



timeware®

HR, Time and Attendance Software

2025

Available from



ALMAS
INDUSTRIES

www.almas-industries.com

ON PREMISE
SOFTWARE

Integrates with

SUPrema
BIOMETRICS

Software modules include:

Personnel, Absence Management, Attendance, Dashboards and Reports, To-do List, Payroll Integration (licenced), GDPR, Working Time Regulations & ESS GO (licenced).

Introduction

timeware® is recognised as one of the UK's leading developers of Time and Attendance software. With more than 7,500 installations across the UK, Ireland and West Africa, the timeware® name is synonymous with long-term reliability, enhanced functionality, and continuous innovation.

timeware® comprises of professional workforce management specialists, based in the UK with over 36 years' experience in developing and implementing customised Time and Attendance software.

Our Implementation Team have worked with businesses of every size and are skilled in interpreting your requirements whilst designing the best software solution for you.

We install our software, train our users and provide a world class managed service to each and every customer.

We pride ourselves on maintaining long term business relationships and value customer feedback to assist in the development of our products.

This year sees the release of the 23rd generation of our core product and includes many new features.

No matter what size of business, we believe that our software could help streamline your workforce management by reducing the time spent on repetitive tasks, improving accuracy and providing clear and concise data through dashboards and reports.

“ Integration and customisation are our USP...”



[Case Study Video](#)



Employee number:	70+
Company turnover:	£7m+
Suprema device count:	1
Suprema device type:	BioStation 3
ESS Go	Yes



[Case Study Video](#)



Employee number:	1,100+
Company turnover:	£100m+
Suprema device count:	100+
Suprema device type:	BioEntry W2, BioEntry W3 and BioStation 3



Simon Birchall
Managing Director
timeware UK Ltd



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Current timeware® customers include:



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Overview...

timeware® HR, Time and Attendance Software

timeware® offers a powerful suite of modules to streamline your company's workforce management.

Personnel Module

The personnel module stores detailed employee information, integrating with your existing HR system.

Absence Management

The absence management module tracks authorised and unauthorised leave, highlights trends and anomalies, and ensures correct holiday entitlements.

Attendance Module

Central to timeware® is the highly customisable attendance module. It supports various work patterns, including standard shifts, flexitime, continental shifts, and annualised hours, and processes hours via the ESS GO mobile app. Customisation ensures accurate calculation of basic and overtime hours, tailored to your business needs.

Cost Centre Analysis

Manage different pay rates for various departments effectively with the cost centre analysis module.

Access Control

Implement robust physical access control by connecting to approved devices, allowing managers to control access based on security levels.

Fire Alarm Monitor/Assembly Point

Ensure quick and accurate roll calls during emergencies by linking the fire alarm monitor/assembly point module to your fire alarm system and muster point devices.

Dashboard and Reporting

Quickly access and analyse data with the dashboard and report module, offering Excel integration.

Suprema Integration

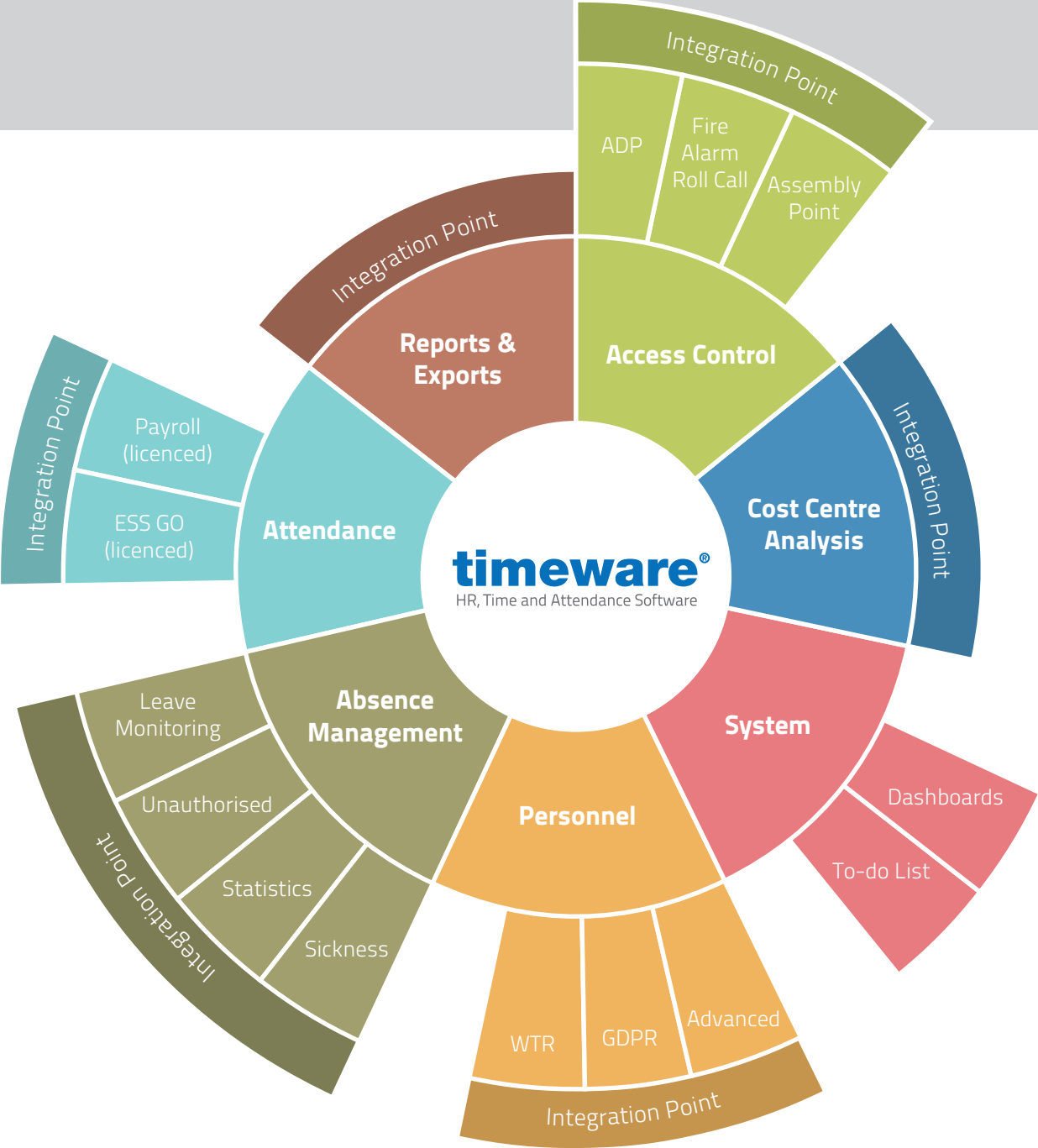
As an approved Suprema Integration Partner, timeware® UK Ltd provides advanced solutions, including proximity, fingerprint, and face authentication technologies.

Discover how timeware® can enhance your workforce management with its versatile and powerful modules.

Time to take control...

timeware®

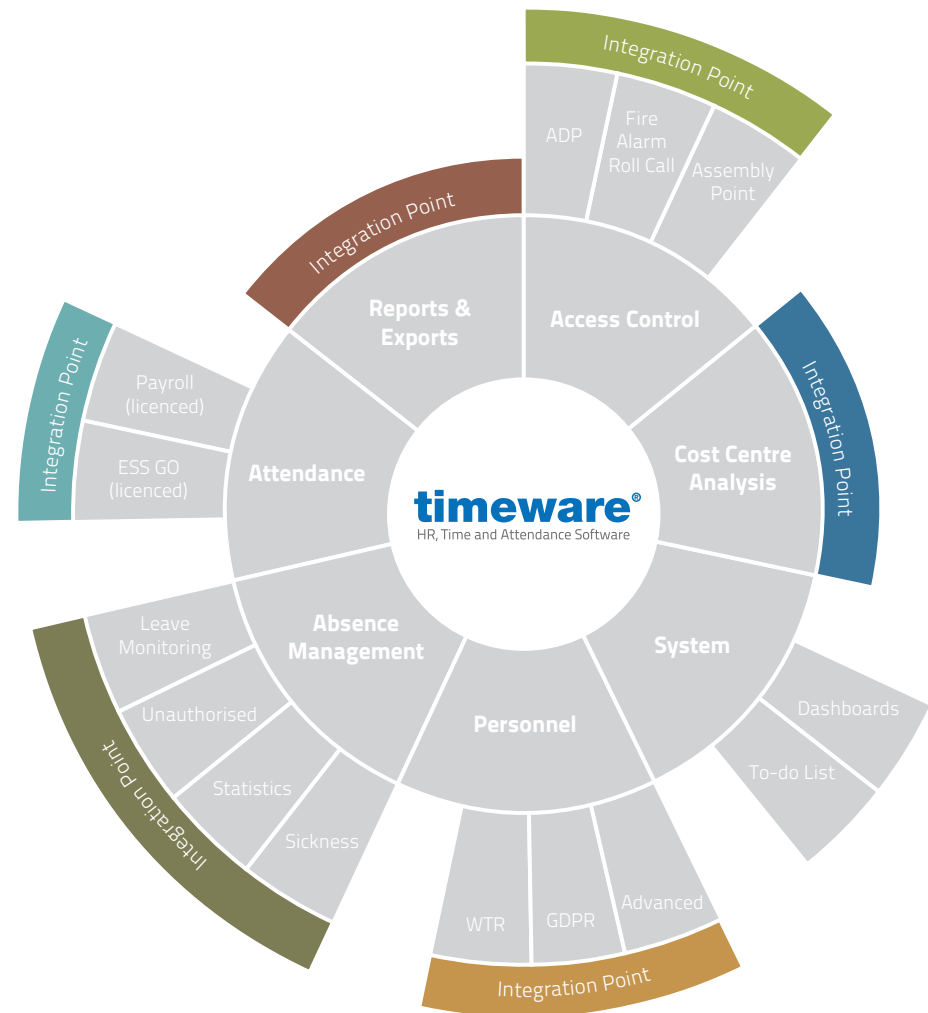
HR, Time and Attendance Software



Integration...

Combining specialist systems to improve workflow.

timeware's primary USP is its ability to integrate with other applications, for example a Payroll, HR or Security system. timeware® or the third party software becomes the 'primary' system passing data to the 'secondary'. A well planned integration enables a business to improve workflow and increase efficiency.



Customisation...

Tailoring great software to meet the exact requirements of your business.

timeware's secondary USP is its extensive customisation potential. Over 95% of businesses using timeware® software have implemented at least one unique customisation project. This means that the majority of timeware® customers benefit from a unique business tool that provides a maximum return on their product investment.

Examples:

A – Absence Entitlement

Control special requirements for an employee's annual leave entitlement.

E.g - Employees can be awarded entitlement from when they started rather than from holiday year.

B – Break

Adjust when an employee is entitled to breaks within the shift.

E.g - A script can be written to automatically deduct breaks so employees won't need to clock out/in for breaks.

C – Email

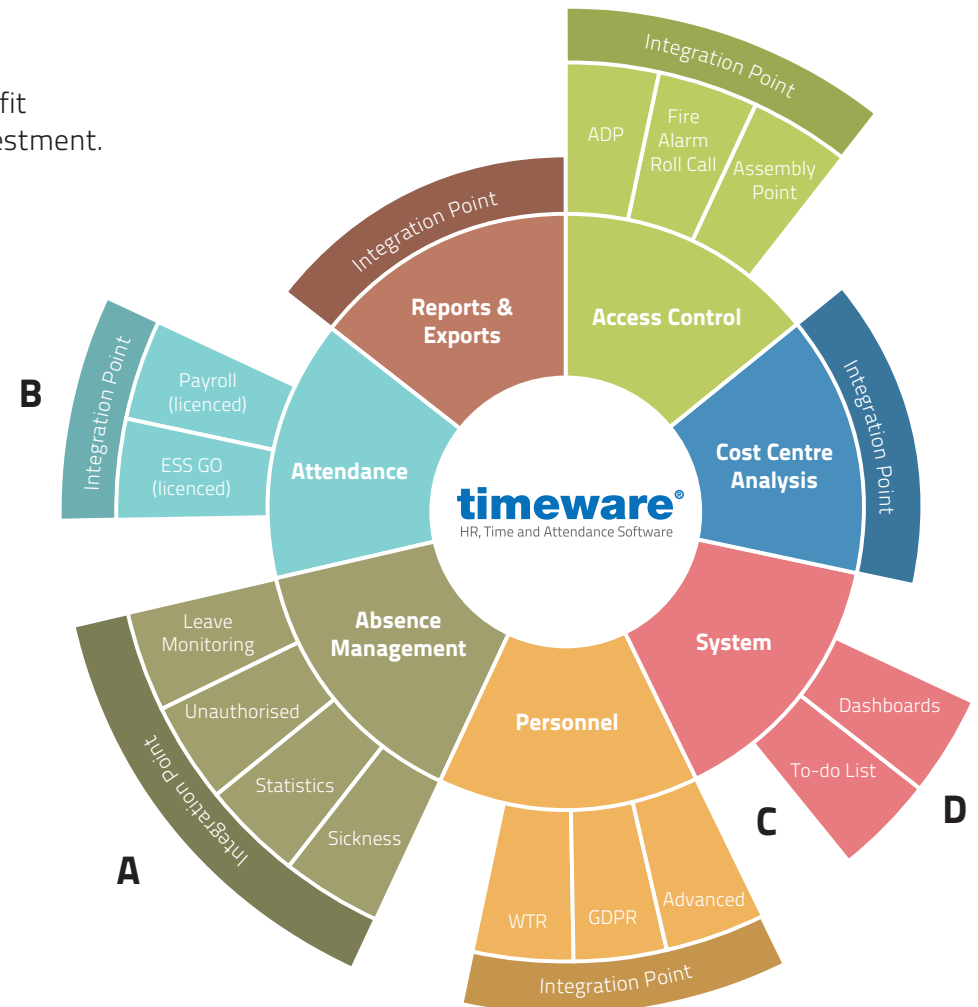
Send emails to managers under specific circumstances.

E.g - Email To-do list to selected users.

D – Event Handler

Run specific events at set intervals i.e. every day at 09:00.

E.g - Email lateness report to managers.



Devices...

The choice of attendance and access devices is now greater than ever.

Identifying the correct combination of devices for your company's requirements has now been made easier thanks to the latest range of Suprema devices.

X-Station 2

Proximity device with large display.

Recommended for internal attendance points.

IP65 rated.

Supports various proximity formats.

Supports PoE for easy installation.



BioStation 3

Face recognition and proximity device with large display.

Recommended for internal attendance points.

IP65 rated.

Supports various proximity formats.



timeware® Puck

Incorporates low cost NFC technology.

Recommended for internal or external attendance and assembly points when there is no network or power points.

IP67 rated.

Works with ESS GO app.



X-Station 2

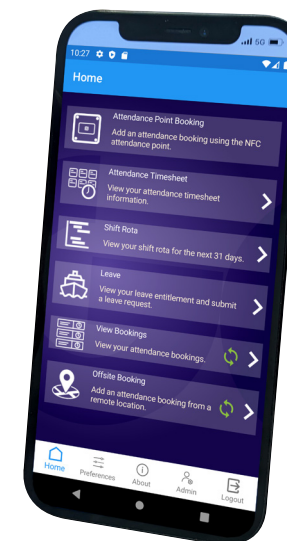
Fingerprint and proximity device with large display.

Recommended for internal attendance points.

IP65 rated.

Supports various proximity formats.

Supports PoE for easy installation.



ESS GO

Multifunction attendance and absence management app.

Recommended for a mobile or static workforce.

Recommended to eliminate absence request bottlenecks.

Runs on Android and iOS



BioLite N2	
Robust fingerprint and proximity device with display.	
Recommended for external attendance points.	
IP67 rated.	
Supports various proximity formats.	



BioEntry W2	
Robust fingerprint and proximity device.	
Recommended for external access control and assembly points.	
IP67 & IK08 rated.	
Supports various proximity formats.	
Supports PoE for easy installation.	

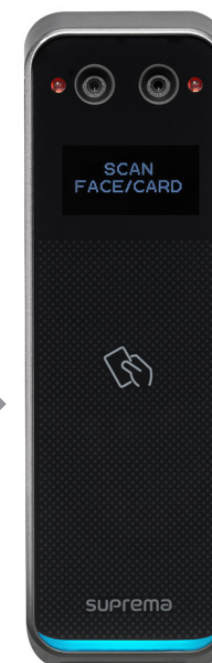
BioEntry P2	
Fingerprint and proximity device.	
Recommended for external access points.	
Supports various proximity formats.	



XPass 2	
Proximity device	
IP67 /IK09 rated.	
Supports various proximity formats.	
Supports PoE for easy installation.	



BioEntry W3	
Robust Face Recognition and proximity device.	
Recommended for external access control and assembly points.	
IP67 & IK08 rated	
Supports various proximity formats.	
Supports PoE+ for easy installation.	



Personnel...

timeware® personnel provides an effective way of managing all your personnel data. It allows you to store, update and view information, with full auditing in a secure environment with multiple levels of security access.

timeware® personnel keeps all of your information in one place. From copies of driving licences to employer references, from blood type to bank account details timeware® personnel stores the data centrally making it available for viewing and reporting when required.

timeware® personnel provides an extremely effective solution, integrating with to-do lists to provide reminders of important events ranging from birthdays to overtime authorisation.

Features include:

- Right To work notes.
- DBS notes.
- Document scanning.
- Enhanced employment history records.
- Training matrix.
- Take staff ID photos using your webcam.
- Store training records, disciplinary notes and qualifications.
- Use the personnel wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The proactive to-do list alerts you when important items such as qualification and review periods are due to expire.
- User defined fields allow you to hold unique information specific to your business that is not included as standard in personnel.
- Scan documents such as a driving licence and passport and store within the employee's record.
- Print ID badges directly to your ID badge printer.

The screenshot displays the 'Personnel' software interface. The top bar shows 'Employee ID: 1', 'First name: Dave', and 'Last name: Webb'. The left sidebar contains a tree view with categories like 'Essential', 'Miscellaneous', 'Employee Self Service', 'Mobile Worker', 'Vehicle', 'Health', 'Appraisal', and 'Working Time Regulations'. The main area is titled 'Essential (General)' and contains various fields for employee data. Fields include 'Badge format' (26 bit - NMD3), 'Facility code' (0), 'Badge' (10698345), 'Payroll' (1), 'Integration ID', 'GPS IMEI', 'Known as' (Webb, Dave), 'Email address' (dave.webb@timeware.co.uk), 'Security pin', 'Biometric data' (Finger (Suprema), Finger (SecuGen), Face (Suprema), Other), 'Date started with company' (31/10/2009), '12 years, 0 month(s), 28 day(s)', 'Remove 'Years Service' from To-Do List', 'Badge activation', 'Employment status' (Employee), 'Current employment: Supervisor', 'Absence entitlement policy' (20 Days Holiday), 'Period schedule' (06:00-14:00; 14:00-22:00; 22:00-06:00), 'Terminal policy' (Admin Employee (All Office Access 24/7)), 'Email policy' (Not Required), 'Remuneration policy' (Not Required), 'Cost centre (default)', and 'Flexitime closing balance set on' (/ /) Amount: . At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'Find...', 'Refresh', 'Preview...', 'Copy...', and 'Close'. The status bar at the very bottom indicates 'Record 1 of 91'.

Absence Management...

Tracking holiday entitlement, managing holiday schedules and monitoring authorised and unauthorised sickness are the four essential points that make up timeware® absence management.

You can create absence entitlement policies that define the number of days holiday based on years' service from any date. You can specify the amount of time that may be carried forward from one year to the next and even award entitlement credits for additional holidays. All absence management amendments can be subjected to a two-tier approval process if required.

timeware® absence management enables team leaders to view holiday schedules before authorising an absence booking to ensure that minimum staffing levels are maintained at all times.

The absence management information panel can be customised to the clients exact requirements.

Features include:

- Comprehensive absence and holiday booking screens for ease of data entry.
- Compatible with Bradford factor methodology.
- Detailed statistical information is available while booking absences allowing you to maintain the correct staffing levels whilst ensuring that employees cannot take more than their annual holiday entitlement.
- Automatic renewal of an employee's holiday entitlements each year, taking into account any days carried forward from the previous holiday year.
- Create entitlement policies with special rules for new starters and long serving employees.
- Tactical absence analysis.
- Return to work procedures.

ADP (attendance display panel)...

Do you need to quickly find out if a member of staff has left the building?

If you need a real-time, on-screen reference of who is in work and when they arrived, look no further than the enhanced ADP feature.

ADP (attendance display panel)

Now an integral part of timeware® and utilising its tried & tested roll-call technology, the ADP provides managers with a fast and efficient method of confirming exactly which employees are currently on-site.

We've also added a 'return-to-work' indicator that can be used as a message reminder when a selected individual books back in.

Single and multi-site support

The timeware® ADP can run on both local and remote networks. This means that the booking made by someone in Newcastle can be seen in real-time by a receptionist, (on a centralised system), in a completely different part of the country.

timeware's scalable automated attendance display panel suitable for any size of business with any number of employees at multiple locations around the world.

Who's in, who's out?



Old style manual attendance display panel suitable for small, single office environment.

Attendance Display Panel

Display range(s): [Select...](#)

Reader Direction Δ

Notify on return	Employee ID	Payroll	Known As	Badge	First Name Δ	Last Name Δ	Date and
(none) (74 items)							
In (6 items)							
No	3	3	Birchall, Simon	10598544	Simon	Birchall	Tue 19/1
No	58	58	Booth, Ali	0	Ali	Booth	Tue 19/1
No	5	5	Broadhurst, Liz	10588745	Liz	Broadhurst	Tue 19/1
No	2	2	Coope, Michael	98562145	Michael	Coope	Fri 08/08
No	4	4	Wilkinson, Matt	10522187	Matt	Wilkinson	Tue 19/1
No	6	6	Zelem, George	6	George	Zelem	Tue 19/1
Out (11 items)							
No	8	8	Briggs, Phillip	8	Phillip	Briggs	Fri 21/06
No	20	20	Gibbons, Ronald	20	Ronald	Gibbons	Fri 21/06
No	19	19	Joy, Mary	19	Mary	Joy	Fri 21/06
No	14	14	Kennerdy, William	14	William	Kennerdy	Sat 04/0
No	17	17	Nicholson, Tuisa	17	Tuisa	Nicholson	Mon 24/
No	12	12	Oldham, Thomas	12	Thomas	Oldham	Mon 24/
No	16	16	Page, Denise	16	Denise	Page	Mon 24/
No	13	13	Price, Geroge	13	Geroge	Price	Tue 25/1
No	11	11	Shaw, Hannah	11	Hannah	Shaw	Fri 21/06
No	18	18	Silva, Piere	18	Piere	Silva	Tue 25/1
No	7	7	Wilkinson, Lesley	7	Lesley	Wilkinson	Mon 24/

Attendance Display Panel

Display range(s): [Select...](#)

Reader Direction Δ

Notify on return	Employee ID	Payroll	Known As	Badge	First Name Δ	Last Name Δ	Date and
(none) (73 items)							
In (7 items)							
No	3	3	Birchall, Simon	10598544	Simon	Birchall	Tue 19/1
No	58	58	Booth, Ali	0	Ali	Booth	Tue 19/1
No	5	5	Broadhurst, Liz	10588745	Liz	Broadhurst	Tue 19/1
No	2	2	Coope, Michael	98562145	Michael	Coope	Fri 08/08
No	1	1	Webb, Dave	10638345	Dave	Webb	Tue 19/1
No	4	4	Wilkinson, Matt	10522187	Matt	Wilkinson	Tue 19/1
No	6	6	Zelem, George	6	George	Zelem	Tue 19/1
Out (11 items)							
No	8	8	Briggs, Phillip	8	Phillip	Briggs	Fri 21/06
No	20	20	Gibbons, Ronald	20	Ronald	Gibbons	Fri 21/06
No	19	19	Joy, Mary	19	Mary	Joy	Fri 21/06
No	14	14	Kennerdy, William	14	William	Kennerdy	Sat 04/0
No	17	17	Nicholson, Tuisa	17	Tuisa	Nicholson	Mon 24/
No	12	12	Oldham, Thomas	12	Thomas	Oldham	Mon 24/
No	16	16	Page, Denise	16	Denise	Page	Mon 24/
No	13	13	Price, Geroge	13	Geroge	Price	Tue 25/1
No	11	11	Shaw, Hannah	11	Hannah	Shaw	Fri 21/06
No	18	18	Silva, Piere	18	Piere	Silva	Tue 25/1
No	7	7	Wilkinson, Lesley	7	Lesley	Wilkinson	Mon 24/

Context Menu:

- Notify on return... (Kennerdy, William (14))
- Print preview...
- Print
- Stop automatic refresh
- Refresh
- Collapse all
- + Expand all
- Reset grid

Notify on Return 'Kennerdy, William (14)'

Please enter any notes regarding this notification:

Arrange a meeting with William, to discuss absenteeism and time-keeping.

Cancel Ok

timeware's scalable automated attendance display panel suitable for any size of business with any number of employees at multiple locations around the world.

Time and Attendance...

Time and attendance is timeware's flagship module, developed over many years to provide an accurate solution for processing employee attendance information.

The time and attendance module supports a number of well-known work methodologies including standard, flexitime and rotating shifts which may be planned up to 52 weeks in advance. Grace times and roundings are standard features along with various work-break categories. The module also supports an extremely comprehensive range of overtime calculation standards. There are also many ways to authorise overtime with email alerts and on-screen warnings if the payroll deadline is approaching and overtime has not been approved.

During the pre-installation phase, a member of our implementation team will work with your representatives to fully understand your business's time and attendance requirements before providing a fully documented report.

Daily Schedules

Code: 0501 Description: 06:00-14:30

Options

- General
- Breaks
 - Standard Breaks
 - Break After
- Core Times
- Grace Times
- Roundings
 - Standard Roundings
 - Round Rates
- Rate Monitoring
- Rates
- Advanced
- Analysar
- Notepad

General

Schedule type: Standard

Workday schedule: ☐ No ☒ Yes If workday and the day is NOT worked then mark the day with an unauthorised absence.

Schedule Schema

Earliest possible start time: 04:30

Schedule start time: 06:00

Schedule finish time: 14:30

Schedule target time: :

Absence target time: :

Unallocated threshold: 23:59

Latest possible finish time: 02:00

1. The earliest possible start time is a cut off point for this schedule. Bookings made before the earliest possible finish time will be excluded from the schedule.

2. The schedule start time is used to allocate a person to the correct schedule.

3. The schedule finish time is used when booking absences and also serves as a guide to when the schedule should finish.

4. (Optional) The schedule target time is used to set an amount of core hours that an employee should work against this schedule.

5. (Optional) The absence target time is used to calculate how much absence/holiday entitlement should be deducted when using hours and minutes. The figure is based on the absence target time divided by the absence deduct value.

6. If the unallocated time against the daily schedule exceeds the unallocated threshold the day will be marked as an unauthorised absence.

7. The latest possible finish time is a cut off point for this schedule. Bookings made after the latest possible finish time are excluded from the current schedule. Bookings excluded from the current schedule are used in the allocation process for the following schedule (see point 2).

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

Record 2 of 13

Attendance Adjustments

Employee ID: 1 First name: Dave Last name: Webb

May 2022

Date selected: Wed 18 May 2022

Period schedule: 06:00-14:00-14:00-22:00-22:00-06:00

Pay period selected: Mon 16 May 2022 to Sun 22 May 2022

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.33	x1.50	x2.00	Holiday Hrs
1 Mon	16/05/2022	06:00-14:00-00	...	05:56-14:00-12	...	8:00	8:00				
1 Tue	17/05/2022	06:00-14:00-00	...	06:04-14:00-12	...	7:45	7:45				
1 Wed	18/05/2022	06:00-14:00-00	...	22:22-22:22-00	Approved	8:00	8:00				
1 Thu	19/05/2022	06:00-14:00-00	...	06:05-14:00-12	...	7:45	7:45				
1 Fri	20/05/2022	06:00-14:00-00	...	05:54-14:00-12	...	8:00	8:00				
1 Sat	21/05/2022	Saturday Overtime	...	22:22-22:22-00	...	22:22					
1 Sun	22/05/2022	Sunday Overtime	...	22:22-22:22-00	...	22:22					

Booking(s) awaiting calculation

Day	Date	Time	Type	Authorisation
-----	------	------	------	---------------

Find... Refresh Preview... Close

Record 1 of 91

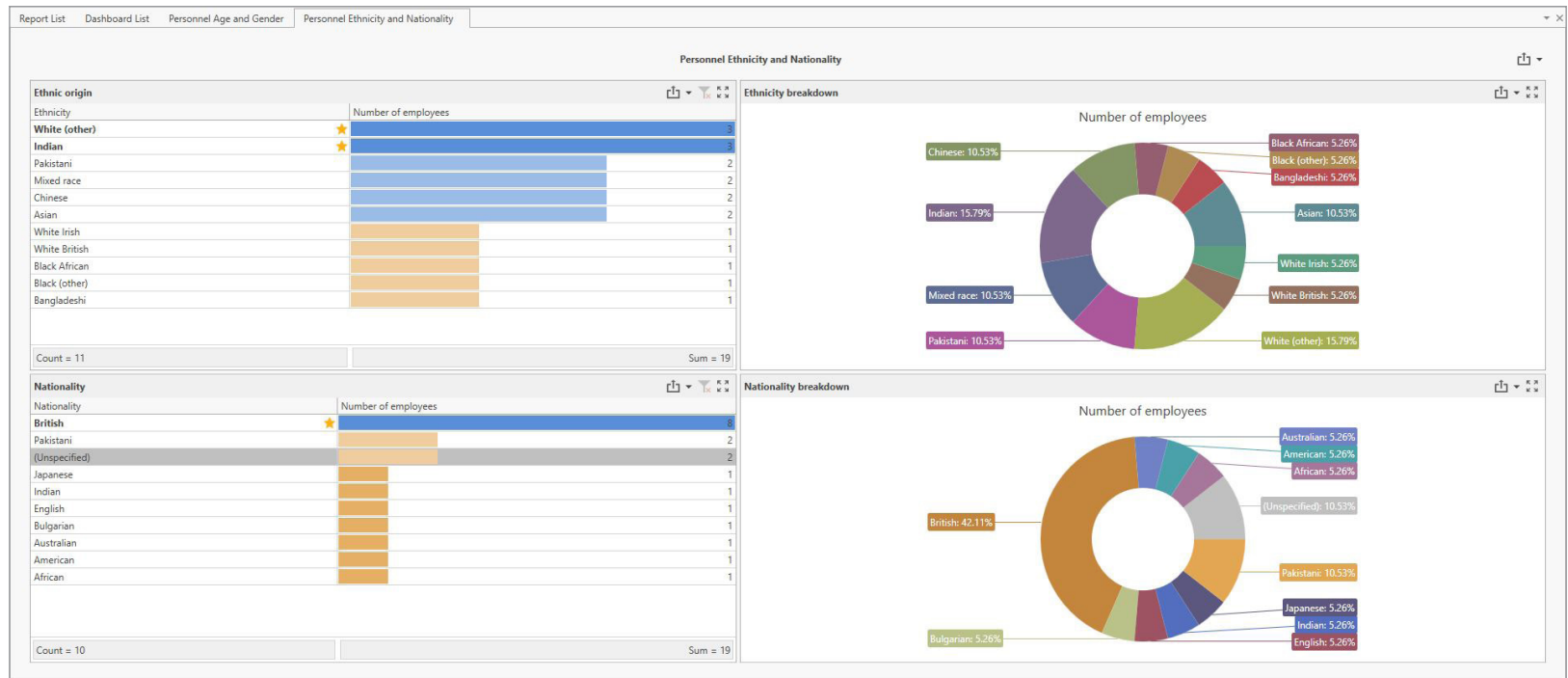
Dashboards and Reports...

Clear and concise data produced quickly, on demand.

Dashboards provide at-a-glance views of key performance Indicators (KPI) whereas reports are designed to provide a more detailed breakdown of that key data.

- Personnel
- Absence management
- Attendance
- Access control
- Cost centre analysis

All reports may be exported to Excel for further manipulation and analysis.



To-do List...

Key business information displayed in real-time.

No more searching for important information. The to-do list feature presents important data in an easy to read format. Standard to-do lists are provided with the system and are assigned to users at the point of installation.

To-do lists are an integral component within timeware® and provide pro-active information for team leaders responsible for overseeing daily operations.

timeware® Professional 2021 [Licensed to 'Demo Copy timeware Professional 2021 (Nathan Beveridge) Not for Resale']

File View Tables Sort and Filter Wizards Advanced Hardware Help

Quick Links

'To-do' List

- System Health**
 - Warning, your Mobile Worker licence has expired on 'Thu 24 February 2022'
- Payroll**
 - Warning, your Sage payroll link has expired on 'Thu 24 February 2022'
- Attendance Adjustments**
 - [11] Outstanding missed bookings that require attention
 - [87] Outstanding unauthorised absences that require attention
- People Missing from Active Daily Schedules**
 - 09:00-17:00/60 All Hrs Std (9:00am - 5:00pm on Wed 25 May 2022)
 - Broadhurst, Liz [5]
 - 08:00-16:30/30 (8:00am - 4:30pm on Wed 25 May 2022)
 - Briggs, Phillip [8]
 - Wilkinson, Leslev [7]
 - Wilkinson, Matt [4]
 - Zelem, George [6]
 - 22:00-06:00/00 (10:00pm - 6:00am on Tue 24 May 2022)
 - Coope, Michael [2]
 - Webb, Dave [1] Holiday Full Day/ this absence has been approved
 - Core Time Infringement
 - 08:00-16:30/30 (8:00am - 4:30pm on Fri 20 May 2022)
 - Briggs, Phillip [8] 8:06am on Fri 20 May 2022
 - 22:00-06:00/00 (10:00pm - 6:00am on Thu 19 May 2022)
 - Coope, Michael [2] 10:03pm on Thu 19 May 2022
 - 09:00-17:00/60 All Hrs Std (9:00am - 5:00pm on Thu 19 May 2022)
 - Broadhurst, Liz [5] 9:03am on Thu 19 May 2022
 - 08:00-16:30/30 (8:00am - 4:30pm on Thu 19 May 2022)
 - Wilkinson, Matt [4] 8:05am on Thu 19 May 2022
 - 06:00-14:00/00 (6:00am - 2:00pm on Thu 19 May 2022)
 - Webb, Dave [1] 8:05am on Thu 19 May 2022
 - 09:00-17:00/60 All Hrs Std (9:00am - 5:00pm on Wed 18 May 2022)
 - Broadhurst, Liz [5] 9:06am on Wed 18 May 2022
 - 08:00-16:30/30 (8:00am - 4:30pm on Wed 18 May 2022)
 - Briggs, Phillip [8] 8:04am on Wed 18 May 2022
 - Zelem, George [6] 8:04am on Wed 18 May 2022

Dashboard Reports Exports Personal Notes Personal Diary Scripts Other Programs Action

'To-do' List

- System Health**
 - Warning, your Mobile Worker licence has expired on 'Thu 24 February 2022'
- Payroll**
 - Warning, your Sage payroll link has expired on 'Thu 24 February 2022'
- Attendance Adjustments**
 - [11] Outstanding missed bookings that require attention
 - [87] Outstanding unauthorised absences that require attention
- People Missing from Active Daily Schedules**

Attendance Adjustment Anomalies

Anomaly Δ	Employee ID Δ	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly Date Δ	Anomaly Δ
An unauthorised absence has been taken against this daily schedule. [87 items]									
1	1	1	Dave	Webb	Webb, Dave		Employee	Tue 03/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Wed 04/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Thu 05/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Fri 06/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Mon 09/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Tue 10/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Wed 11/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Thu 12/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Fri 13/05/2022	An unauthorised absence has b...
1	1	1	Dave	Webb	Webb, Dave		Employee	Mon 23/05/2022	An unauthorised absence has b...
2	2	2	Michael	Coope	Coope, Michael		Employee	Tue 03/05/2022	An unauthorised absence has b...

Close

General Data Protection Regulation (GDPR)...

timeware® takes General Data Protection Regulation (GDPR) very seriously.

GDPR affects every business in the UK. timeware's customisable GDPR controls ensure companies work within their own data protection rules.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

What does this mean for a company using timeware® time and attendance software?

Customer care will organise a meeting where a timeware® technician will discuss your company's GDPR policy with your GDPR data controller.

This meeting will cover two main areas:

1. The way in which timeware® (UK) Ltd handles your company data which in turn will impact on the way our support team provides certain types of service.

For example, your business may require that timeware® never removes personal data from site. This information must be recorded against your SLA notes to ensure we do not create an environment where a personal data breach could occur.

The processing of personal data stored within the timeware® application. We will identify any personal information fields within timeware® that do not need to be recorded and take steps to ensure that they are made invisible.

2. We will also discuss how long certain information needs to be kept by the company for people classed as employed or as a leaver. We will then create a series of GDPR housekeeping scripts that will ensure these rules are upheld.

Please note that the timeware® software will never automatically delete any personal data. We think it is much safer that timeware® operates within your data controller's policies and highlights data that requires deletion. This will always be completed by your data controller and is fully audited.

Some example GDPR housekeeping scripts:

1. If timeware® is not being used as the primary HR system do not allow address information to be recorded.
2. If timeware® is not being used as the primary HR system do not allow National Insurance data to be recorded.
3. When an employee leaves the company, remove their biometric data within 24 hours.
4. When an employee leaves the company, remove all records of their future holidays and medical appointments within 24 hours.
5. When an employee leaves the company, delete all passwords to the timeware® app and disable the employee's ESS GO app within 24 hours.
6. When an employee has left the company and after the statutory period, remove all attendance and absence information and personal data.

Working Time Regulations (WTR)...

Why do we have working time regulations?

This legislation was introduced to help employees maintain a healthy work-life balance by limiting the hours that they had to work each week and ensuring that adequate breaks are taken on a daily and weekly basis. The health and safety benefits to both the employee and employer are obvious: A healthy workforce is more productive and less likely to take days off sick.

Remember that some categories of work or job role are exempt from the regulations, including the police, armed forces, emergency services staff when dealing with an emergency and sometimes senior managers and people employed by family members.

The 48-hour working week

In the UK we allow workers to opt out of the 48 hour working week limit. Quite often than not, the employer and or employees think that opting out means they are opting out of the whole regulation. This is not the case they are only opting out of the total hours limit which is currently set at 48 hours.

The working time regulations apply to the majority of employees in almost every business in the UK and it was this fact that encouraged us to re-develop the WTR into a core feature for 2020.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>



Rule 1

Maximum weekly working time

Workers have a statutory right to a maximum average working week of 48 hours.



Rule 2

Rest period

Workers are entitled to a rest break in each shift lasting more than six hours.



Rule 3

Daily rest period

Workers are entitled to 11 hours' consecutive rest between shifts each day.



Rule 4

Weekly rest period

Workers are entitled to one day off each week, or two days off every two weeks.



Rule 5

Night workers

Night workers should not exceed an average of eight hours in each 24-hour period.



Rule 6

Holidays

You must give everyone who works for you paid annual leave - unless they are genuinely self-employed.

ESS GO (licenced)...

Do you know there's a timeware® Employee Self Service app that can streamline your business by empowering your workforce whilst reducing time consuming tasks?

The app is called ESS GO and it enables users to request leave, check work rotas and view timesheets from their Android or Apple smartphone.

Shift rota

Users can see which shifts and rest days have been planned over a rolling 31 day period. If a manager updates a user's shift rota, the change is reflected instantly within ESS GO. An email alert is also sent to the user informing them of the change.

Leave entitlement and remaining balance

Users can check their annual leave entitlement, leave requests awaiting approval, declined leave requests of course, their remaining entitlement balance.

Leave requests

Company rules determine how far in advance a user can make a leave request. Once a leave request has been approved or declined, an email alert is sent to the user informing them of the managers' decision.

Current and previous timesheets

Users can see their own timesheets for the current and two previous pay periods. They can see their attendance

bookings, basic and approved overtime hours and any core-time infringements.

Flexi balance

If your business operates a flexitime policy, users will see their opening flexitime balance, hours worked and closing flexitime balance on their timesheets.

Offsite attendance bookings

For users that work away from the office, ESS GO supports offsite attendance bookings where the user simply clicks a button when they start or stop work. There is a notepad feature for the user to provide more details about the booking and ESS GO also notes the GPS coordinate of each booking which integrates with the phone's mapping feature.

What's next?

The employee self service app, ESS GO is an amazing addition to the timeware® product range. Its ease of use and versatility makes it the perfect solution for so many bottlenecks experienced by HR. If you would like a demonstration of ESS GO, please contact our sales team on +44 (0)1706 659368 and we can organise an on-site or Teams meeting at a time to suit you.



android   iOS

Attendance bookings at the timeware® Puck

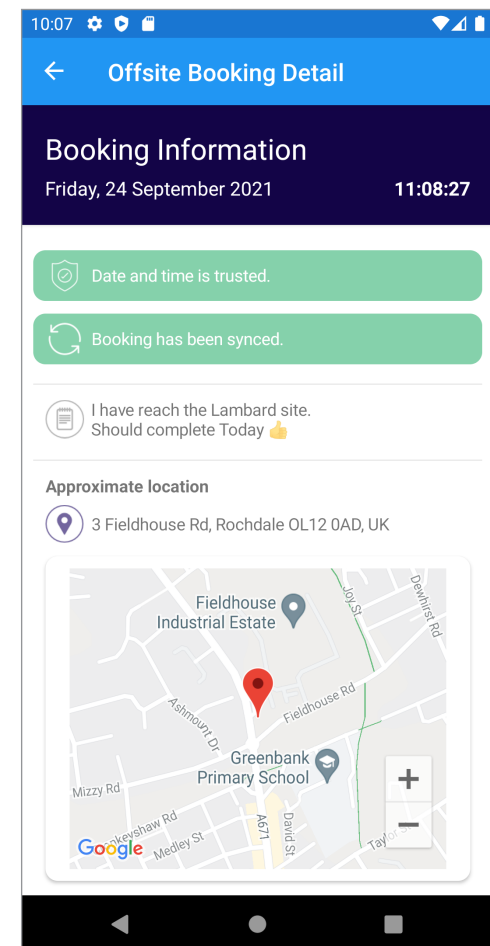
The new timeware® Puck is the perfect attendance point for businesses where the cost of a traditional attendance device is prohibitive or where network or power is unavailable. Each timeware® Puck incorporates an NFC tag which allows them to be 'read' by all modern smart phones running the employee self service app, ESS GO from a distance of about 4cm.

If you have a low number of staff working in a retail premises, a remote warehouse or an isolated area, there is now an affordable alternative to the traditional attendance device.

Remember that timestart®, timeware® Small Business and timeware® Professional support any number of timeware® Pucks so now multiple locations become easily affordable.

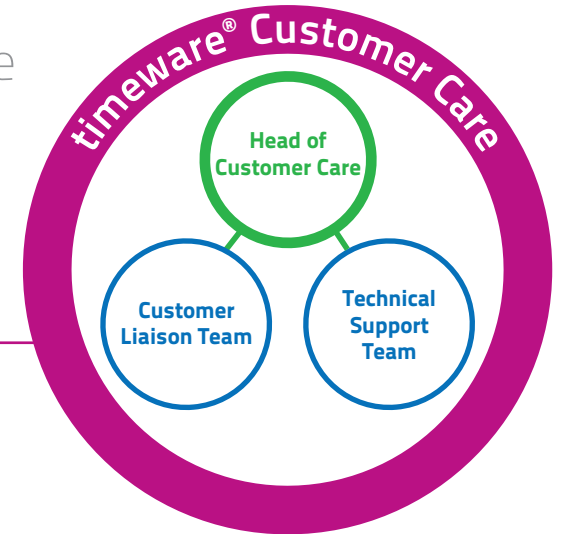
What's next?

If you would like a demonstration of the timeware® Puck, please contact our sales team on +44 (0)1706 659368 and we can organise an on-site or Teams meeting at a time to suit you.



timeware® Customer Care...

Once your timeware® software has been implemented, we believe that it is our responsibility to ensure that your system always runs smoothly. The timeware® customer care teams achieve this goal by working closely with each client in a pro-active manner.



Once your timeware® system has been configured and your staff have been trained by the implementation team, there will be a hand-over to customer care. For the first few weeks, a member of the liaison team will contact your timeware® administrator on a daily basis to check that everything is working well and arrange support if required.

timeware® customer care incorporates two important teams, the technical support team and customer liaison team. Both teams are managed by the head of customer care who is ultimately responsible for the smooth running of the department.

The technical support team comprises of support technicians that have been trained to resolve support calls in a timely manner. As part of your managed service, a member of the technical support team will upgrade your timeware® software annually as well as conducting regular system performance reviews.

The customer liaison team is responsible for ensuring that timeware® support keeps your system running in an acceptable manner. The liaison team are non-technical but are instrumental in the organising annual upgrades, system performance reviews, and customer care calls. Their duties also include co-ordinating roadshows and overseeing the editing and distribution of timeware's quarterly magazine, timelines.

Charlotte Kavanagh
Head of Customer Care

Charlotte is the head of timeware® customer care and manages the customer liaison and technical support teams and reports to the Managing Director.



timeware® Customer Liaison Team...

The liaison team ensure you are getting the most out of your timeware® investment.

The customer liaison team have four main areas of responsibility: planning annual software upgrades and system performance reviews, completing customer care calls and the planning and distribution of the quarterly timelines magazine.

Annual software upgrade

Every customer is allocated an upgrade month and visited every year on a pre-arranged day to have their software upgraded to the latest version and for their staff to receive new feature awareness training. This upgrade is essential as it ensures the customer benefits from the latest features and security updates.

System performance review

These meetings give timeware® administrators an opportunity to meet with the members of the implementation and support teams to discuss system performance, to identify and eliminate bottlenecks and to discuss new software features.

The number of system performance reviews held each year is dependent on the system size and complexity.

Customer care calls

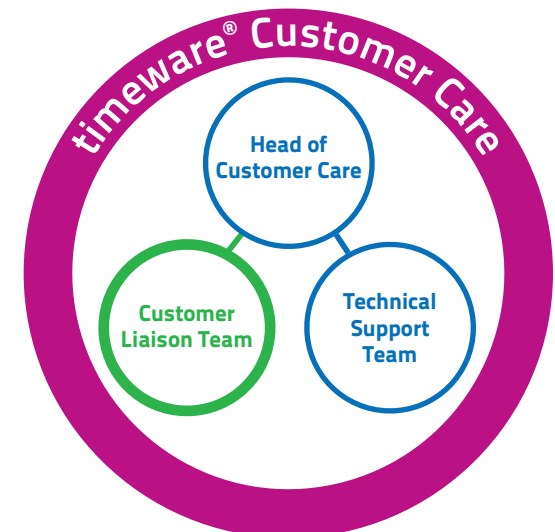
The timeware® administrator is contacted on a six week cycle to ensure that their timeware® system is operating satisfactorily. This brief contact provides the customer liaison officer with an invaluable insight into system performance and gives the customer an opportunity to initiate a support call if required.

timelines magazine

The customer liaison team also oversee the planning and distribution of timelines, timeware's quarterly magazine. The magazine is sent to all approved contacts keeping them up-to-date with the latest timeware® developments.

Karl Briggs
Customer Liaison Officer

The skills Karl gained during his time at Virgin Trains have been instrumental in the development of his role within timeware®.



timeware® Technical Support Team...

The Technical Support Team take on the responsibility of administering your timeware® software as part of your timeware® managed service.

What is timeware® managed service?

The concept behind timeware® managed service is simple: To provide an efficient and worry free managed solution for all timeware® customers. It is designed with the purpose of providing a qualified timeware® technical support technician when required. The technician is responsible for managing certain features or functions for you such as creating absence entitlement policies, or creating a new timeware® users to your exact specification.

Let timeware® technical support handle the mundane tasks so that your time can be better spent on the administrative processes that matter to your company!

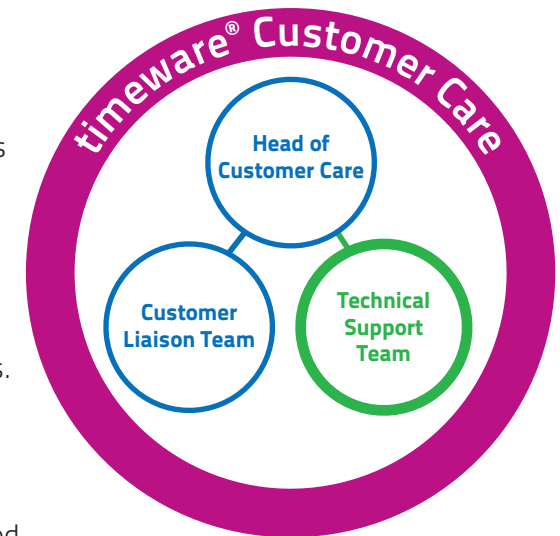
With the timeware® managed service, you have access to knowledgeable specialists that can answer any timeware® questions and configure new settings to your precise specification. It couldn't be easier!

timeware® managed service includes the following:

- Access to the timeware® technical support team between 8:30am and 5:30pm Monday to Friday including Bank holidays, (except Christmas and New Year).
- A complete managed service where timeware® complete approved change requests within an agreed time frame.
- An annual call or visit on a pre-arranged date from the technical support team to upgrade your software to the latest version and to complete any new feature awareness training.
- Regular system performance reviews, depending on the complexity of

the software configuration, to identify and remove dataflow issues and to discuss and implement any new standards included in the software.

- Free remote training.
- A courtesy call from the customer liaison team approximately every six weeks.
- Complimentary subscription to the timeware® community magazine, 'timelines', for each staff member on your approved contacts list.



How will the timeware® technical support team help?

Within customer care we have a fulltime, office based technical support team that are available to answer your questions between 8.30am and 5.30pm each weekday.

Incidents can also be reported out of office hours using our self-service ticketing system. When resolving an issue, the technical support team utilise remote desktop support technology to access your PC, with your permission, to identify and rectify the reported problem.

Members of the technical support team work closely with the implementation

and development teams and as a result, are able to provide an extremely high level of technical product knowledge.

timeware® managed service change request procedure.

To request a change, a timeware® administrator should send the request through the self-service ticketing system. Support will then schedule an initial call with the administrator to discuss the request in more detail. Following this initial call, timeware® support will schedule the actual work within a mutually agreed timescale.

The following items are covered by the timeware® managed service change request.

General

- User setup including permissions
- To-do List and email policies
- Monitoring timeware® system health/performance
- Creating and maintaining;
 - Notifications for users/employees
 - Terminal policies
 - Remuneration policies
 - Groupings
 - Training matrix policies
 - Assets
- Setting up reports/exports and dashboards
- Shutdown maintenance

Absence management

- Creating and maintaining;
 - Absence reasons
 - Absence entitlement policies
 - Absence block bookings

Attendance

- Creating and maintaining;
 - Daily and period schedules
 - Shutdown maintenance



Matt Wilkinson
Head of Technical Support

Matt has over 9 years support experience and has contributed to many key improvements within the support department during this time. His technical support team process around 49 scheduled calls each day and are responsible for ensuring that each customer's software operates correctly. Matt is also responsible for the training and development of all members of his technical support team.



HR, Time and Attendance Software

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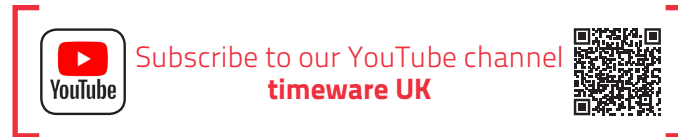
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