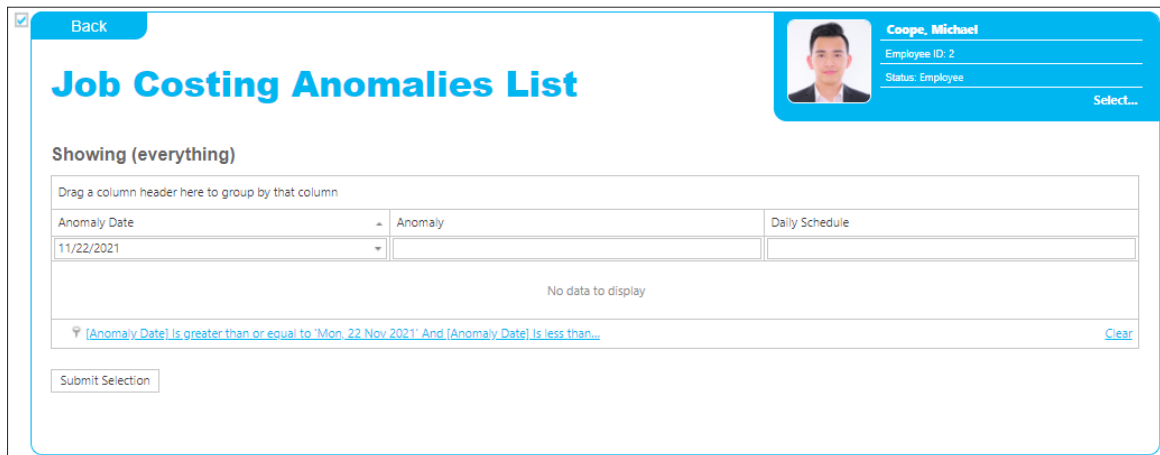
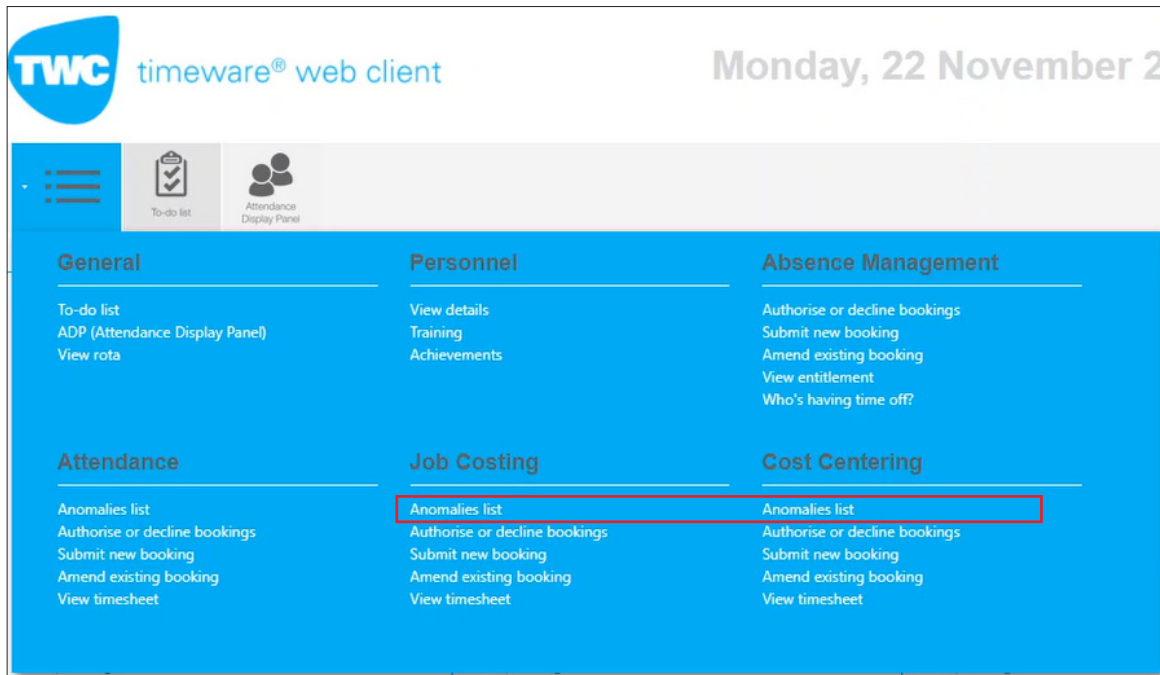
The timeware[®] Web Client incorporates a Job Costing and Cost Centre feature to allow managers to access their information from any computer or tablet that has internet access. They can check submit new bookings, check existing bookings, view the anomalies list and even view the employee's timesheet.

The screenshot shows the timeware[®] web client interface. At the top left is the TWC logo and the text "timeware[®] web client". At the top right is the date "Monday, 22 November 2016". Below the header is a navigation bar with icons for "To-do list" and "Attendance Display Panel". The main content area is divided into several sections:


- General**: To-do list, ADP (Attendance Display Panel), View rota
- Personnel**: View details, Training, Achievements
- Absence Management**: Authorise or decline bookings, Submit new booking, Amend existing booking, View entitlement, Who's having time off?
- Attendance**: Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet
- Job Costing** (highlighted with a red box): Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet
- Cost Centering** (highlighted with a red box): Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View 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.



Back



Coope, Michael
Employee ID: 2
Status: Employee

Select...

Cost Centre Anomalies List

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 than or equal to 'Mon, 22 Nov 2021' And \[Anomaly Date\] Is less than...](#) Clear

Cancel

Select Employee

Drag a column header here to group by that column

#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
	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 69	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](#)

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.

TWC timeware® web client Monday, 22 November 2016

General
To-do list
ADP (Attendance Display Panel)
View rota

Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cancel

Select Employee

Drag a column header here to group by that column


#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
	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 Ballison, 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

Back



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

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.

No change
 Approve selected bookings
 Decline selected bookings
 Finalised?

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

Back



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

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.

No change
 Approve selected bookings
 Decline selected bookings
 Finalised?

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

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.

The screenshot shows the 'timeware® web client' interface. The date is 'Monday, 22 November 2017'. The dashboard is divided into several sections:

- General:** To-do list, ADP (Attendance Display Panel), View rota
- Personnel:** View details, Training, Achievements
- Absence Management:** Authorise or decline bookings, Submit new booking, Amend existing booking, View entitlement, Who's having time off?
- Attendance:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet
- Job Costing:** Anomalies list, Authorise or decline bookings, **Submit new booking** (highlighted with a red box), Amend existing booking, View timesheet
- Cost Centering:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet


The 'Select Employee' dialog box shows a list of employees with the following columns: Employee ID, Name, Badge, Person Status, and Groupings. The first row is highlighted in blue.

Employee ID	Name	Badge	Person Status	Groupings
71	Allen, Lawrence		Employee N/C	A & B Manufacturing, General Office, Office Administrator, Monthly,
44	Atherton, Walter		Employee N/C	A & B Manufacturing, Engineering, Engineering Manager, Monthly,
73	Baker, Tia		Employee N/C	A & B Manufacturing, General Office, Office Administrator, Monthly,
74	Baker, Valentina		Employee N/C	A & B Manufacturing, General Office, Office Administrator, Monthly,
89	Balison, Aaron		Employee N/C	A & B Manufacturing, General Office, Office Administrator, Monthly,

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

Submit Selection

Back



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

Job Costing Booking (New)

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 decision
 Approved booking
 Declined booking
 Finalised?

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

Back



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

Cost Centre Booking (New)

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 decision
 Approved booking
 Declined booking
 Finalised?

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

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.

The screenshot shows the timeware web client interface. At the top, it says 'TWC timeware® web client' and 'Monday, 22 November 2017'. Below the header are icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into several sections: General, Personnel, Absence Management, Attendance, Job Costing, and Cost Centering. In the 'Job Costing' section, the 'Amend existing booking' link is highlighted with a red box.

The screenshot shows the 'Select Employee' dialog box. It has a 'Cancel' button at the top left. Below the title, there is a text prompt: 'Drag a column header here to group by that column'. Below this is a table with columns: #, Employee ID, First Name, Last Name, Badge, Person Status, Department, Sub Dept, Location, and Category. The table contains five rows of employee data. At the bottom, there is a 'Submit Selection' button and a 'Create Filter' link.

#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
	71	Allen, Lawrence			Employee N/C				
	44	Atherton, Walter			Employee N/C				
	73	Baker, Tia			Employee N/C				
	74	Baker, Valentina			Employee N/C				
	89	Balison, Aaron			Employee N/C				

Back



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

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.

No change
 Approve selected bookings
 Decline selected bookings
 Finalised?

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

Back



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

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.

No change
 Approve selected bookings
 Decline selected bookings
 Finalised?

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

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.

The screenshot shows the timeware web client interface. At the top, it says 'TWC timeware® web client' and 'Monday, 22 November 2018'. Below the header are icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into six sections:

- General:** To-do list, ADP (Attendance Display Panel), View rota
- Personnel:** View details, Training, Achievements
- Absence Management:** Authorise or decline bookings, Submit new booking, Amend existing booking, View entitlement, Who's having time off?
- Attendance:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet
- Job Costing:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, **View timesheet** (highlighted with a red box)
- Cost Centering:** Anomalies list, Authorise or decline bookings, Submit new booking, Amend existing booking, View timesheet

The screenshot shows the 'Select Employee' dialog box. It has a 'Cancel' button at the top left. Below the title, there is a prompt: 'Drag a column header here to group by that column'. The main area is a table with the following columns: #, Employee ID, First Name, Last Name, Badge, Person Status, Department, Sub Dept, Location, and Category. The table contains five rows of employee data:

#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
1	71	Allen, Lawrence			Employee N/C				Groupings: A & B Manufacturing, General Office, Office Administrator, Monthly,
2	44	Atherton, Walter			Employee N/C				Groupings: A & B Manufacturing, Engineering, Engineering Manager, Monthly,
3	73	Baker, Tia			Employee N/C				Groupings: A & B Manufacturing, General Office, Office Administrator, Monthly,
4	74	Baker, Valentina			Employee N/C				Groupings: A & B Manufacturing, General Office, Office Administrator, Monthly,
5	89	Balison, Aaron			Employee N/C				Groupings: A & B Manufacturing, General Office, Office Administrator, Monthly,

At the bottom, it shows 'Page 1 of 19 (91 items)' with a pagination control. There is a 'Create Filter' link and a 'Submit Selection' button.

Back

Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

View Job Costing Timesheet

Pay period:

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

Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

View Cost Centre Timesheet

Pay period:

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			