

# Client requires customisation?

## Just say yes!



Customisation  
features in detail...  
**Pages 8-22**



Case studies...  
**Page 24-27**



Development...  
**Pages 28-33**

# Editor's comment

## Welcome to the third issue of insider, the official magazine for timeware® partners worldwide.

Hello – doesn't time fly when you're having fun?

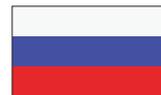
In issue three we run through timeware's® customisation points which will help to you to provide more flexible solutions for your customers. We've also included two new case studies: Aura Graphics and PP Plasma to show the type of businesses that are actively upgrading to timeware® 2015.

On pages 28 to 33 we outline the development teams current projects. timeware® 2016 is packed with new features and many major improvements so remember to read the release note on timeware.info!

Once again, many thanks for your continued commitment to the timeware® brand and If you have any further questions, please contact the customer care team on +44(0)1706 659368.

*Simon Birchall*

Managing Director  
timeware® (UK) Ltd



## What is a timeware® associate partner?

timeware® associate partners are companies with a background in selling, installing and supporting workforce management solutions. An associate partner has dedicated installation technicians and office based support staff that have extensive knowledge of current operating systems, SQL and timeware®. Associate partners pay a yearly fee for their re-branded timeware® products and are expected to attend quarterly workshop events to maintain their knowledge of the timeware® product range.

Associate partners purchase software and hardware from timeware® and re-sell to their own customer base. They are responsible for supporting and maintaining their own customers.

## What is a timeware® referral partner?

timeware® referral partners come from many types of business backgrounds. Referral partners pass qualified leads from businesses interested in implementing a workforce management system to timeware® and in return receive a 'finders-fee' once a timeware® system has been purchased and installed. timeware® are then responsible for supporting and maintaining the customer.



# Remember that **timeware® Professional**

personnel



absence management



cost centre analysis



fire alarm roll call



assembly point



ESS  
(employee self service)



TWC  
(timeware® web client)



# 2015 includes the following modules:

attendance



access control



job costing



ADP (attendance display panel)



to-do list and dashboards



reports, scripts and exports



lone worker (optional)



payroll link (optional)



# CIPD annual conference and exhibition

This year's CIPD annual conference and exhibition has been chosen as the perfect event to launch timeware® Professional 2016.

With over 4,000 visitors due to attend including HR professionals looking for solutions to HR issues within their businesses, the choice of this event was the ideal platform to promote the latest software version.

The CIPD Annual exhibition is run in conjunction with a world-class HR conference, renowned for delivering invaluable advice and business solutions on key issues and attracting thousands of senior HR professionals with real buying power.



Join us in Manchester on the 4th & 5th November on stand E104 at the UK's largest HR event.

# Technicians workshop

**Thursday 26 November, 10:00 to 13:00**

We are organising a special technicians workshop on Wednesday 25th November at the Broadfield Hotel with a view to discussing the many major changes introduced in timeware® Professional 2016. It is strongly recommended that each Partner sends a representative as some of the changes relate to essential improvements to the installation and operation of the system.

The workshop will be organised by the support team and Dave Webb and Bradley Holt will be present to discuss hints tips and tricks learned whilst installing the beta versions of 2016.



**Broadfield Hotel, Sparrow Hill, Rochdale, Lancashire, OL16 1AF.**

# Sales workshop

**Thursday 26 November, 14:00 to 16:00**

Following many requests we have decided to organise a short sales workshop to highlight the features that we believe make timeware® one the UK's leading workforce management products. Included in the discussion will be a brief overview of the customisation points listed in the this edition of 'Insider'.

It is essential for all sales staff to understand timeware's® extensive capabilities and we believe that attending this session will be time well spent.

To reserve a place at a timeware® workshop, please contact Charlotte Kavanagh in timeware® customer care on **customer.care@timeware.co.uk** or call **+44 (0)1706 659368**

# Customisation points...

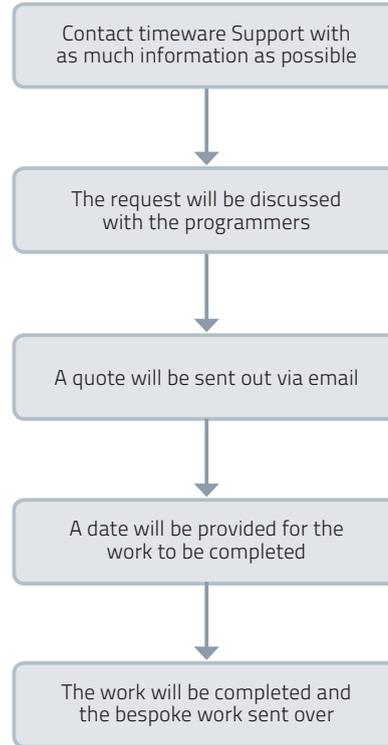
While timeware® contains many unique features and functions that will suite most customers, you may have a client that requires just that little bit extra from the system. Whether this ranges from bespoke attendance rules to terminal enquiry settings for clocking in, timeware® fully incorporates a scripting engine designed with these functions in mind...

To begin the customisation process, please either phone timeware® Support on 01706 658 222 or email [support@timeware.co.uk](mailto:support@timeware.co.uk) with as much information as you can about the request. Once the request has been received, we will discuss this with the programming team and get a quote out the next day. We will then plan this in for the next available date.



## Special note for Associate Partners...

Lead times on scripts may vary. The more difficult the script, the more planning and time is required!



Script Editor

Quick Locator

Scripts

- Absence Entitlement
  - Award Amount Based on Day Formula
  - Award Amount Based on Month Formula
  - Award Full Amount
- Application Event
  - [On Client Startup] Sage Import New Employees
  - Do something amazing on shutdown
  - Do something amazing on startup
  - Prevent Duplicate Swipes
  - Remove Duplicates from Unprocessed Table
- Break
  - Auto Deduct
  - Auto Deduct (penalty)
  - Auto Paid
  - Manual Deduct
  - Manual Paid
- Daily
  - Charles Owen
  - Dave
  - NAS
  - NAS Continentals
  - Nish 2.0
  - Simba Daily
  - Standard
  - test
- Dashboard
- Email
  - Attendance Anomaly 1
  - Email Me
  - New Absence Requests
  - User Agenda
  - User ToDo List
- Event Handler
  - Badges
  - Paxton Net2 Booking Import
  - Paxton Net2 Personnel Import
  - Trigger Sample
- Form Event
  - [Absence Booking] Standard
  - [Agenda Summary] Sample

Description: Standard

Script type: Daily

Object: [General] Proc: [(declarations)]

```

Option Explicit

'Dim objects and variables
Private Const MODULE_NAME = "Daily - Standard"

Public Sub Main

    'Trap error/exceptions
    On Error GoTo ErrHandler

    'Dim objects and variables
    Dim intRate As Integer
    Dim lngMinDiff As Long
    Dim oJob As clsJob
    Dim oCostCentre As clsCostCentre

    'Clear static register
    StaticRegister.Clear

    'With DailyRegister
    With DailyRegister

        'Loop rates
        For intRate = 1 To 20

            .Rate.ValueOut(intRate) = .TimePot(intRate)

            '.Rate.ValueOut(intRate) > 0?
            If .Rate.ValueOut(intRate) > 0 Then

                'Cost
                .Cost.ValueOut(intRate) = (.Rate.ValueOut(intRate)/60) * Employee.Cost(intRate)

                'Threshold exceeded?
            
```

Bad reference: (ED6D05F4-93AC-4E04-A246-B68A553AAAF4B)##:0#0#C:\WB Development\Nimeware 6.0 software\TscPlannerEngine.dll#TscPlannerEngine

Record 12 of 74

# Absence entitlement...

The Absence entitlement customisation allows for bespoke calculations based on the entitlement policy and the allowance an employee is entitled to on a year to year basis.

## Example:

A client may want any new starters within their first year's entitlement to be pro rata, but also round to the nearest figure.

**Absence Management**

Employee ID: 15028    First name: Louzen    Last name: Hunt

**Absence Entitlement**

Entitlement policy: National Standard Holiday Entitlement

From	To	Year Service
Thu 01 January 2016	Thu 31 December 2016	2
Wed 01 January 2014	Wed 31 December 2014	2
Tue 01 January 2013	Tue 31 December 2013	1
Sun 01 January 2012	Mon 31 December 2012	0
Mon 02 May 2011	Sat 31 December 2011	0

Category: Absence Category 01

Period allowance: Day 20  
 Allowance: 20  
 Carry over: 0  
 Credit: 0  
 Total entitlement: 20  
 Absence worked (refunded): 0  
 Absence taken: 15  
 Absence planned: 0  
 Remaining entitlement: 5

---

**Absence Entitlement Policy**

Description: National Standard Holiday Entitlement

Renewal type: Fixed (dd/mm)    Calendar date and month: 1st January

**Absence Category 01**

Entitlement type: Days

Slot	Year service from	Year service to	Maximum amount that can be brought forward from the previous year Days	Amount that can be taken before the end of the absence period Days	Script
Less than one year	N/a	N/a		20	Award Amount Based on Month Formula
Band 1	1	99		20	Award Full Amount
Band 2					
Band 3					
Band 4					
Band 5					
Band 6					
Band 7					
Band 8					
Band 9					

# Application event...

When timeware® runs certain events in its day to day running, for example on calculation, a script can be ran alongside these events to provide additional bespoke effects.

**Example:**

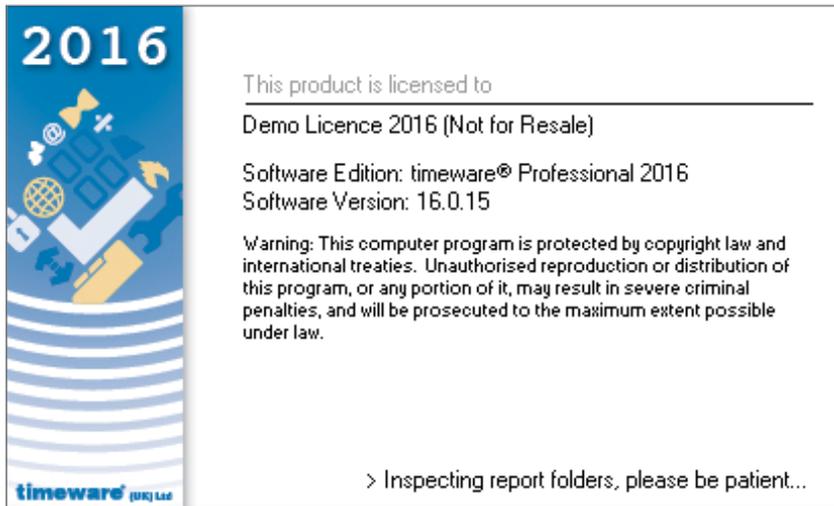
On client start up, all new starters within Sage can be directly imported into the timeware® database and the users notified of these new starters.



**Special note for Associate Partners...**

timeware can link to a number of system databases.

**Contact timeware support on 01706 658 222 to enquire.**



2016

This product is licensed to

---

Demo Licence 2016 (Not for Resale)

Software Edition: timeware® Professional 2016  
Software Version: 16.0.15

Warning: This computer program is protected by copyright law and international treaties. Unauthorised reproduction or distribution of this program, or any portion of it, may result in severe criminal penalties, and will be prosecuted to the maximum extent possible under law.

> Inspecting report folders, please be patient...

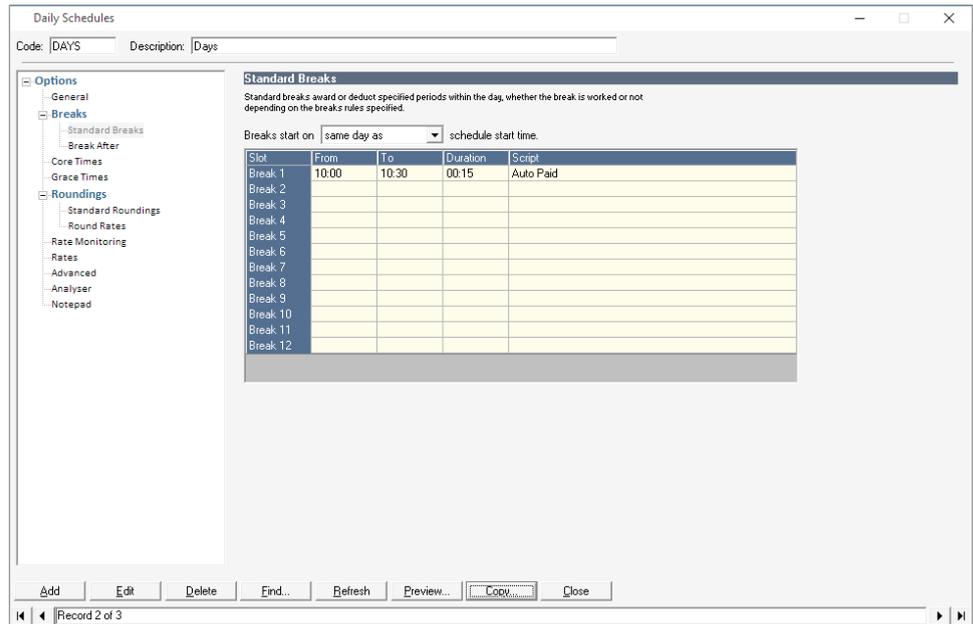
timeware (UK) Ltd

# Break...

Break scripts provide additional levels of flexibility for employees when they clock on/off for their breaks.

**Example:**

A customer may require a break script that will give the employees a 30 minutes break only after they've worked for 5 consecutive hours.



# Daily...

These scripts allow for unique attendance rules that affect all hours, costs or rates on a daily level.

**Example:**

When a client uses job costing and attendance, they might want a script that will automatically clock them out of their job once the clock out for the day on the attendance system.

**Attendance Adjustments**

Employee ID.: 10      First name: Martin      Last name: Bullitt

September 2015

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

[Absence Reason Key...](#)

Date selected: Wed 09 Sep 2015

Period schedule: 09.00 - 17.00 Monday to Thursday (28 Hours)

Pay period selected: Mon 07 Sep 2015 to Sun 13 Sep 2015

		Authorisation	Total	Basic	OT
			30.00	28.00	2.00

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	OT
1 Mon	07/09/2015	09.00 - 17.00	..	09.01:17.02 (2)		7.00	7.00	
1 Tue	08/09/2015	09.00 - 17.00	..	09.02:17.12 (2)		7.00	7.00	
1 Wed	09/09/2015	09.00 - 17.00	..	09.52:17.24 (2)		7.00	7.00	
1 Thu	10/09/2015	09.00 - 17.00		BUSINESS ABSENCE 07.00 - 17.06 (4)	Approved	9.00	7.00	2.00
1 Fri	11/09/2015	Non Workday	..	??-??-?? (0)		??-??		
1 Sat	12/09/2015	Non Workday	..	??-??-?? (0)		??-??		
1 Sun	13/09/2015	Non Workday	..	??-??-?? (0)		??-??		

Booking(s) awaiting calculation			
Day	Date	Time	Authorisation

End...    Refresh    Preview...    Close

Record 5 of 32



Special note  
for Associate  
Partners...

Daily scripts are extremely flexible, so no matter the query we will do our best to incorporate this into the system via the script.

# Email...

Allows for a bespoke e-mail to be generated by the Event Handler service, which can be at set times and produce information a customer may require.

## Example:

When an absence is booked, the manager will get an email saying they have an absence awaiting decision.

**Nathan Beveridge**

---

**From:** customer.care@timeware.co.uk  
**Sent:** 10 September 2015 12:34  
**To:** nathan.beveridge@timeware.co.uk  
**Subject:** timeware® Automated Response  
**Attachments:** Content\_css\_layout.css; Content\_Images\_ess-logo.png



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Good Afternoon Nathan,

Your 'HOLIDAY FULL DAY' from 'Mon 07/09/15' to 'Fri 11/09/15' has been approved by 'Simon Birchall'.

Memo: "

Many Thanks.

Copyright NMD3® 2015

# Event handler...

Enables bespoke events to be ran via the Event Handler service at set intervals or specific times.

## Example:

At set intervals, or specific times, new employees will be imported from another system or a spreadsheet.

Status	Perform this Event	Event to Perform $\Delta$	Description of Event
<input checked="" type="radio"/> Disabled	One Time Only	Backup SQL Database	Backup SQL Database
<input checked="" type="radio"/> Disabled	One Time Only	Calculation	Calculation
<input type="radio"/> Enabled	One Time Only	Email Report	Email Report
<input type="radio"/> Enabled	One Time Only	Hardware Poll (Excluding Remotes)	Hardware Poll (Excluding Remotes) new
<input checked="" type="radio"/> Disabled	Continuous	Hardware Poll (Excluding Remotes)	Hardware Poll (Excluding Remotes)
<input type="radio"/> Enabled	One Time Only	Hardware Update (Excluding Remotes)	Hardware Update (Excluding Remotes)
<input type="radio"/> Enabled	Daily	System Event - Automatic Event Rebuild	System Event - Automatic Event Rebuild
<input type="radio"/> Enabled	Daily	System Maintenance	System Maintenance

# Form event...

This scripting option allows for real time rules on specific forms within the timeware® system eg personnel, absence management etc.

## Example:

When booking an absence, the employee must have enough entitlement remaining otherwise it will refuse the absence, however it will let a specific manager book through this check.



**Special note for Associate Partners...**

Form event scripts may be vital for customers that have mandatory fields, so a check can be put in place to ensure this field is completed before the user updates.

Script Editor

Quick Locator

- Email
  - Attendance Anomaly 1
  - Email Me
  - New Absence Requests
  - User Agenda
  - User To Do List
- Event Handler
  - Badges
  - Paxton Net2 Booking Import
  - Paxton Net2 Personnel Import
  - Trigger Sample
- Form Event
  - Absence Booking Standard**
  - (Agenda Summary) Sample
  - (Personnel) Car Giant Script
  - (Personnel) Standard
  - (To Do List) Sample
  - Absence Booking
  - Test Personnel
- Period
  - Period Compensation (take from highest to lowest)
  - Period Compensation (take from highest to lowest)
  - Overspill
  - Period Compensation (take from lowest to highest)
  - Overspill
  - Simba 2
  - Simba Period
  - Standard
  - Sage Payroll
- Slider
  - Nil badge table
- Sms
  - Terminal Enquiry Agent
  - Start Job With Stop Open Job

Descriptor: [Absence Booking] Standard

Script type: Form Event

Object: [General] Proc: (declarations)

```

Option Explicit
*#Reference (84f88e17-9508-403e-a0c1-bbf8ca57433b)#1.1#04C:\Windows\system32\SmartUI2.ocx
*#Reference (EFS20508-982E-4776-B643-EDA472E8E3F2)#2.7#04C:\Program Files\Common Files\B...
*#Reference (E0D00574-93AC-4E04-8246-868A538AF8B)#4.0#04C:\VB Development\Timeware 6.0...
*#Reference (42082830-E718-11CF-993D-00A0C9054228)#1.0#04C:\WINNT\system32\scrrun.dll#1#1...

'Dim objects and variables
Private Const MODULE_NAME = "[Form Event] [Absence Booking] Standard v14.1.2.1"
Private Const ENABLE_BRADFORD_FACTOR = True 'Enable Bradford factor?
Private Const ENABLE_ENTITLEMENT_PERIODS = True 'Enable Entitlement period information
Private Const ENABLE_TACTICAL_ABSENCES = True 'Enable Tactical Absences?
Private Const ENABLE_TACTICAL_DECLINED_ABSENCES = True 'Enabled Declined Absence Request
Private Const BRADFORD_FACTOR_CATEGORIES = "1,2,3,4,5,6,7,8,9,10" 'category numbers to en
Private Const BRADFORD_FACTOR_THRESHOLD_RED = 3000 'threshold for displaying score in red
Private Const BRADFORD_FACTOR_THRESHOLD_AMBER = 3000 'threshold for displaying score in a
Private Const ENTITLEMENT_PERIOD_CATEGORIES = "1,2,3,4,5,6,7,8,9,10" 'category numbers to
Private Const TACTICAL_ABSENCE_CATEGORIES = "1,2,3,4,5,6,7,8,9,10" 'category numbers to
Private Const ENABLE_SUFFICIENT_ENTITLEMENT_CHECK = True 'Enable checking for sufficient

Private Const ENABLE_TACTICAL_BIRTHDAY_ABSENCE = True 'Enable displaying of absences on
Private Const ENABLE_TACTICAL_BANK_HOLIDAY_ABUSE = True 'Enable displaying of absences l
Private Const ENABLE_TACTICAL_EVENT_LIST = True 'Enable checking to see if the absence be
Private Const ENABLE_ROLLING_ABSENCE = True 'Enable a rolling x month absence period?
Private Const ROLLING_ABSENCE_CATEGORIES = "1,2,3,4,5,6,7,8,9,10" 'category numbers to
Private Const ROLLING_ABSENCE_MONTHS = 12 'Number of months to use in the rolling absen

Private Const TACTICAL_EVENT_LIST_CATEGORIES = "0,1,2,3,4,5,6,7,8,9,10" 'category number:
Private Const TACTICAL_BIRTHDAY_CATEGORIES = "0,1,2,3,4,5,6,7,8,9,10" 'category numbers

[Bad reference: (ED60DF4-93AC-4E04-A246-B58A953AFAF8)#1.0#04C:\VB Development\Timeware 6.0 software\UtcPlannerEngine.dll\UtcPlannerEngine 1
    
```

Record 51 of 74

# Period...

Period scripts are those that are ran when calculating the period totals, or weekly totals.

## Example:

“Basic” hours can be one of multiple rates (Day rate, evening rate and night rate). An employee must work a total of 35 combined hours in these rates before any overtime will be awarded for the period.

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorization	Total	Basic	OT
1 Mon	07/09/2015	09.00 - 17.00	...	08:08-17:10 [2]		7.45	7.00	0.45
1 Tue	08/09/2015	09.00 - 17.00	...	08:09-17:05 [2]		7.45	7.00	0.45
1 Wed	09/09/2015	09.00 - 17.00	...	07:05-17:05 [2]		8.45	7.00	1.45
1 Thu	10/09/2015	09.00 - 17.00	...	07:18-17:03 [2]		8.30	7.00	1.30
1 Fri	11/09/2015	09.00 - 17.00	...	08:28-14:47 [2]		5.15	4.45	0.30
1 Sat	12/09/2015	Non Workday	...	??-??-?? [0]		??-??		
1 Sun	13/09/2015	Non Workday	...	??-??-?? [0]		??-??		

# Sage payroll...

Allows for bespoke rules to be applied when exporting hours using the optional Sage Payroll Link

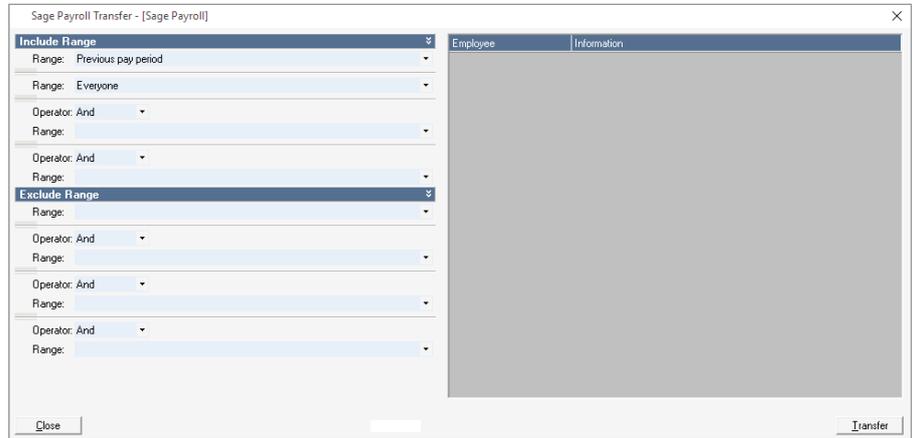
**Example:**

Hours exported are to be based on daily totals over a specified date range, rather than the standard period hours.



## Special note for Associate Partners...

Sage often updates their software and when an update is released new sage dll's are required to be installed. So if a script is not working, this is likely the problem!



# Slider...

Slider scripts are one time triggered scripts that can be ran by a user in timeware.

## Example:

A script that can be triggered by a manager that will unlock or lock all doors at a site.

The screenshot shows the Script Editor interface with a slider script titled "Open All Doors". The script is configured with the following details:

- Description:** Open All Doors
- Script type:** Slider
- Object:** [(General)]
- Proc:** [(declarations)]

The script code is as follows:

```
Option Explicit
'#Reference {EFS3050B-982E-4776-B643-EDA472E8E3F2}#2.7#0#C:\Program Files\Common Files\5
'#Reference {420B2830-E718-11CF-893D-0DA0C9054228}#1.0#0#C:\WINNT\system32\scrnun.dll#Mi

'Set variables
Private Const MODULE_NAME = "Application Script - 2004 [Slider] (Import Salary Updates A
Private Const SPREADSHEET_PATH = "C:\Salary.xlsx" ' Location of the spreadsheet
Private Const DATASHEET = "Salary Import" ' Sheet name to import from

'Enumerate Spreadsheet fields
Private Enum SpreadsheetFieldEnum
    fldEmployeeId = 0
    fldPayroll = 1
    fldFirstName = 2
    fldLastName = 3
    fldReference = 4
    fldDescription = 5
    fldReviewDate = 6
    fldPayType = 7
    fldAmount = 8
    fldHours = 9
    fldComments = 10
End Enum

'Constants for dealing with NULLS. When a NULL value is
'returned from the database, the appropriate variable must
'be assigned a valid value
```

The interface also shows a tree view on the left with categories like "Absence Entitlement", "Application Event", "Break", "Daily", "Dashboard", "Email", and "Event Handler". The status bar at the bottom indicates "Record 75 of 75".

# Terminal enquiry agent...

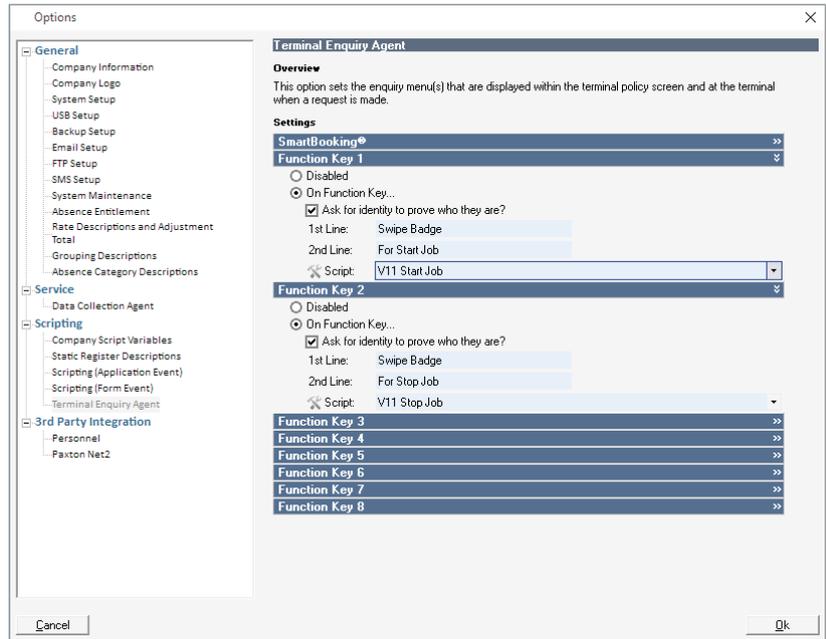
The timeware® terminals can be set so they run bespoke procedures or functions using either button presses or the new smart booking feature.

## Example:

A customer has a safe room that requires two managers to be present before it opens. Both different managers' access swipes are required within 10 seconds of each other before the door will open.



t9-7550  
office ESS terminal  
supporting biometric/  
proximity/keypad options



# "To-do" list...

The To-do list is fully customisable, allowing the customer to bring any information they require to the forefront of timeware.

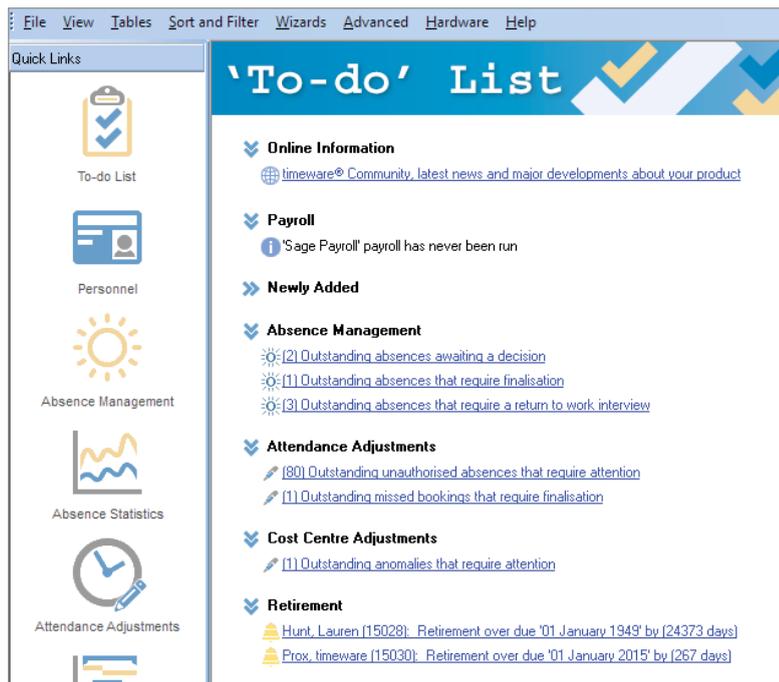
### Example:

You can display employees with multiple disciplinary records within a date range.



**Special note for Associate Partners...**

The 'To-do' list can be emailed daily to users that may require it.

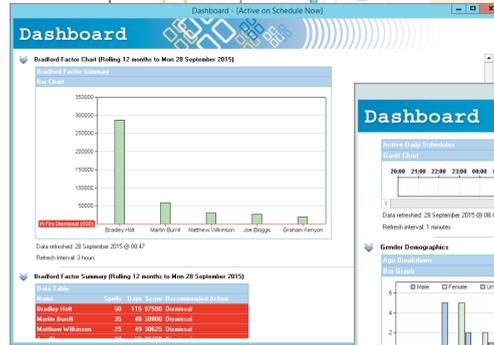
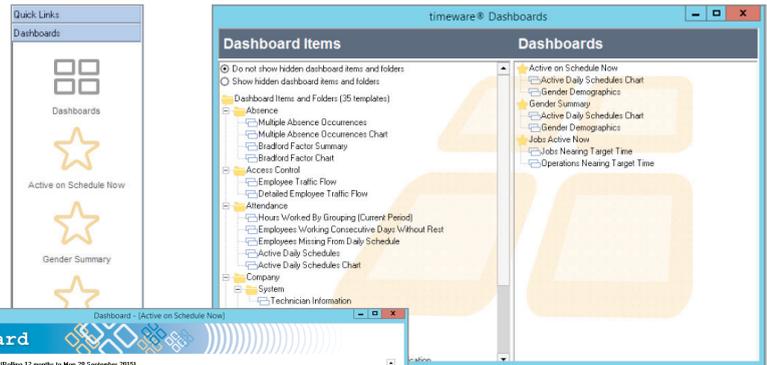


# Dashboards

Dashboards are one of the most customisable sections of timeware®. Each dashboard is made up of multiple real time 'reports' which bring all the necessary information you need for the running of your company to the forefront.

## Example:

A live minute by minute feed of all the schedules that are due to start, and the employees that have not clocked in yet for that shift.



Special note for Associate Partners...

Have an idea for a dashboard? Let us know!

# Reports & exports

Reports have always been the major feature in timeware®, and now there is the addition of the excel exports. They both allow for quick and easy collation of information from within timeware® to allow you to process your payroll as efficiently as possible.

## Example:

A customer might have a very specific excel spreadsheet they use to import into their payroll program. A bespoke export can be written so that it extracts the information from timeware® and puts it into the exact columns required on the spreadsheet.

The screenshot displays the timeware® Reports interface. On the left, a sidebar menu includes 'Quick Links', 'Dashboards', and 'Reports'. The 'Reports' section is expanded, showing a pie chart and options for 'Reports and Folders (195 templates)', 'Audit Trail', and 'Pay Period Totals'. The main area is titled 'Report Templates' and 'Accessible Reports'. The 'Accessible Reports' list includes various reports such as 'Absence', 'Absence Planner', 'Absence Chart', 'Declined Absence Details', 'Bradford Factor', 'Actual Absence Time Taken', 'Absence /week/day Analysis', 'Absence Listing', 'Absence Listing with Notes', 'Absence Listing with Notes (Includes No Information)', 'Absence Listing (Includes No Information)', 'Absence Entitlement', 'Absence Entitlement Summary', 'Absence Entitlement Listing by Grouping 1', 'Absence Entitlement Listing (Remaining Balance)', and 'Absence Entitlement Credit Listing'. Two preview windows are shown: 'timeware® Report Viewer - [Pay Period Totals]' and 'timeware® Report Viewer - [Weekly Hours Worked]'. The 'Pay Period Totals' window shows a table with columns for 'Period End', 'Basic', 'O1', 'Rate O1', 'Rate O2', 'Rate O3', 'Rate O4', 'Rate O5', 'Rate O6', 'Rate O7', and 'Rate O8'. The 'Weekly Hours Worked' window shows a table with columns for 'ID', 'Name', 'Paylink', 'Role/Grade', 'Department', 'Location', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', and 'Sat'. The 'Weekly Hours Worked' table includes data for employees like Simon Brindall, Jon Rogge, Liz Broadhurst, Robert Broadhurst, Martin Burdell, Martin Burdell, Sue Burdell, Neil Oulton, Sharon Conroy, Michael Cooper, Rowell Gibbons, Jonny Gray, Joe Hardwick, James Henshaw, Bradley Holt, David Houlder, Walter Jayson, Graham Kerrison, Peter Kerrison, Nathan Price, and Max Walsh.

# Aura Graphics praises new workforce management system



An established company specialising in supplying high quality digital and screen-printed graphics to corporate clients has transformed its HR department by implementing a state of the art biometric workforce management system. The system has helped by speeding up the payroll system, which in turn has improved the overall efficiency of its HR department.

Aura Graphics, has 2 sites where it is installed, one in Suffolk and one in Staffordshire, it also has a satellite office in Bracknell, and employs more than 180 individuals. The company has over 80 years' experience in producing signage and graphics and its client base ranges from SMEs, (small and medium sized enterprises), to major multinational organisations across the UK and globally.

The head office of Aura Graphics is situated in Lowestoft in Suffolk. The company first came across timeware®, a workforce and time management solutions company based in Manchester, while searching for ways to modernise its payroll system. It wanted to make the transition from using a manual system to an electronic one, and required an updated system that could keep track of attendance records and the monthly payroll.

Neil Morton, Assistant Management Accountant at Aura Graphics based at their head office in Suffolk, said: "With over 80 members of staff at the head office alone, organising employees'

attendance records and sorting out the payroll manually was quite challenging and extremely time consuming. However, since timeware's® software has been introduced we have noticed a vast improvement in the efficiency of our procedures.

"A comprehensive package was offered to us by timeware®, and was completely tailored towards our needs and requirements. Within a matter of weeks we were operating with the new system in place. As is expected with any new technology it took a little while to get used to, but timeware® were really supportive and gave us the help we needed to ensure the transition was as pain free as possible."

Aura Graphics was able to pick and choose the features it wanted from the timeware® Professional Package, which covers areas such as personnel, absence management, biometric attendance, access control, cost centre analysis, reports and ESS (employee self service). The initial installation was overseen by timeware®, while the business also ran the training and ongoing support package.

Aura Graphics adopted a variety of systems to help renovate its outdated processes. For starters, the employee attendance module was implemented to manage an individual's working hours, as well as ensuring staff were in the right place at the right time.

Payroll Link and Report and Export modules were also implemented. With these two systems in place it was possible to export all employees' payroll information onto a spreadsheet, making the information digestible and more easily available to managers and the HR team.

In addition to this, Aura Graphics also installed the Fire Alarm Roll Call module, which could collect information gathered from the attendance records and provide an accurate roll call report if needed. This module was installed to improve overall safety at the site, as in the event of an emergency a report could be put together within a matter of minutes of all the staff present in the building at that time.

"Moving from a manual to an electronic system has really benefitted us, and the Attendance, Payroll Link, and Fire Alarm Roll-Call modules have proved incredibly useful," continued Neil. "Before the advent of the new electronic system we used out-dated clocking in cards. At the end of the week the clocking in cards had to be manually counted up, which was very time consuming and human error sometimes led to mistakes in the payroll."

"Implementing the timeware® modules has massively simplified the payroll process, as now the supervisors and I can see all employee attendance records at a press of a button. Having all employee data visible in one place has dramatically reduced error and massively decreased the time taken to complete the job."

"Installing the timeware® software has helped us enormously. Adopting the software has enabled us to become more efficient

with our everyday business processes. It makes my job a lot easier, not to mention that of other managers and staff members."

Simon Birchall, managing director at timeware®, said: 'When we were first introduced to Aura Graphics, it was evident that it was necessary for the business to update its processes and needed to make the transition from a manual system to an electronic one.

"Our solutions have enabled Neil and his colleagues to be more efficient with everyday tasks so that they can concentrate on other areas of the business. We're delighted that Aura Graphics has benefitted so much from using our management systems."

For more information about the services provided by timeware®, please visit [www.timeware.org](http://www.timeware.org)

## Project Summary

**Approximate number of staff:**

**180+**

**Attendance, Access and Fire Alarm Terminals:**

**9**

**Special features:**

Multi-Site Biometric  
and Proximity



# Manufacturing company increases productivity tenfold by utilising workforce management system

A Salford-based stainless steel, aluminium and special metals profiling firm has transformed its HR department by implementing a new workforce management system. The firm has been able to dramatically improve productivity by managing employees' time keeping with state-of-the-art attendance tracking technology.

P.P. Plasma, is part of the P.P. Group and it was established in 1995 and offers a range of profiling and processing services. The business currently employs 35 people and offers bespoke products for customers in sectors including chemicals, nuclear, renewable energy, food, aerospace transport and technology. The P.P. Group of Companies was founded in 1976 and it consists of: P.P. Plasma, P.P. Profiles, P.P. Protube and P.P. Processing.

P.P. Plasma has worked with timeware®, a workforce and time management solutions company based in Manchester, for over three and a half years. The company initially came across timeware® after troubleshooting ways to improve the attendance tracking of its workforce. Since then, P.P. Plasma has come in leaps and bounds when it comes to monitoring and tracking the attendance of its workforce after installing timeware's attendance module. The timeware® attendance module has provided the

company with the tools needed to schedule exactly where the workforce should be at any given time and how long an individual should be working for.

P.P. Plasma adopted the attendance module, which is one of the key modules from the timeware® Professional 2015 Package. It also covers areas such as personnel, absence management, and access control.

Steven Hughes, Group QHSE Manager at P.P. Plasma, said: "To help us to update all our attendance systems, a comprehensive workforce management package was offered to us by timeware®, which was tailored towards our needs and requirements.

"To manage the start and end times of all our workers shifts, which include rotational shifts and annualised hours, we decided to install the timeware® attendance module. The module has drastically improved productivity across the whole company as employees working hours are now managed much more efficiently.

"The attendance module saves our HR department hours every week and all hours worked are now scheduled and recorded more



accurately so no one feels they are being treated unfairly. Prior to working with timeware® we were still using an analogue system to record hours worked. Since installing the attendance module we have considerably cut down on costs as we no longer have to purchase block cards every week.”

We have been working closely with timeware® in regards to improving the present software available to us, they have listened intently and have set aside resources to make the improvements in a very efficient manner. We believe the new software that will be available soon will enable the P.P.Group of companies to develop its staff and maintain a future proof HR system for the business.

Simon Birchall, managing director at timeware®, said: “We are so pleased that our workforce management solutions have really helped to improve productivity at P.P. Plasma. The attendance module is one of our most popular systems as it helps alert HR departments to several basic, yet important facts, such as who is working, who was late, have the correct hours been worked, and has all overtime been authorised?”

“Our solutions have allowed Steven and his team to concentrate their time on other areas of the business as they are safe in the knowledge that our software is managing the rest. We feel proud to know that P.P. Plasma has benefitted from our services for so many years and we hope they will continue to do so for many more to come”.

For more information about the services provided by timeware®, please visit [www.timeware.org](http://www.timeware.org)

## Project Summary

**Approximate number of staff:**

**35**

**Attendance Terminals:**

**1**

**Special features:**

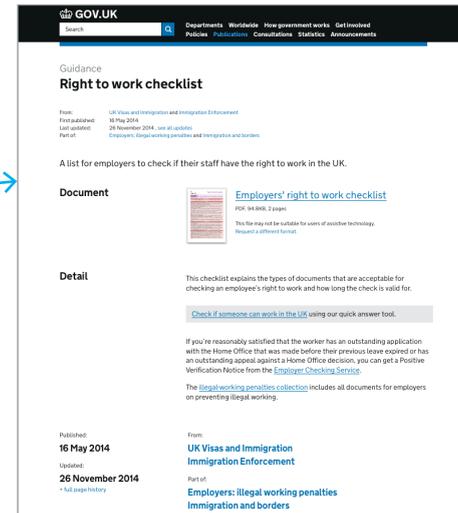
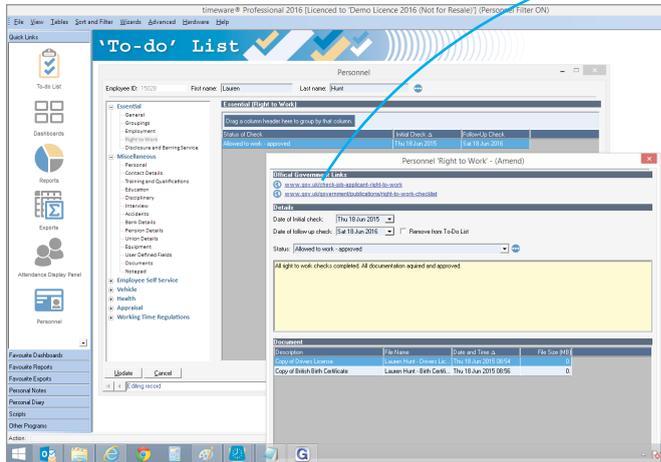
Proximity



# Checking a job applicant's right-to-work documents

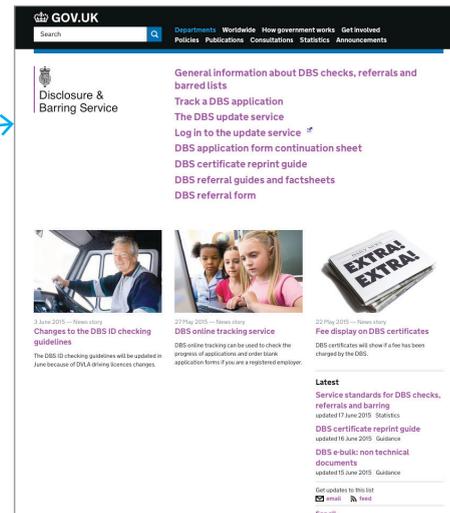
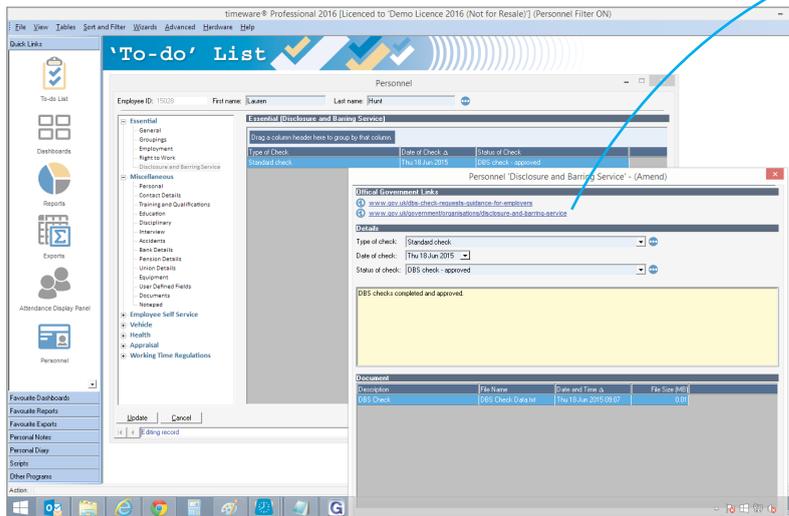
As all business owners are already aware, checking that a job applicant is allowed to work the UK before you employ them is extremely important. Failure to comply with the rules could mean a massive fine and potential imprisonment.

timeware® 2016 enables the HR department to keep track of these dates and uses the scan feature to keep copies of all relevant documents. Reminders can be brought to the attention of HR staff on their 'To-do' list ensuring that re-check dates are never missed.



a) Employers' right to work checklist

The software provides links to the UK governments websites for  
 a) Employers' right to work checklist and b) Checking a job applicant's  
 right-to-work documents.



b) Checking a job applicant's right-to-work documents.

# timeware® asset management...



## Personnel Protection Equipment (PPE)

The timeware® 2016 asset management module includes a section for staff PPE. It is now possible to record the type of equipment issued to each employee along with key information such as date of issue, size, cost, supplier and expiration date. Managers can see an overview of PPE issued using a new dashboard and if an employee should leave, a list of 'assets' to be returned is available through a new option within the personnel module.



Asset Management - □ ×

Description: Protective Helmet

**Options**

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- User Defined Fields
- Documents
- Notepad

**General**

Reference: Protective Helmet ++

Status: Deployed ++

Location: Head Office ++

Purchase supplier: Work Safety Gear Plc ++

P.O. number: 216452 Date: 01/08/2015 Amount: 20 000 ++

Purchase warranty: 24 Months (on site) ++

Purchase terms: Annual payment (lease) ++

Asset tag: 5679 Serial number: FN3234745

Issued date: / / Refresh date: / / Replaced date: / / Expiry date: / /

Replace reason:

Size: One Size Fits All

Quantity: 1

Essential information:

To select a photo use right mouse click on the box.



Add Edit Delete Find... Refresh Preview... Copy... Close

Record 2 of 2

## Monitoring company assets

New to timeware® 2016 is the ability to create asset records for machinery and equipment used within the company. Information recorded includes supplier details, servicing records and disposal information. Important documents can also be scanned and stored against each asset record. Up-coming service dates can be brought to the attention of the relevant manager through the 'to-do' list or customised dashboard.



Asset Reference - □ ×

Category: Warehouse Equipment ⊕

Description: Forklift Truck

---

Status:  Deployed ⊕

Purchase supplier: Toyota Forklifts ⊕

Purchase warranty: 36 Months (return to base) ⊕

Purchase terms: Monthly payment (lease) ⊕

Disposal method: Return to supplier ⊕

Disposal company: Toyota Forklifts ⊕

To select a photo use right mouse click on the box.



Notes

Add Edit Delete Find... Refresh Preview... Copy... Close

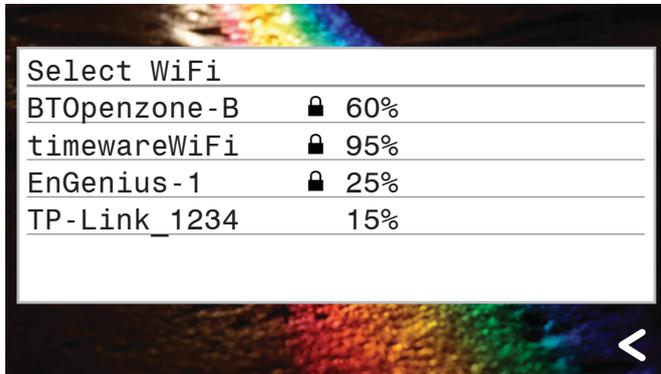
⏪ ⏩ Record 3 of 5

# timeware® WiFi moves a step closer...

## Wireless

timeware® WiFi terminals incorporate the ability to connect to any wireless network your company may have and maintain a reliable connection to ensure all the functions available at the terminal are as efficient as possible. The terminals will display a host of available SSID's for connection, and once selected will follow the encryption procedure your wireless network requires. If your company uses a WiFi password then this will need to be input once your SSID is selected.

Step 1



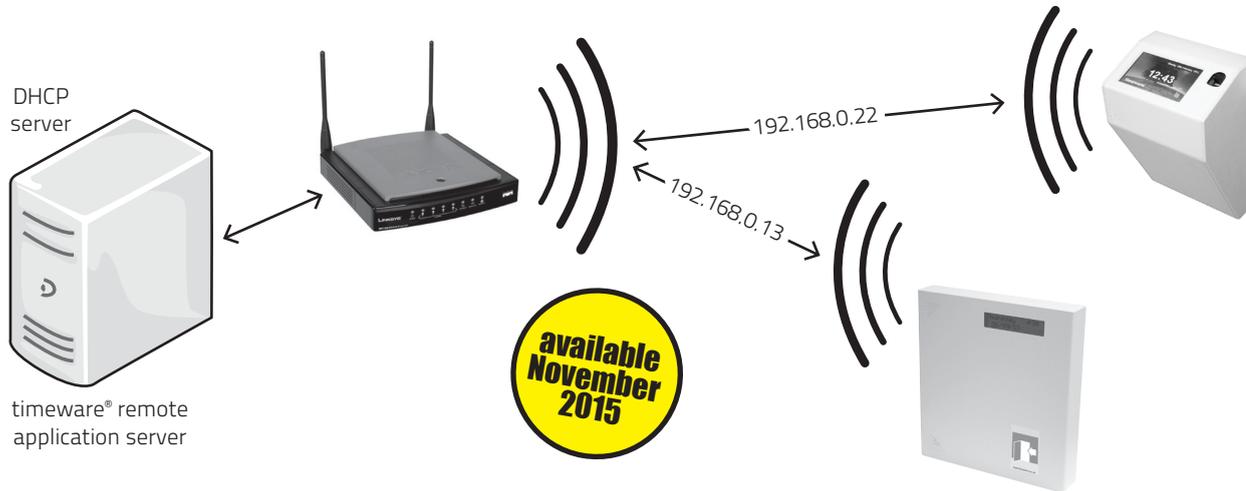
Step 2



# DHCP enabled for wired and wireless networks...

## DHCP

DHCP (Dynamic Host Configuration Protocol) is the automation of giving a device an IP address. It will scan the network for any free and available IP addresses and assign them accordingly. This is a fundamental feature of any wireless device. Without DHCP, devices such as your mobile phones would not be able to connect to the internet. timeware® is now no different! The WiFi terminals contain a DHCP protocol to automatically assign the terminal an IP address that is available on the network.



# Brand development



TA Design offer a comprehensive service specialising in brand development, website design, magazine and catalogue design.

We have worked with timeware® for over seventeen years, developing their brand identity, websites, documentation and market presence. Along the way we have also developed our own skill set to suit their specialist requirements.

We now design the touchscreen themes to a stage where they are ready for instant upload to the terminal and have assisted timeware® with the look and development of the latest ESS and TWC software, personalising it and much more for many of the Associate Partners.

**Below is a list of some of the items we produce for timeware® and opposite are a few examples:**

Websites

Re-branding & exhibitions

Touchscreen theme designs

Logos & advertising

Hologram certificates

Brochures & stationery

Custom  
touchscreen  
terminal  
themes from

**£80**  
+VAT

The Gatehouse, Fieldhouse Road, Rochdale, OL12 0AA | [talk@ta-design.co.uk](mailto:talk@ta-design.co.uk) | [www.ta-design.co.uk](http://www.ta-design.co.uk) | **01706 861662**

## Exhibition banners

**timeware®** incorporates the following modules:

workforce management solutions

- personnel
- absence management
- attendance
- access control
- job costing
- cost centre analysis
- fire alarm roll call
- reports, scripts and exports
- ESS / TWC
- optional payroll link

[www.timeware.co.uk](http://www.timeware.co.uk)

## Certificates

**ESS** Employee Self Service

**timeware® Community**

Certificate of Achievement

This is to confirm that **Eddie Shorrook** having successfully completed the **timeware® Professional 2015** training course is now a certified **timeware®** administrator.

**Simon Clarke**  
Simon Clarke  
Senior Analyst, HR Services  
28 March 2015  
Tel: 0117 901 1000  
www.timeware.org

**Absence Manage**  
Absence and Holidays - Unit reso. vetesequas eicitium imendit velier oditstotate, quo beate.

**time lines** +44 (0)1706 659368  
www.timeware.org  
Issue 11 November 2013  
The official magazine for the timeware® community

**timeware® 2014 Launch Edition**  
31 new features 30 improvements 2 new modules  
Great British Technology!

**ESS timeware® Professional 2015 TWC timeware® web client**

## Touchscreen terminal theme designs

## login

## Magazines



The timeware® community site is available at  
**www.timeware.info**



Follow us on Twitter **@timewarepartner**



Subscribe to our YouTube  
channel **timewarepartner**

### Contact

general enquiries: **+44 (0)1706 659368**

community support: **+44 (0)1706 658222**



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## End user launch of **timeware® Professional 2016**

at the CIPD Annual Conference and  
Exhibition, Petersfield, Manchester, M2 3GX

**November 4th - 5th 2015**

## Partner launch of **timeware® Professional 2016**

at the Broadfield Hotel, Sparrow Hill, Rochdale,  
Lancashire, OL16 1AF.

**November 12th 2015**

with tech and sales workshops on November 26th 2015

### next edition of insider:

**November 2015**

timeware® 2016 launch edition

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