

Meeting with the timeware® technician





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www.timeware.org

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NMD3 Ltd



Introduction

The following pages are designed to provide the timeware® technicians with information about the customer's key system requirements. Please provide as much detail as possible.

Many thanks

Simon Birchall

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1. Software Installation □



2. Bio Enrolment



3. Hardware Installation □

| | Reminders Network Information per device |
|-----|---|
| | IP Addresses |
| o e | Subnet Mask |
| | Gateway |
| | |

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4. Project Build

| Personnel Number of employees Employee Information Personnel import from another system/CSV Groupings Employment record GDPR Training records Disciplinary records Qualifications Mobile workers Employee self service (ESS) Working time regulation (WTR) Absence Management Absence categories Absence entitlements RTW procedure Lateness procedure Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) Overtime Authorisation | | Reminders |
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| Absence reasons Absence categories Absence entitlements RTW procedure Lateness procedure Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | Working time regulation (WTR) |
| Absence categories Absence entitlements RTW procedure Lateness procedure Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | Absence Management |
| Absence entitlements RTW procedure Lateness procedure Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | Absence reasons |
| RTW procedure Lateness procedure Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | Absence categories |
| Lateness procedure Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | Absence entitlements |
| Bradford factor Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | RTW procedure |
| Attendance Schedule patterns Break information Infringements (Lateness, Too early) | | Lateness procedure |
| Schedule patterns Break information Infringements (Lateness, Too early) | | Bradford factor |
| Break information Infringements (Lateness, Too early) | | Attendance |
| Infringements (Lateness, Too early) | | Schedule patterns |
| | | Break information |
| Overtime Authorisation | | Infringements (Lateness, Too early) |
| | | Overtime Authorisation |
| Access Control | | |
| Access patterns | | |
| Access free zones | | Access free zones |
| | | |

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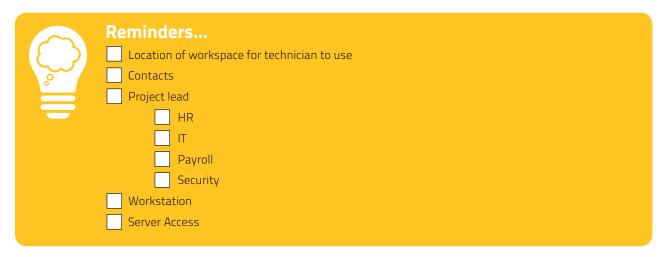


4. Project Build

| | Reminders |
|---|---|
| [| Job Costing |
| | Jobs/Operations |
| | Cost Centre Analysis |
| | Different cost centres |
| | Different rates of pay per cost centres |
| | Fire alarm roll call |
| | Email addresses |
| | Printers |
| | Reports/Exports |
| | Examples of reports |
| | Examples of exports |
| | Template examples |
| | To Do List |
| | Personnel anomalies |
| | Absences anomalies |
| | Attendance anomalies |
| | Dashboards |
| | Examples of dashboard |
| | Payroll Integration |
| | Details of payroll package |
| | Point of contact |
| | API Integration / CSV |
| | |



5. Project Commissioning □



6. User training □



7. Post-Installation □



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