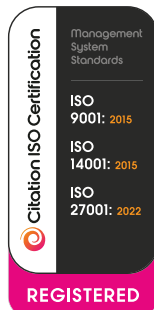


timeware[®] HRMS

Human Resource Management System



Certificate No:
IMS-491342025,
509932026

Introduction...

With more than 7,500 successful installations throughout the UK, Ireland, and West Africa, timeware UK Ltd is renowned for its customised solutions, unwavering reliability, and outstanding customer service. The brand stands as a leader in the field of time and attendance systems.

For almost four decades, timeware® UK has specialised in workforce management software that organisations across the UK, Ireland and West Africa rely on every day. Built and supported in Britain, our solutions combine proven reliability with continuous development, helping businesses manage their people with confidence.

timeware® HRMS brings together HR, leave management, time management, workforce planning and employee self-service within a single cloud platform. Designed to support organisations of every size, it provides the flexibility to adapt to the way your business operates, rather than forcing your business to adapt to the software.

Our commitment extends beyond software. We operate to internationally recognised standards, holding ISO 9001, ISO 14001 and ISO 27001 certifications, giving our customers confidence in the quality, security and environmental responsibility that underpin every aspect of our business. From implementation through to ongoing support, our experienced UK-based team works closely with every customer to ensure a successful long-term partnership.

Choosing timeware® HRMS means choosing a company with decades of specialist experience, thousands of successful installations, and a reputation built on long-term customer relationships. We deliver more than software. We provide a dependable workforce management platform backed by people who remain committed to your success long after implementation.



Simon Birchall
Managing Director
timeware UK Ltd

Connect to me on
LinkedIn



timeware® customers include:



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The Company...

timeware UK Ltd.

Tracing its roots back to 1986, timeware UK Ltd is a wholly owned British software company specialising in workforce management solutions. Founded by Simon Birchall and Nathan Price, the business remains under the same leadership today, with Simon continuing as Managing Director and Nathan serving as Technical Director and Lead Developer. Every line of code is designed and developed in-house, giving complete control over quality, innovation and long-term product development.

For almost four decades, timeware® has remained focused on building software that stands the test of time. Reliability, quality and compliance are at the heart of every solution we deliver, supported by internationally recognised standards and a commitment to providing knowledgeable, UK-based customer support.

One of the company's greatest strengths is the stability of its people. Many members of the team have been with timeware® for decades, building extensive product knowledge and lasting relationships with customers. This continuity means that when you contact timeware®, you speak to experienced professionals who understand both the software and your organisation.

Choosing timeware® means choosing a long-term technology partner with decades of experience, a proven track record and a commitment to supporting customers throughout every stage of their workforce management journey.



Simon Birchall
Managing Director.
Founded the business in 1986.



Nathan Price
Technical Director.
Joined 1994.



Mike Coope
Head of Projects.
Joined 2011.



Charlotte Kavanagh
Head of Customer Care.
Joined 2015.



Matt Wilkinson
Head of Support.
Joined 2012.



Dave Webb
Senior Implementation
Specialist.
Joined 2004.

Product...

timeware® HRMS

Built on almost four decades of workforce management expertise, timeware® HRMS brings HR, leave management, time management and attendance points together within a single, fully integrated platform. By removing duplicate processes and maintaining a single source of truth for workforce information, organisations benefit from greater accuracy, improved efficiency, and complete visibility across their business.

At the heart of the platform is a powerful dashboard providing instant access to the information that matters most. Interactive widgets display live key performance indicators, enabling managers to monitor absence, compliance, labour trends, employee turnover and workforce activity in real-time. The integrated 'Attention Required' panel highlights outstanding tasks, helping managers prioritise approvals, onboarding, training and compliance activities before they become problems.

The Conversation Hub centralises all work-related discussions, ensuring communication stays organised. The Social Feed fosters employee engagement and retention by providing a space for broader workforce interactions. Integrated document management simplifies record keeping with secure digital forms and controlled workflows. Comprehensive reporting delivers meaningful operational insight, and Roll Call provides immediate accountability when every second counts.

Combined with the Employee Self-Service app, extensive integration options, developer APIs, advanced security and specialist applications including the Fire Marshal app, timeware® HRMS replaces multiple disconnected systems with one scalable workforce management platform that grows alongside your organisation.

HRMS modules



Pricing...

Simple, Clear Pricing.

Our pricing begins with a one-off configuration fee tailored to your system. After that, it is straightforward: your monthly subscription is based on the number of active and archived employees. Active employees are charged at the standard per-person rate, while archived employees are retained at a lower rate. There are no ongoing charges for users, attendance devices or core integrations.

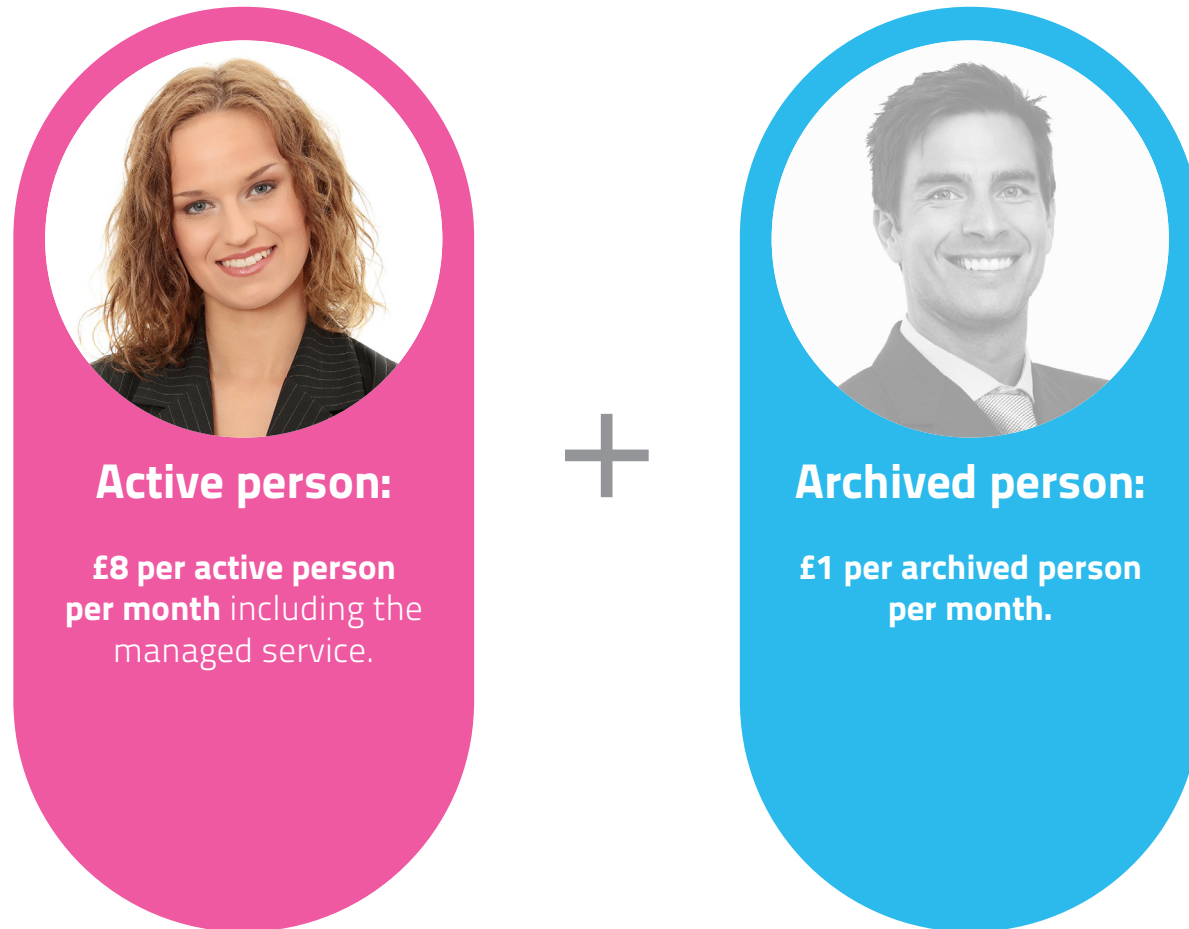
Approved customer administrators can adjust the number of active and archived employees directly within timeware® HRMS. Before any change is confirmed, the system clearly displays the revised monthly cost, giving you complete visibility and control.

Payments are processed securely through Stripe, with any changes automatically reflected in your next scheduled payment. Our support team is always available to assist, ensuring your subscription remains accurate, flexible and completely transparent.



timeware® HRMS subscription charges are processed by Stripe.

The total cost per month is made up of the following elements:



Infrastructure and Security...

Safeguarding customer data.



At timeware®, security is fundamental to everything we deliver. With our cloud platform, protecting customer data is built into every aspect of the service, combining robust security controls with over four decades of experience in managing workforce and time-related information.

Built on Microsoft Azure and hosted within the UK, the platform provides enterprise-grade resilience, availability and performance. Multi-factor authentication and single sign-on deliver secure, controlled access, while all data is encrypted both in transit and at rest. Compliance with GDPR, ISO 27001 and Cyber Essentials Plus is embedded throughout the platform, helping your organisation meet the highest standards of security and data protection.

Access to customer data is strictly limited to authorised timeware® personnel, all of whom undergo annual BS7858 screening. Comprehensive audit trails provide complete visibility of system activity, while regular security assessments and continuous monitoring help maintain a secure operating environment.

The result is a resilient cloud platform that protects your organisation's data while integrating seamlessly into your day-to-day operations, giving you the confidence to focus on managing your workforce rather than managing your technology.

timeware®
HR, Time and Attendance Software

timeware® Cloud security/infrastructure

At timeware®, we understand the importance of security to HR, time and attendance solutions. That's why timeware® ensures enterprise-grade reliability and performance. Ensures robust data handling compliance aligned with GDPR.

- 1. UK-Based Hosting:**
 - Primary Server Location: UK South (London)
 - Backup Server Location: UK West (Cardiff)
- 2. Enhanced Security Features:**
 - Single Sign-On (SSO): Simplified access management
 - Multi-Factor Authentication (MFA): Extra layer of security
- 3. Integration & Connectivity:**
 - API Available: Easily integrate with third-party systems
- 4. Data Handling Compliance:**
 - Compliance with frameworks including UK GDPR, ISO 27001, and NIS 2
 - All data is encrypted both in transit and at rest
 - Comprehensive auditing and logging for all data access
 - Data Retention & Deletion Policies – configurable for clients
 - Data is stored in a secure, redundant environment

timeware®

HR, Time and Attendance Software

6. Key Components:

a. Core Business Modules:

- HR Management (Reach.Application.HR)
- Leave Management (Reach.Application.Leave)
- Attendance Management (Reach.Application.Attendance)
- Tenant Management (Reach.TenantManagement)
- Reporting (Reach.Application.Reporting)
- Dashboard Widgets (Reach.Application.Dashboard)

b. Infrastructure:

- Message Bus (Reach.MessageBus.Core)
- Event Processing (Reach.EventProcessing)
- Email Dispatch (Reach.Application.EmailDispatch)
- Persistence Layer (Reach.PersistenceLayer)

c. Client/Frontend:

- Monolith Client (Reach.MonolithClient)
- Frontend Resources (Reach.FrontendResources)

d. Core Architecture Components:

- Domain Layer (Reach.DomainLayer)
- Application Layer (Reach.ApplicationLayer)
- Infrastructure Layer (Reach.InfrastructureLayer)
- Kernel (Core) Components

7. Technical Architecture:

- Uses a multi-tenant architecture
- Implements event-driven architecture
- Has separate resources for each tenant
- Includes reporting and analytics
- Uses contract-driven architecture

8. Technology Stack:

- .NET 10.0 - Core
- Blazor Server - Frontend
- Azure Services - Backend

timeware®

HR, Time and Attendance Software

- TailwindCSS - For styling
- MassTransit - For message bus abstraction
- SQL Server - For data storage
- Azure App Service - For hosting

9. Cloud Infrastructure:

- Hosted on Azure (UK South region)
- Uses Azure App Service Plan (Standard S1 tier)
- Implements Azure Service Bus for messaging
- Uses Azure Application Insights for monitoring
- Multi-tenant architecture with sharding support

10. Security Features:

- HTTPS enforcement with HSTS
- Anti-forgery protection (CSRF)
- Authentication and authorisation support
- Rate limiting implementation
- Secure configuration management

11. Development Features:

- Development/Production environment support
- Health check endpoints
- Comprehensive logging
- Local storage support
- Hot reload support
- Development debugging tools

12. UI/UX Features:

- Responsive design
- Modern UI with TailwindCSS
- Custom fonts (Open Sans)
- Client-side routing
- Error handling pages
- Localisation support

13. Architecture Highlights:

- Clean architecture pattern
- Domain-driven design elements
- Event-driven architecture

timeware®

HR, Time and Attendance Software

- Microservices capabilities
- Tenant isolation
- Message-based communication
- Modular design

14. Key Business Modules:

- HR Management
- Leave Management
- Attendance Management
- Tenant Management
- Reporting System
- Dashboard Widgets
- Email Notifications

15. Performance Features:

- Rate limiting
- Caching capabilities
- Message queuing
- Database sharding
- Resource optimisation

16. Monitoring & Maintenance:

- Health checks
- Application insights integration
- Structured logging
- Error tracking
- Performance monitoring

timeware®
Workforce Management Systems

timeware® HRMS Security & Infrastructure

Briefing for IT Departments

At timeware UK Ltd, we prioritise security, compliance, and data integrity in our cloud-based timeware® HRMS solution. This briefing outlines the technical architecture and controls to address any IT concerns. Ensures robust data handling compliance aligned with GDPR and other relevant regulations.



Download timeware® Security & Infrastructure document

Company Name: timeware (UK) Ltd.
Registered Office: 3 Fieldhouse Road, Rochdale, Greater Manchester, OL12 0AD.
Company Reg. No: 05886805.
Registered in: England.

Company Name: timeware (UK) Ltd.
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Company Reg. No: 05886805.
Registered in: England.

12-0671: Copyright NMD® Ltd

12-0671: Copyright NMD® Ltd

www.timeware.co.uk
support@timeware.co.uk
+44 (0) 1705 658222

App Overview...

All your workforce tools in one app suite.

timeware® HRMS is delivered through a suite of intelligently connected applications, each designed to provide clarity, control, and accessibility across your organisation.

At the centre is the timeware® HRMS app, a powerful management platform that brings together HR, time management, reporting, and communication into a single, unified interface. Designed for managers and administrators, it provides full oversight of workforce activity, enabling informed decision-making with real-time data and comprehensive audit capabilities.

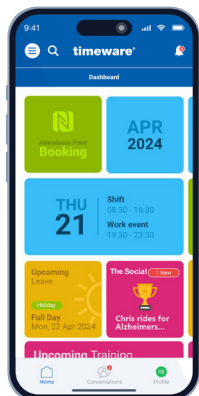
Supporting this is the timeware® Employee Self-Service app, giving employees direct access to their own information wherever they are. From booking holidays and viewing schedules to completing forms and acknowledging documents, it empowers staff while reducing administrative workload. All interactions are captured and fed back into the system, ensuring data is always current and consumed under management control.

Completing the suite is the timeware® Fire Marshal app, a critical tool for health and safety. In the event of an evacuation, it provides instant visibility of who is on-site, enabling fire marshals to conduct roll calls quickly and accurately, enhancing safety and compliance.

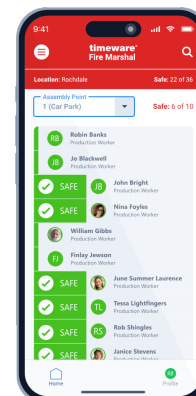
Together, these applications create a seamless ecosystem, connecting management and employees while ensuring that essential information is always accessible, accurate, and secure.



**timeware®
HRMS app**



**timeware®
Employee
Self-Service app**



**timeware®
Fire Marshal app**

Competitive Advantages...

Why organisations choose timeware® HRMS.

Here are some of the modules and features that make timeware® HRMS stand out in the market. From our fully managed service and intuitive HR tools to advanced reporting and seamless integration, every element is designed to give you control and clarity. With customisation, localisation, and developer tools, timeware® HRMS provides a flexible platform designed to evolve with your organisation.

1. Managed Service

We provide a fully managed solution, supporting you every step, from setup to ongoing optimisation.

2. timeware® HR

A powerful HR platform that streamlines your people management with precision and ease.

3. Conversation Hub

Centralised, auditable communication, ensuring clarity and accountability across teams.

4. Marketplace

Offer shifts and opportunities to staff transparently, ensuring operational agility.

5. Leave Management

30+ years of specialist leave management development.

6. Time Management

30+ years of specialist development in time management.

7. Social Feed

Foster engagement with a dedicated feed for company updates and interaction.

8. Localisation

Adapt the system to regional needs with full multi-language support, ensuring compliance across locations.

9. Reporting

Gain deep insights with customisable reports that support data-driven decisions.

10. Document Management

Organise documents securely, including editable PDFs, allowing data to be consumed directly back into the system.

Your Company
New Starter Information Form
Please complete all relevant sections below. Information marked with an asterisk (*) is mandatory.

1 Personal Details

Title Preferred pronouns
Miss [dropdown] [dropdown]

First name* Middle name(s) Surname*
Roxanne [dropdown] Adams [dropdown]

Any previous or maiden names [text area]

Date of birth* Gender Marital status
Fri, 30 Jul 1962 [dropdown] Female [dropdown]

Personal email* [text area]

Mobile number [text area] Home phone [text area]

2 Home Address

Address type [dropdown]

Line 1* [text area] Line 2 [text area] Line 3 [text area]

Town/City* [text area] County [text area]

Postcode* [text area] Country* [text area]

3 Emergency Contact

Name* [text area]

Relationship* [dropdown]

Mobile number [text area] Home phone [text area]

Custom Form

11. Queries

Create ad-hoc, natural language queries for instant answers from your data.

12. Workflow

Automate processes for smooth, efficient task management across the system.

13. Customisation

Tailor the platform to reflect your exact operational needs and preferences.

Personnel Essential Listing

Employee ID	First Name	Last Name	Payroll Number	Employment Status	Organisation	Division	Site	Department	Group	Job Role	Manager
138	Lucie	Abbott	PR202600138	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
808	Zolla	Abbott	PR202600808	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
461	Haven	Abernathy	PR202600461	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
680	Shanna	Abernathy	PR202600680	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
423	Vicenta	Abernathy	PR202600423	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
841	Collin	Abshire	PR202600841	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
237	Freddy	Abshire	PR202600237	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
820	Mohammad	Abshire	PR202600820	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
406	Raquel	Abshire	PR202600406	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
870	Trisha	Abshire	PR202600870	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
650	Daisha	Adams	PR202600650	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
371	Domenic	Adams	PR202600371	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
823	Hallee	Adams	PR202600823	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
938	Kristoffer	Adams	PR202600938	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
774	Huida	Altenwerth	PR202600774	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
900	Laila	Altenwerth	PR202600900	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
697	Walker	Altenwerth	PR202600697	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
121	Gaston	Anderson	PR202600121	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
921	Josefa	Anderson	PR202600921	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1206	Estrella	Ankunding	PR202601206	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
419	Kavon	Ankunding	PR202600419	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1218	Marc	Armstrong	PR202601218	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
346	Belle	Auer	PR202600346	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1157	Ole	Auer	PR202601157	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1160	Avery	Aufderhar	PR202601160	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
831	Pio	Aufderhar	PR202600831	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
177	Emely	Bahringer	PR202600177	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
846	Helena	Bahringer	PR202600846	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1172	Marjolaine	Bahringer	PR202601172	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
476	June	Bailey	PR202600476	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1088	Kaelyn	Bailey	PR202601088	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
304	Landen	Bailey	PR202600304	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
574	Deron	Ballistreri	PR202600574	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
979	Greg	Ballistreri	PR202600979	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
9	Stephania	Bartell	PR202600009	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
694	Adriel	Bartoletti	PR202600694	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
929	Fern	Bartoletti	PR202600929	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
894	Abdullah	Barton	PR202600894	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
1227	Keeley	Barton	PR202601227	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	
70	Marta	Barton	PR202600070	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production worker	

Custom Report

14. Integration

Connect timeware® HRMS seamlessly with other business systems for a unified experience.

15. Developer API & Webhooks

Extend functionality and automate interactions with developer tools.

Language Selection

- pl (PL) Światło
- en-GB English (GB)
- en-US English (US)
- en-AU English (AU)
- pl-PL Polski
- es-ES Español
- fr-FR Français
- de-DE Deutsch
- ko-KR 한국인
- hi-IN हिंदी
- ta-IN தமிழ்
- ar-AE عربي
- cy-GB Cymraeg
- sv-SE Svenska

Language Selection

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 proactive manner.

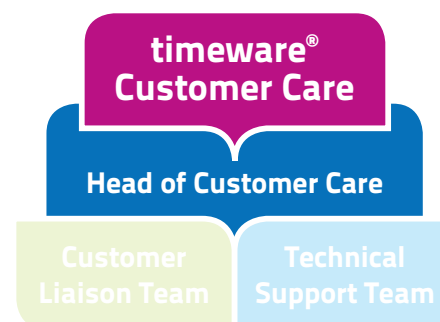


Upon successful configuration of your timeware® system and completion of staff training by our implementation team, the transition to customer care will commence. During the initial weeks, a dedicated liaison team member will engage daily with your timeware® administrator to ensure optimal functionality and coordinate any necessary support.

Our customer care service is bolstered by two pivotal teams: the Technical Support Team and the Customer Liaison Team. Supervised by the Head of Customer Care, these teams are essential for maintaining seamless operations within the department.

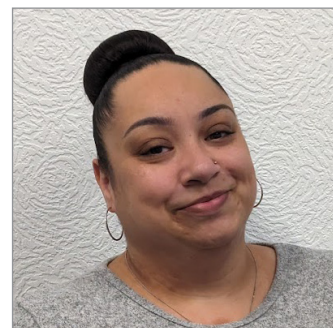
The Technical Support Team consists of highly trained technicians committed to resolving support queries efficiently. As part of our managed service, this team will also perform annual software upgrades and regular system performance evaluations to enhance your timeware® experience.

Meanwhile, the Customer Liaison Team focuses on the operational reliability of your timeware® system. Though non-technical, their role is crucial in organising annual software upgrades, system reviews, and customer care engagements. Additionally, they coordinate roadshows and manage the production and distribution of timeware's quarterly publication, timelines.



Charlotte Kavanagh
Head of Customer Care

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



Link to timeware® managed Service document

timeware® Customer Liaison Team...

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

The Customer Liaison Team at timeware® is dedicated to ensuring that every client receives exceptional service and support through key responsibilities:

System Performance Reviews:

These crucial meetings allow timeware® administrators to engage with our teams, evaluating system efficiency, resolving bottlenecks, and exploring new features. The frequency is tailored to the scale and complexity of each client's system.

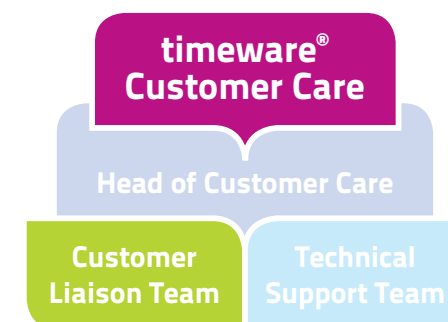
Customer Care Calls:

Every six weeks, our administrators check in to confirm smooth system operation. These calls offer direct communication and immediate support insights.

timelines Magazine:

The team oversees timelines, timeware's quarterly magazine. It keeps clients informed about developments and innovations at timeware®.

Each of these services ensures every client interaction with timeware® exceeds expectations. We are committed to delivering excellence and success.



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.

The timeware® Managed Service offers a straightforward and effective solution, ensuring that all timeware® customers enjoy a hassle-free managed experience. This service is structured around the availability of a skilled timeware® support technician, who takes charge of essential tasks such as setting up absence entitlement policies and adding new timeware® users tailored to your specifications.

Delegate routine tasks to timeware® support and focus your efforts on the critical administrative processes that are key to your business success! With timeware® Managed Service, you gain the expertise of seasoned specialists ready to resolve any timeware® queries and customise settings exactly as you need them. This gives your administrators direct access to experienced specialists who understand both the platform and its day-to-day operation.

Included in the timeware® Managed Service:

Support Accessibility:

Reach the timeware® technical support team from 8:30 AM to 5:30 PM, Monday to Friday, including bank holidays (excluding Christmas and New Year).

Efficient Change Management:

timeware® commits to fulfilling approved change requests promptly within a predetermined schedule.

Proactive Upgrades and Training:

Annually, our technical support team will schedule a visit or call to upgrade your software to the newest version and conduct training on new features.

Performance Optimisation:

Conduct regular system performance reviews to diagnose and resolve data flow issues, and discuss the implementation of new software standards.

Complimentary Training and Support:

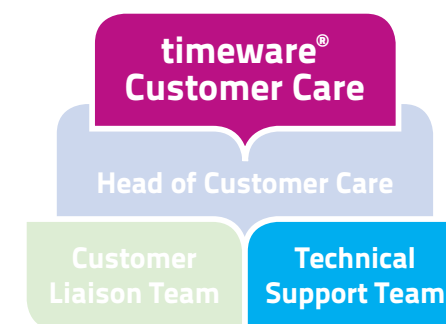
Benefit from free remote training and courtesy calls from the customer liaison team every six weeks.

Exclusive Community Insights:

Enjoy a free subscription to the timeware® community magazine, 'timelines', for each member of your approved contacts list.

How does the timeware® support team assist?:

Our dedicated support team, based in our office, is ready to assist you with any enquiries from 8:30 AM to 5:30 PM on weekdays. For after-hours support, you can use our ticketing system. Utilising remote desktop technology, our team can access your PC, with your consent, to swiftly diagnose and fix any issues. This close collaboration between our support, implementation, and development teams allows us to deliver a high level of technical expertise and in-depth product knowledge.



timeware® Managed Service Change Request Procedure:

To initiate a change request, a timeware® administrator will log a ticket through the ticketing system. Upon receipt, our support team will arrange an initial consultation call to discuss the details of the request more thoroughly and plan the execution of the work within a mutually agreed time frame.

Items included in the timeware® Managed Service Change Request:

General:

- Setup and configuration of user accounts, including permissions
- Policies for To-Do Lists and email notifications
- Monitoring and managing timeware® system health and performance

System Administration:

- Creation and updating of notifications for users and employees
- Management of terminal and remuneration policies
- Establishment and updates to groupings and training matrix policies
- Configuration of reports, exports, and dashboards
- Maintenance during scheduled system shutdowns

All configuration of key features is the responsibility of the timeware® support team, ensuring your system is tailored precisely to your operational needs. Whether it's absence policies, attendance schedules, or any core functionality, our team ensures everything is configured to meet your specifications, maintaining optimal performance across your timeware® system.

Technical Support Team Overview:

With over 13 years of support experience, Matt has played a pivotal role in advancing the capabilities of the support department. His team manages approximately 49 scheduled calls each day, ensuring consistent system performance for all customers. Matt remains committed to the ongoing development and training of his team, maintaining the high standards expected of timeware®.



Matt Wilkinson Head of Support

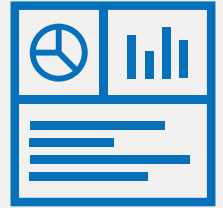
Matt, a driving force behind our support team, leads with expertise and dedication.

He ensures the team delivers optimal system performance daily and is committed to ongoing team development, ensuring the highest standards for timeware®.



Dashboard...

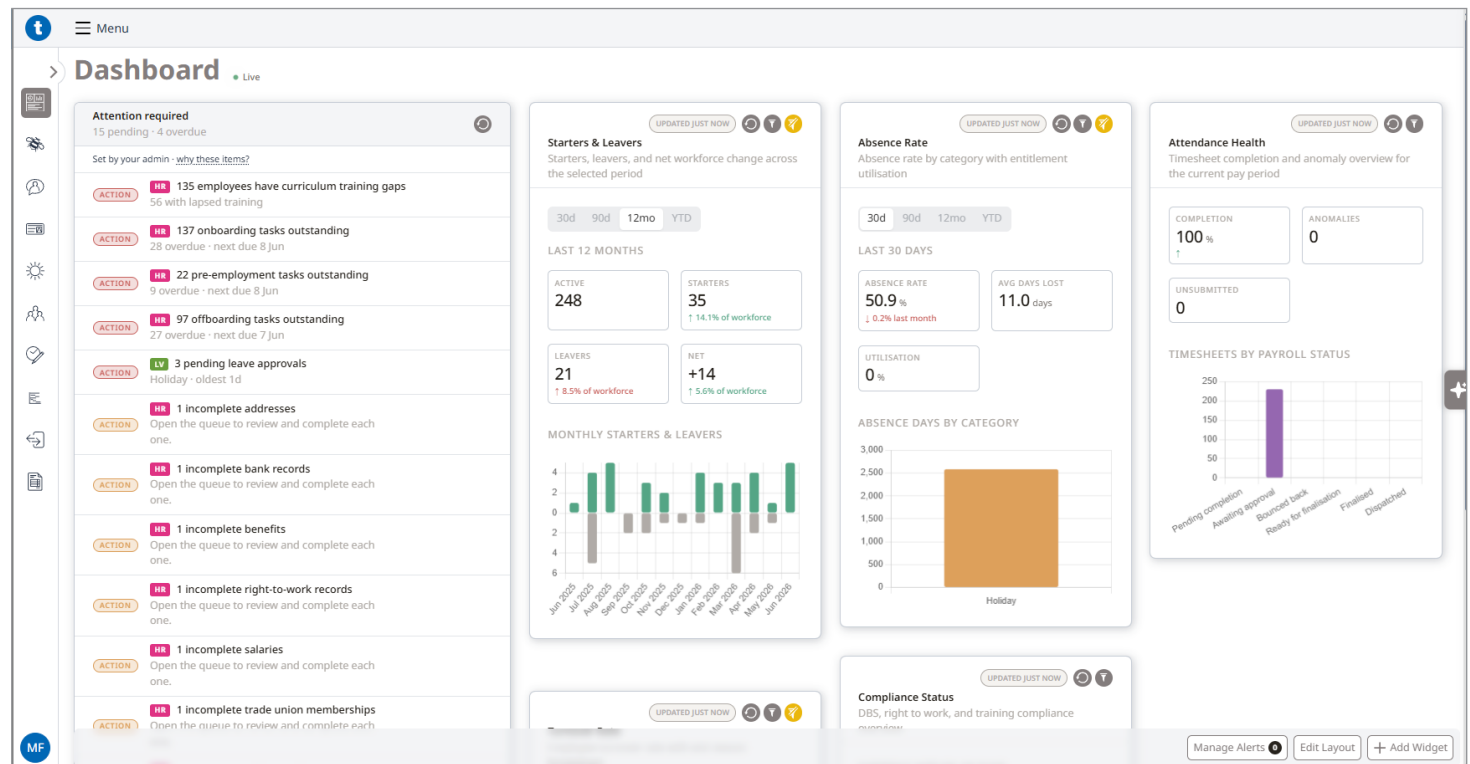
Intuitive, comprehensive, real-time, customisable, efficient, and user-friendly.



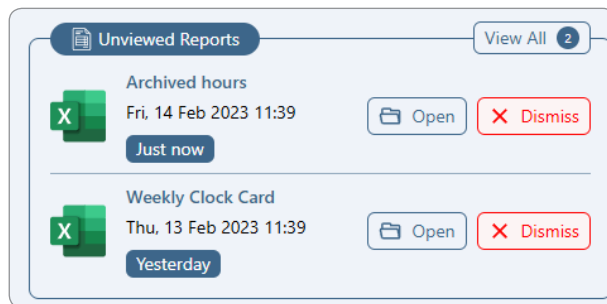
The timeware® HRMS dashboard removes the need to search for essential information by presenting key data in a clear, intuitive and easily readable format. At a glance, managers can see what matters most, enabling faster responses and more confident decision-making.

Each dashboard can be tailored to the individual user, ensuring that the information displayed is directly relevant to their role and responsibilities. This personalisation keeps teams focused on the metrics that drive performance, compliance and operational control.

As a core component of timeware® HRMS, the dashboard delivers proactive insight for team leaders overseeing day-to-day operations. It simplifies management, improves efficiency and ensures that the most important information is always immediately available, supporting better oversight, stronger accountability and a more responsive workforce.



Dashboard updates in real-time



Toast notification

Example dashboard tile

Upcoming Birthdays

Filter
 ▼ Unfiltered (No preset) 307 of 307 people [Edit](#)

 No birthdays today
Thu, 25 Jun 2026
 NO BIRTHDAYS TODAY. NEXT UP – MARLEN DIBBERT TOMORROW.

< > Page 1 of 1 < >

Next 7 days This month Next 90 days All upcoming
 7 matching

	Birthday	Age	Star Sign	Countdown
JUNE 2026				
 Marlen Dibbert EMPLOYEE DEMO LTD EXECUTIVE ASSISTANT FINANCE EUROPEAN DIVISION	Fri, 26 Jun 2026	TURNS 56	 Cancer	tomorrow
 Carmella VonRueden EMPLOYEE ON NOTICE DEMO LTD SALES EXECUTIVE MARKETING EUROPEAN DIVISION	Sat, 27 Jun 2026	TURNS 38	 Cancer	in 2 days
 Emmett Barrows EMPLOYEE ON PROBATION DEMO LTD MANAGING DIRECTOR MARKETING EUROPEAN DIVISION	Sun, 28 Jun 2026	TURNS 22	 Cancer	in 3 days
 Heloise Fay EMPLOYEE DEMO LTD QUALITY CONTROL INSPECTOR HUMAN RESOURCE	Mon, 29 Jun 2026	TURNS 64	 Cancer	in 4 days

[Close](#)

Key Functions

- **Widgets:** Users can select widgets highlighting relevant KPI data.

Personnel...

Core

timeware® HR offers centralised HR records, seamless cloud integration, enhanced compliance, and a single secure view of workforce data.



timeware® HRMS brings all workforce information together in one secure, centralised system, offering complete visibility across your organisation. From licence records to compliance documentation, everything is stored in one protected environment, accessible instantly.

timeware® HRMS integrates seamlessly with key platform features like the Conversation Hub, Marketplace, Statistics, and your Dashboard, ensuring workforce data is connected and actionable.

It covers all essential personnel records, HR data, employment details, qualifications, health and safety, vehicles, and employee self-service, supporting confident decision-making and compliance.

The result is a streamlined, future-ready solution that reduces administration, improves accuracy, and delivers a reliable picture of your workforce in one place.

Personnel

- Core
 - Insights
 - Essential
 - Photo
 - Personal
 - Addresses
 - Emergency Contacts
 - Sensitive
 - Banks
 - Employee Self Service Account
- Employment and Compensation
- Compliance and Legal
- Employee Relations
- Professional Development
- Health and Safety
- Custom Data
- Templates

Insights

Ms Claude Abernathy **EMPLOYEE ON PROBATION**
She/her/hers Employee No. 81 Pay

Work Contact Details

Email	claudio.abernathy77@example.com
Mobile	+447909575680
Phone	+441615233767

Assignments

Division	European division
Site	Demo Ltd
Department	Purchase
Group	Assistant manager
Job Profile	Compliance Officer
Line manager	Andrew Foster
Deputy manager	Mary Foster
Mentoring manager	Sarah Mitchell
Work pattern	08:00-16:30 Mon-Fri

Employee Profile Modal:

Claude Abernathy
ABSENT **EMPLOYEE ON PROBATION**
DEMO LTD COMPLIANCE OFFICER
EUROPEAN DIVISION

Main entrance reader
Thu, 04 Jun 2026 - 17:00
20 days, 18 hours ago

Compliance Status: Critical Compliance Failed Due in 1 day

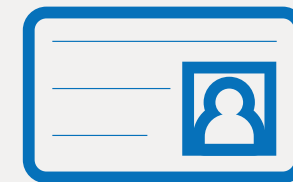
Actions: Delete Person Add Person Copy Person

Personnel, Core, Insights

Personnel...

Employment and Compensation

Employment details, contract records, financial data, and compensation insights in one secure system.



Under the Employment and Compensation section of timeware® HRMS, all essential subcategories are neatly organised. From managing employment details and overseeing salaries to handling benefits, pensions, and employee credentials, each area is designed for streamlined control.

This structure ensures all aspects of employment management are accessible in one place, making it easier than ever to oversee compensation and compliance.

Personnel

- Core
 - Employment and Compensation
 - Employment
 - Benefits
 - Salaries
 - Pensions
 - Credentials
 - Compliance and Legal
 - Employee Relations
 - Professional Development
 - Health and Safety
 - Custom Data
 - Templates

Employment

Update Employment - Claude Abernathy

Employment

- Pre-Employment
- Onboarding
- Offboarding
- Organisation
- Department and Team
- Job Profile and Work Pattern
- Policies
- Meetings
- Documents
- Comments

Pre-employment

Complete Pre-Employment Form

Send a secure link to complete their online pre-employment form (personal details, bank information, tax forms) before their official start date.

Due on: Sun, 8 Mar 2026 | Task status: Today | Completed on: Mon, 9 Mar 2026

Add Document (Optional): Generate Pre-Employment-Form.Pdf

Pre-fill Fields (Optional): Profile | Enabled for PDFs containing prefillable fields

Import (Optional): Import | Enabled for PDFs containing importable fields

Right to Work

Mandatory right-to-work verification under the Immigration, Asylum and Nationality Act 2006.

Due on: Wed, 11 Mar 2026 | Task status: Today | Completed on: Fri, 13 Mar 2026

Right to work record

Cancel Update

Personnel, Employment and Compensation, Employment

Pre-Employment

Add Benefit - CA Claude Abernathy
DRAFT

Benefit

Coverage

Meetings

Tasks

Documents

Comments

Benefit

Benefit type

Cycle to work scheme

Enrolment

Enrollment date

Wed, 17 Jun 2026

Today

Frequency

Annually

Does this expire?

Yes

Expiration date

Thu, 17 Jun 2027

Provider

Provider

e.g. Bupa

Policy Number

e.g. POL-123456789

Status

Pending

Benefit

Add Salary - CA Claude Abernathy
DRAFT

Salary

Student Loans

Salary History

Meetings

Tasks

Documents

Comments

Salary

Is active?

Inactive

Currency format

GBP

Amount

£45,000.00

Salary period

Per Annum

Payment frequency

Monthly

Payment method

BACS

Tax

Tax code

e.g. 1257L

National insurance number

e.g. QQ123456C

Full-Time Equivalent (FTE) ?

Full-time equivalent (FTE)

e.g. 1.00

Pro rata amount

Enter cost...

Form Completion (Sign-Off)

Completed on

Completed by

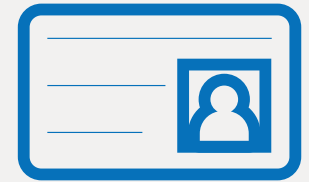
Cancel
Create

Salary

Personnel...

Compliance and Legal

It handles compliance data, legal documentation, and regulatory records in a single secure place.



In the Compliance and Legal section of timeware® HRMS, all essential legal requirements are clearly organised and easy to manage. From Right to Work checks to Working Time Regulations, key compliance data is centralised and accessible when you need it.

This structured approach ensures your business remains compliant with minimal effort, reducing administrative burden while giving you confidence that critical records are accurate, up to date, and securely stored.

Add Right to Work - CA Claude Abernathy DRAFT

Right to Work

- Visa
- Passport
- Permit
- Meetings
- Tasks
- Documents
- Comments

Right to Work

Check details

Check status

In Progress
The verification process is currently ongoing.

Initial check date **Mon, 4 May 2026**

Checked by name **MB**

Share code **e.g. ABC 123 DEF**

BRP number **e.g. RF1234567**

Calendar

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	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	31
1	2	3	4	5	6	7

Update Right to Work

Cancel Create

Add DBS Check - Claude Abernathy
DRAFT

DBS Check

Certificate & Outcome

Update service
Risk assessment

Meetings

Tasks

Documents

Comments

DBS Check

Application

Status

Awaiting certificate
Awaiting DBS check certificate with results.

Type of check

Basic

Initial check date

Wed, 17 Jun 2026

Cost

Enter cost...

Cost paid by

Employer

Disclosure

Disclosure notes

e.g. Disclosed minor caution from 2018; no further action required

Form Completion (Sign-Off)

Completed on
Completed by

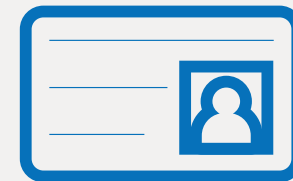
Cancel
Create

Update DBS Check

Personnel...

Employee Relations

It covers employee relations by storing all HR communications, references, and related records securely in one system.



The Employee Relations area within timeware® HRMS provides a structured and professional approach to managing workplace communication and case handling. From day-to-day conversations and union engagement to grievances, disciplinary processes and exit interviews, every interaction is securely recorded in one central system.

This ensures sensitive matters are handled consistently, actions are clearly documented, and outcomes remain auditable. By bringing employee relations into a single, accessible framework, timeware® HRMS helps resolve issues quickly, maintain transparency and strengthen trust across the organisation.

Personnel, Employee Relations, Grievance

Add Exit Interview - CA Claude Abernathy

DRAFT

Exit Interview

Employee Feedback

Ratings

Knowledge Transfer

Property Return

Follow-up & Confidentiality

Interviewer Feedback

Meetings

Tasks

Documents

Comments

Interview Setup

Exit reason type

Select item...

Attendance issues

Behavioral issues

Career advancement

Contract expiration

Job dissatisfaction

Layoff

Performance related

Personal reasons

Redundancy

Interview date

dd/mm/yyyy

Duration (Minutes)

Notice Period (Weeks)

e.g. 4

Future plans

e.g. Joining new employer; pursuing professional certification

Outcome

e.g. Constructive feedback shared; rehire eligible

Cancel

Create

Add Disciplinary - CA Claude Abernathy

DRAFT

Case Details

Investigation

Hearing

Outcome

Evidence

Suspension

Appeal

Meetings

Tasks

Case Details

Status

Pending

Disciplinary type

Select item...

Breach of company policy

Demotion

Final written warning

Gross misconduct

Performance improvement plan

Suspension without pay

Termination of employment

Unauthorised absence

Verbal warning

Disciplinary date

dd/mm/yyyy

Assign to

Select item...

Form Completion (Sign-Off)

Completed on

dd/mm/yyyy

hh:mm

Clear

Completed by

e.g. Jane Smith

Cancel

Create

Disciplinary

Exit Interview

Personnel...

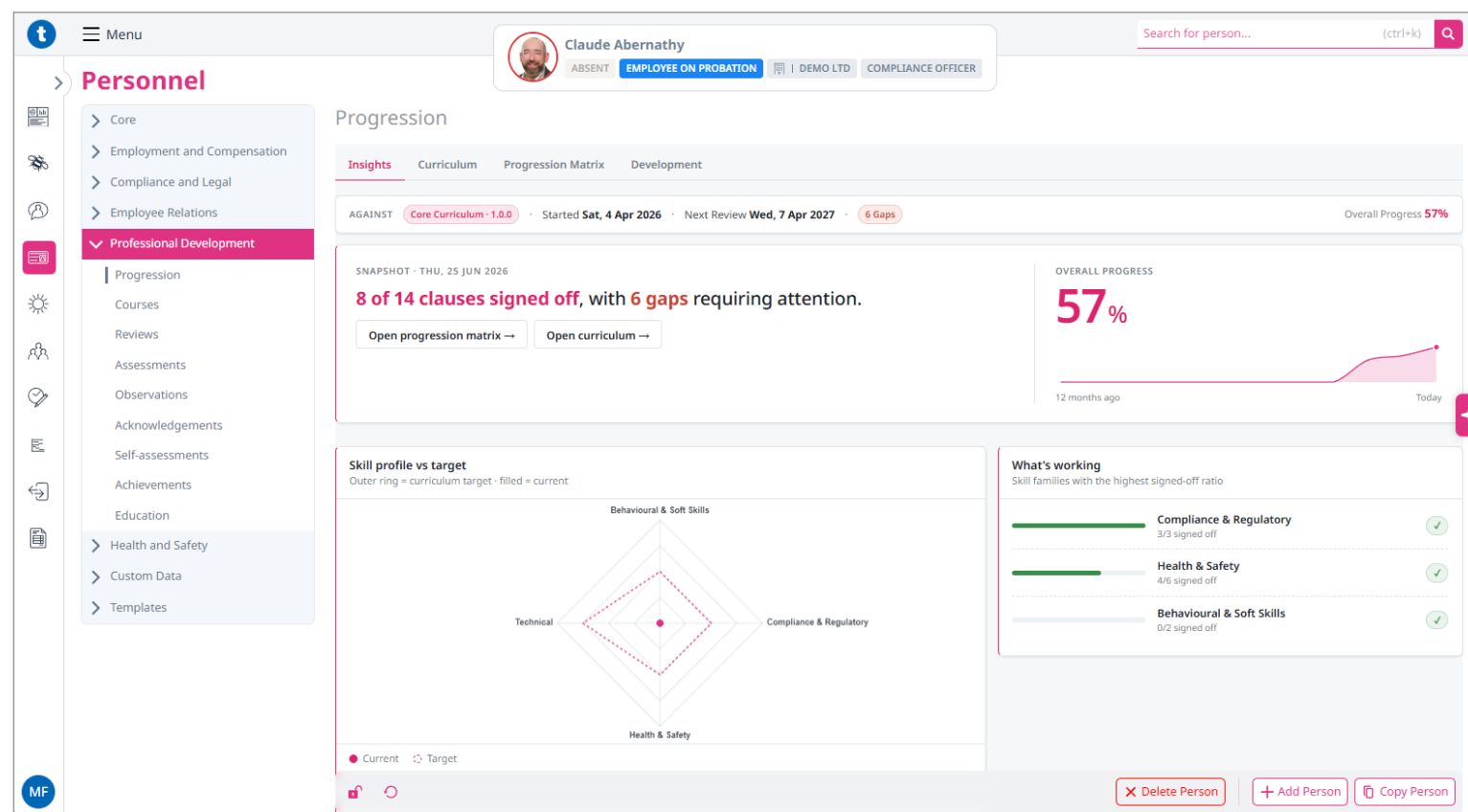
Professional Development

It supports professional development by tracking skills, qualifications, and training records all in one secure place.



The Professional Development area within timeware® HRMS provides a clear and structured view of employee growth and capability. From recording achievements and managing performance reviews to tracking skills, qualifications and progression, every development milestone is stored in one secure location.

This enables managers to identify talent, plan training effectively and support career development with confidence. By bringing learning, performance and progression together, timeware® HRMS helps build stronger teams, retain key personnel and align individual development with organisational goals.



Personnel, Professional Development, Progression

Menu

Personnel

Core

Employment and Compensation

Compliance and Legal

Employee Relations

Professional Development

Progression

Courses

Reviews

Assessments

Observations

Acknowledgements

Self-assessments

Achievements

Education

Health and Safety

Custom Data

Templates

Claude Abernathy

ABSENT

EMPLOYEE ON PROBATION

DEMO LTD

COMPLIANCE OFFICER

Search for person... (ctrl+k)

Courses

+ Add Course

Form Completion (Sign-Off)

Fri, 24 Apr 2026 00:56

COMPLETE

Training course

Health and safety in the workplace

Edition

1.0.0

Provider

Outcome

Passed

View Edit Delete

Form Completion (Sign-Off)

Tue, 16 Jun 2026 08:17

COMPLETE

Training course

Workplace first aid and CPR

Edition

1.0.0

Provider

Outcome

Passed

View Edit Delete

Form Completion (Sign-Off)

Sat, 6 Jun 2026 07:18

COMPLETE

Training course

Fire marshal

Edition

1.0.0

Provider

Outcome

Passed

View Edit Delete

Training

Observation

Update Observation - CA Claude Abernathy

COMPLETE

Observation

Meetings

Tasks

Documents

Comments

Skill observed

Skill

Manual Handling

Skill level

Confident

Observation details

Observed on

Sun, 26 Apr 2026

Outcome

Demonstrated

Observer

James Harper

External Provider

Select item...

Location

Production area

Description

Walked through the procedure confidently and answered scenario questions correctly.

Form Completion (Sign-Off)

Completed on

Completed by

Cancel Update

Personnel...

Health and Safety

It manages health and safety records, ensuring all compliance and safety data is securely stored and easily accessible.



The Health and Safety area within timeware® HRMS provides a secure and structured way to manage employee wellbeing and workplace compliance. From recording health information and disabilities to documenting accidents, injuries and mental wellbeing, all critical data is stored in one central location.

This enables organisations to respond quickly to incidents, meet their duty of care and maintain accurate records for audits and reporting. By bringing health and safety information together, timeware® HRMS helps reduce risk, protect employees and support a safer, more accountable working environment.

Personnel

- Core
- Employment and Compensation
- Compliance and Legal
- Employee Relations
- Professional Development
- Health and Safety**
 - Health Assessments
 - Disabilities
 - Accidents or Injuries
 - Mental Wellbeing
- Custom Data
- Templates

Health Assessments

Pre-employment medical (1 on file)

Night-worker assessment (Not on file)

Health surveillance (Not on file)

Periodic medical (Not on file)

Return-to-work assessment (Not on file)

Occupational health referral (Not on file)

DRAFT IN PROGRESS

Pre-employment medical in progress

STARTED: Thu, 25 Jun 2026

LAST EDITED: —

[Continue Draft](#)

[Add Historical Entry](#)

Form Completion (Sign-Off) (Draft)

Health Assessment Type	Pre-employment medical
Health status	☐ Unknown
Blood type	☐ Unknown

[View](#) [Edit](#) [Delete](#)

[Delete Person](#) [Add Person](#) [Copy Person](#)

Personnel, Health and Safety, Health Assessments

Add Accident - CA Claude Abernathy
DRAFT

Accident

Injury and Response
Reporting
Follow Up

Meetings
Tasks
Documents
Comments

Accident

Accident date
Tue, 16 Jun 2026 09:02 Clear

Severity level
Moderate

Kind of accident
Slip and fall

Site
Demo Ltd

Area
Select item...

Job profile at time of accident
Compliance Officer

Environmental Conditions

Weather conditions
e.g. Heavy rain and strong winds

Lighting conditions
e.g. Dim - one overhead light not functioning

Equipment involved? No

Which equipment
e.g. Forklift truck (Reg. FLT-04); pallet trolley

Witnesses

e.g. John Smith (colleague); Sarah Lee (super

Personnel, Health and Safety, Update Accident

Add Disability - CA Claude Abernathy
DRAFT

Disability

Support & Adjustments
Assessments

Meetings
Tasks
Documents
Comments

Disability

Disability status
Has Disability

Severity level
Severe

Disclosure level
Confidential

Onset date
dd/mm/yyyy

Assessment date
dd/mm/yyyy

Is condition permanent? No

Condition

Type of impairment
Physical

Condition name
MS

Description

e.g. Mild dyslexia affecting written processing; no impact on verbal tasks

Form Completion (Sign-Off)

Is completed? No

Completed on
dd/mm/yyyy hh:mm Clear

Completed by
e.g. Jane Smith

Personnel, Health and Safety, Disability

Personnel...

Custom Fields

It offers custom fields to tailor the system to your organisation's unique HR needs, all securely centralised.



The Custom Fields area within timeware® HRMS gives organisations complete flexibility to tailor the system to their operational needs. With bespoke fields in a range of formats, including text, numbers, dates, time and monetary values, you can capture information beyond standard HR records.

From sponsorships and allowances to internal references and specialist data, each field can be configured as required, ensuring consistency and accuracy across your records.

This adaptable approach allows timeware® HRMS to reflect the way your organisation works, delivering a truly personalised workforce management solution without compromising control, security or reporting clarity.

The screenshot shows the 'Add Value type' modal form within the 'View Custom Field Types' interface. The modal contains the following fields and options:

- Name:** Annual sponsorship
- Description:** Annual sponsorship
- Is required?:** Yes (checked with a green checkmark)
- Value:** (Section header)
- Field type:** Money (selected from a dropdown menu)
- Default value:** £250.00
- Minimum value:** £0.00
- Maximum value:** £9,999.99

At the bottom of the modal are 'Cancel' and 'Create' buttons. In the background, a table with columns 'Name' and 'Actions' is visible, and a '+ Add Custom Field Type' button is in the top right corner. At the bottom right of the main interface are 'Close' and 'Reorder' buttons.

Custom Field Types

Key Functions

- **Onboarding and offboarding** – streamlining every step from hire to retire.
- **Custom Fields** – allowing unlimited tailored fields to match your needs.
- **Document and Conversation Storage** – securely managing critical records and discussions.
- **Skills and Competency Matrix** – tracking employee skills and identifying training needs.
- **Credential Integration** – bringing external qualifications directly into records.
- **Performance Reviews** – documenting appraisals to foster career growth.
- **Workflow** – automating recurring HR tasks for efficiency.

▪ Core

- Insights
- Essential
- Photo
- Personal
- Addresses
- Emergency Contacts
- Sensitive
- Banks
- Employee Self-Service Account

▪ Employment and Compensation

- Employment
- Benefits
- Salaries

▪ Pensions

- Credentials

▪ Compliance and Legal

- Right to Work
- Disclosure and Barring Service
- Working Time Regulations

▪ Employee Relations

- Unions
- Grievances
- Disciplinary
- Exit Interview

▪ Professional Development

- Progression
- Courses

▪ Reviews

- Assessments
- Observations
- Acknowledgements
- Self-assessments
- Achievements
- Education

▪ Health and Safety

- Health
- Disabilities
- Accident or Injury
- Mental Wellbeing

▪ Custom Data

- Custom Fields

▪ Templates

- Workflows

The Social Feed...

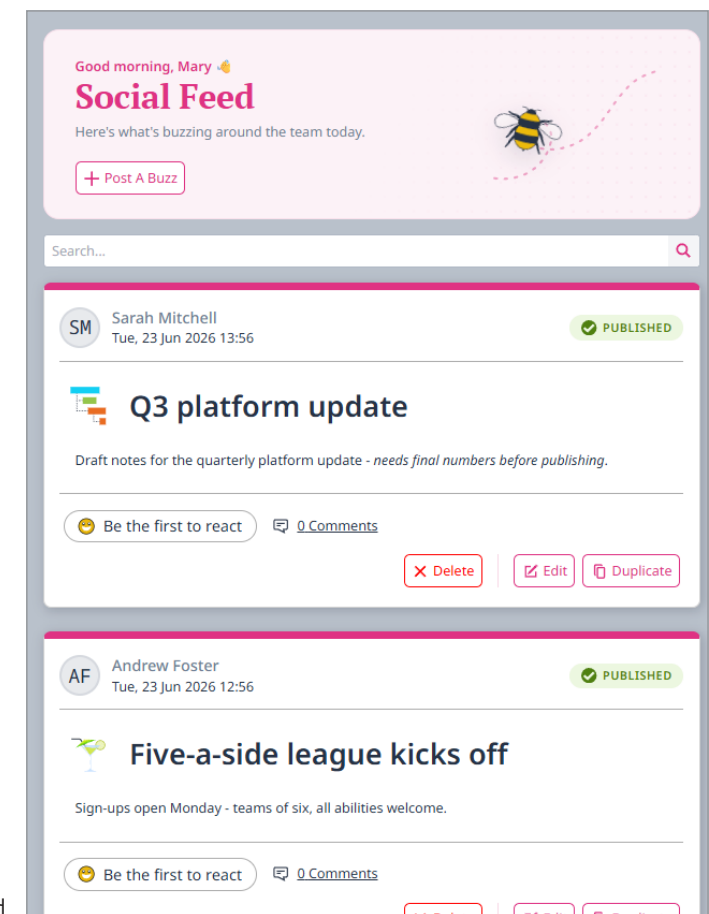
Keeping teams connected and engaged.



The Social Feed is timeware® HRMS's internal communications hub, designed to bring people, information, and engagement together in one secure space. Through quick, targeted social feed posts, managers share updates, recognise achievements, promote events, and gather feedback across the organisation. Whether announcing a policy, celebrating success, or running a poll, The Social Feed ensures every message reaches the right audience.

With a clean interface and mobile-friendly design, employees stay connected wherever they are, reducing reliance on email and enhancing day-to-day visibility. Rich content - images, documents, polls - can be added in seconds, while comments and reactions foster genuine two-way communication.

As a core part of timeware® HRMS, The Social Feed integrates with workforce data, dashboards, and HR features - creating a central hub for interaction. The result is a more engaged workforce, clearer communication, and a stronger connection between management and staff. The Social Feed turns updates into meaningful conversations, strengthening culture and awareness around what matters most.



Social Feed

Post Buzz
Post a buzz to the Social Feed.

Publish buzz on: Wed, 24 Jun 2026 08:30 Clear

Audience: Unfiltered (No preset) 307 of 307 people Edit

Buzz category: Meal

Heading: Suprema do it again...

Body: Another record smashed...

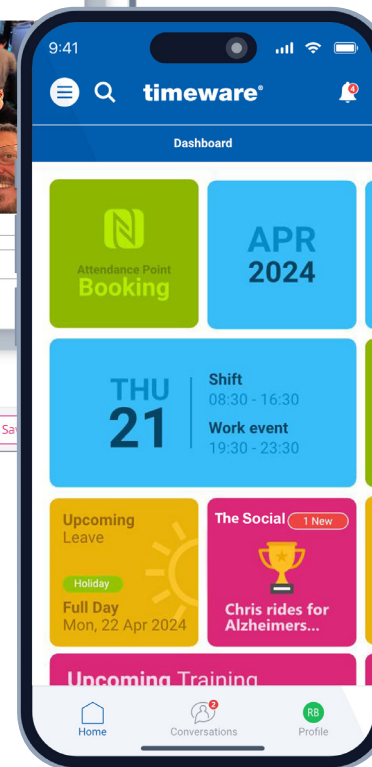
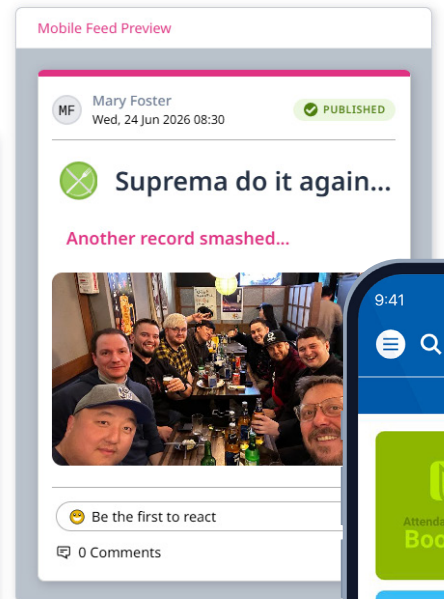
URL's or Emails: Images (1) Documents Poll Location

Images (1/4) Upload A File or Choose From Media Library

Image Caption: 0/80

Cancel Save

Posting a Buzz



Key Functions

- **Direct Management-to-Employee Communication:** Allows targeted or company-wide messages directly from leadership.
- **Cultural Reinforcement:** Celebrates achievements, milestones, and recognitions, fostering company culture.
- **Community Building:** Reduces isolation by fostering connection, especially for hybrid or remote teams.
- **Real-Time Updates:** Ensures prompt and transparent sharing of operational or social news.
- **Employee Retention through Engagement:** Promotes interaction and feedback, making employees feel valued and connected.

The Conversation Hub...

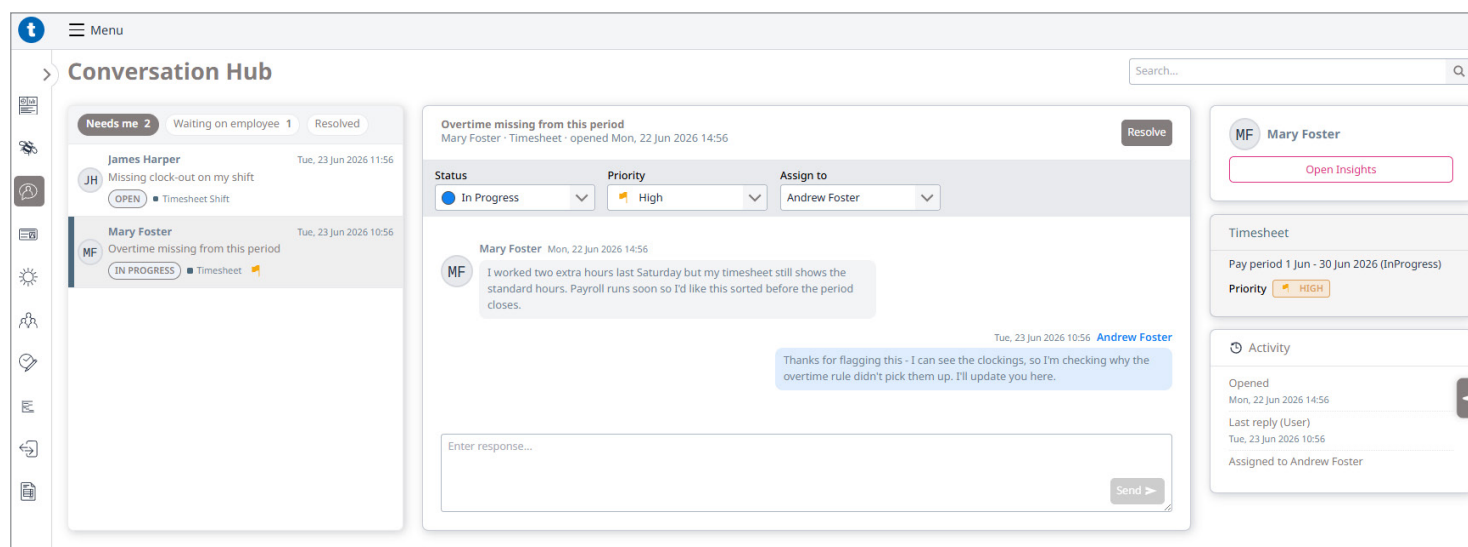
A distinctive tool that promotes transparency, enhances understanding between the workforce and management, and assists in the swift resolution of workplace enquiries.



The Conversation Hub enables both employees and management to handle queries within a secure, fully auditable environment, supporting compliance with GDPR standards.

Seamlessly integrated within timeware® HRMS, it provides a controlled messaging channel between employees and management, ensuring queries, responses and updates are clearly recorded and easily accessible.

By bringing communication into one structured platform, the Conversation Hub improves response times, enhances transparency and supports more effective collaboration across the organisation.



Conversation Hub

Laura Maynard

I was late this morning because the bus broke down. Sorry!

Friday, 20 Feb 2026 at 7:45AM

Stuart Booth

Don't worry, I've manually changed your start time to 9am.

Friday, 20 Feb 2026 at 8:45AM

Example conversations

Peter Ellison

Please can I request leave from 22nd – 26th April?

Monday, 23 Feb 2026 at 9:10AM

Sarah Wilkinson

Yes. I'll authorise that immediately.

Monday, 23 Feb 2026 at 9:20AM

Alan Marshall

My overtime isn't right.

Wednesday, 25 Feb 2026 at 10:16AM

Jess Barratt

Which day is wrong?

Wednesday, 25 Feb 2026 at 10:18AM

Alan Marshall

Sunday.

Wednesday, 25 Feb 2026 at 10:19AM

Jess Barratt

OK - did you forget to book in?

Wednesday, 25 Feb 2026 at 10:22AM

Alan Marshall

Yes - 6am

Wednesday, 25 Feb 2026 at 10:24AM

Jess Barratt

OK

Wednesday, 25 Feb 2026 at 10:25AM

Key Functions

- Fully auditable conversations support compliance and accountability.
- Centralised communication ensures all interactions are accessible in one place.
- Transparent communication fosters consistent engagement across the organisation.
- Management updates are streamlined for prompt employee awareness.
- Miscommunication is reduced by having structured discussions

Marketplace...

A streamlined way to notify your workforce about available shifts and overtime opportunities.



The Marketplace provides a central hub for advertising available shifts and overtime, accessible to employees through the Employee Self-Service app. This intelligent feature matches available work patterns with qualified employees, ensuring the right opportunities reach the right people.

As a standard feature within timeware® HRMS, the Marketplace acts as a digital noticeboard, enabling organisations to promote, manage and fill shifts quickly and efficiently.

Available shifts

Monday 9th March 16:30 > 20:30 4hr	Tuesday 10th March 16:30 > 20:30 4hr	Wednesday 11th March 16:30 > 20:30 4hr	Thursday 12th March 08:30 > 17:30 8hr 60m unpaid
--	--	--	---

Laura Maynard

I'll work the Tuesday 10th March shift please.

Friday, 20 Feb 2026 at 7:45AM



Stuart Booth

Confirmed, thank you.

Friday, 20 Feb 2026 at 8:45AM



Peter Ellison

I'll work the Wednesday 11th March shift please.

Monday, 23 Feb 2026 at 9:10AM



Sarah Wilkinson

Confirmed, thank you.

Monday, 23 Feb 2026 at 9:20AM



Paul Hilden

I'll work the Thursday 12th March shift please.

Monday, 23 Feb 2026 at 9:10AM



Angela Taylor

Confirmed, thank you.

Monday, 23 Feb 2026 at 9:20AM

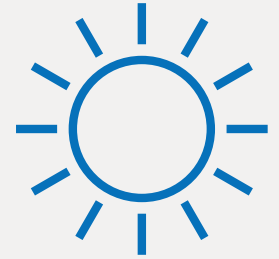


Key Functions

- Easy shift advertising via the Employee Self-Service app.
- Intelligent matching of qualified employees to shifts.
- Rapid shift filling to ensure efficiency.
- Centralised digital noticeboard for all opportunities.
- Enhanced operational agility for shift management.

Leave Management...

timeware® HRMS Leave Management enables fully customised holiday policies, carry-over limits, two-tier approvals, and proactive alerts to ensure compliance with leave rules.

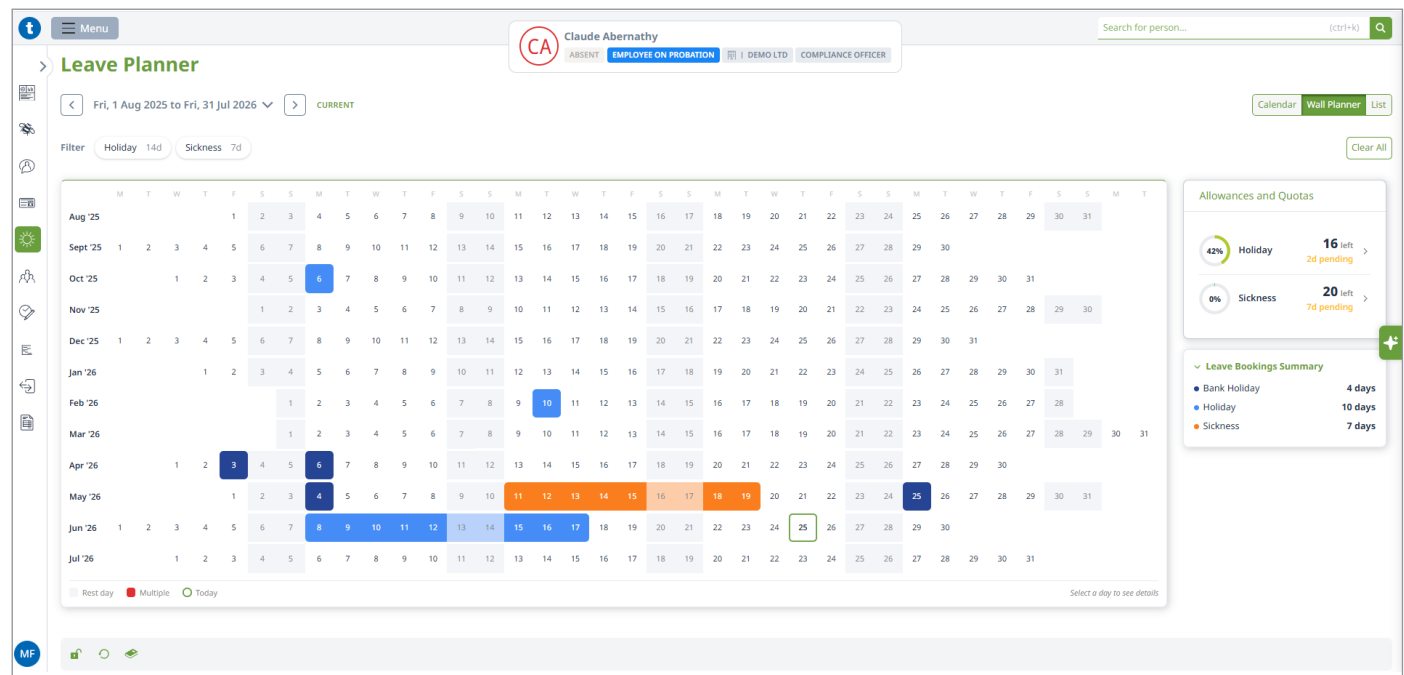


timeware® HRMS Leave Management simplifies and centralises the way organisations manage employee absences. From holiday and sickness to compassionate leave and personal days, every request is recorded accurately and consistently.

Managers can review and approve requests quickly, with clear visibility of entitlements, remaining balances, and team availability. This supports confident decision-making while maintaining appropriate staffing levels.

Real-time reporting highlights leave patterns and trends, enabling proactive management. Fully integrated with time and attendance and HR data, timeware® HRMS ensures records remain accurate, supporting payroll, compliance, and internal policies.

The result is a streamlined, reliable, and professional approach to managing leave across the entire organisation.



Leave Planner

Leave Booking - CA Claude Abernathy

Booking

MeetingsTasksDocumentsComments

1 Request

Enter how the request was submitted, the date and time of the request and if the request was submitted by the employee or another person.

How was the request submitted?

Telephone

Who submitted the request?

Enter name...

Date and time request submitted?

Thu, 25 Jun 202605:46

2 Leave Type

Leave category?

Holiday

Leave reason?

Book Holiday

3 Leave date(s)

Leave from/to

Mon, 4 May 2026

Continuous?

No

Entitlement deduction

This booking covers 1 v

4 Authorization

Insights

WITHIN ALLOWANCE

15 days left

Deducts 1 day, leaving 15 of 28.

Holiday

28 day allowance

Taken 12This booking 1Remaining 15

Date range

4 May 2026

Working days

1 day

0 days

1 day

Leave Booking - RA Roxanne Adams

Booking

MeetingsTasksDocumentsComments

1 Request

Enter how the request was submitted, the date and time of the request and if the request was submitted by the employee or another person.

How was the request submitted?

Telephone

Who submitted the request?

Enter name...

Date and time request submitted?

Tue, 31 Mar 202610:54

2 Leave Type

Leave category?

Holiday

Leave reason?

Holiday full day

3 Leave date(s)

Leave from/to

Fri, 17 Apr 2026Up to? Fri, 17 Apr 2026

Continuous?

No

Entitlement deduction

18 days

AdvancedWorkforce

Insights

Holiday Entitlement - Allowance (20)

Taken (10)Planned (2.5)Remaining (7.5)

Balance

You will have 3.00 days remaining after this booking.

This booking covers 18 working day(s).

This booking spans 6 rest day(s) which are not deducted.

Employee is 3 months into the entitlement period with 100% (28 day(s)) of their entitlement remaining.

Bank Holiday Proximity

Leave request is within 0 working day(s) of a bank holiday (1 on Mon, 25 Aug 2025).

Leave Booking

t

Menu

>

🔒

Workforce Calendar

📅

<

Tue, 31 Mar 2026

>

📅

👤

Filter

No preset

Everyone

🔽

February2026	March2026	April2026	May2026	June2026	July2026
S 1	S 1	W 1	F 1	M 1	W 1
M 2	M 2	T 2	S 2	T 2	T 2
T 3	T 3	F 3	S 3	W 3	F 3
W 4	W 4 Richard Barratt ***	S 4	M 4	T 4	S 4
T 5	T 5	S 5	T 5	F 5	S 5
F 6	F 6	M 6	W 6	S 6	M 6
S 7	S 7 Richard Barratt ***	T 7	T 7	S 7	T 7
S 8	S 8 Richard Barratt ***	W 8	F 8	M 8	W 8
M 9	S 9 Richard Barratt ***	T 9	S 9	T 9	T 9
T 10	M 10 Richard Barratt ***	F 10	S 10	W 10	F 10
W 11	T 11 Richard Barratt ***	S 11	M 11	T 11	S 11
T 12	W 12 Richard Barratt ***	S 12	T 12	F 12	S 12
F 13	T 13 Richard Barratt ***	M 13	W 13	S 13	M 13
S 14 Jamie Whitlam ***	W 14 Richard Barratt ***	T 14	T 14	S 14	T 14
S 15	W 15 Richard Barratt ***	W 15	F 15	M 15	W 15
		T 16	S 16	T 16	T 16

46

Leave Booking - Roxanne Adams

Booking

Meetings

Tasks

Documents

Comments

Booking

- Request**

Request from: timeware® ESS app | Reason: Holiday full day | Submitted on: Mon, 12 Aug 2024 09:00

Comment by Roxanne Adams: Booked trip to Spain during school holidays.
- Leave Type**

Leave category?: Holiday | Leave reason?: Holiday full day
- Leave date(s)**

Leave from/to: Mon, 4 Aug 2025 | Up to: Wed, 27 Aug 2025

Continuous?: No

Entitlement deduction: 18 days | Advanced | Workforce
- Authorization**

Insights

Holiday Entitlement - Allowance (20)

Balance

- You will have 3.00 days remaining after this booking.
- This booking covers 18 working day(s).
- This booking spans 6 rest day(s) which are not deducted.
- Employee is 3 months into the entitlement period with 100% (28 day(s)) of their entitlement remaining.

Bank Holiday Proximity
Leave request is within 0 working day(s) of a bank holiday (1 on Mon, 25 Aug 2025).

Cancel Create

Key Functions

- Comprehensive holiday management allows employees to request and track annual leave with ease through the Employee Self-Service app.
- Robust sickness management records short and long-term absence, supports employee submission of fit notes through the Employee Self-Service app and provides timely reminders when documentation is required.
- The system checks leave requests against work schedules, ensuring leave aligns with actual working days.
- Managers can grant additional holiday credits, offering extra days of leave as incentives or rewards.
- All leave balances and approvals are centralised, ensuring transparency and consistency.
- The process ensures smooth coordination between holidays, sickness, and shifts, supporting accurate payroll.
- Tactical absence alerts.
- Prohibitive leave days.

Time Management...

Flexible scheduling, extensive overtime calculations, real-time calculations and alerts.



timeware® HRMS Time Management supports a wide range of working patterns, from standard hours and flexitime to complex rotating shifts. Schedules can be planned up to a year ahead, offering long-term visibility and control over workforce planning. Grace periods and rounding rules ensure consistent time capture, while flexible break classifications reflect diverse working practices.

The platform offers extensive overtime calculations, ideal for bespoke pay rules or industry-specific needs. Multiple approval routes ensure policies are applied fairly and transparently. Automated notifications keep managers informed, preventing payroll delays.

By combining robust scheduling, precise time recording, and intelligent overtime management in one integrated solution, timeware® HRMS provides managers with the tools to maintain compliance, control costs, and adapt quickly, all within a secure, cloud-optimised environment.

Timesheets

Pay Period - 08:00-16:30 Mon-Fri Mon, 1 Jun 2026 to Tue, 30 Jun 2026

Timesheet Status

- PENDING COMPLETION** System
- Pay period is active — clockings and adjustments still being captured. Auto-transitions to Awaiting review when the period closes.

LIFECYCLE

Pending completion → Awaiting approval → Awaiting finalisation → Awaiting dispatch (OPTIONAL AUTOMATION)

AUDIT TRAIL

No transitions recorded yet.

Pay Period - Pay Breakdown

Pay Element	Last updated	Reason	f Hours	f Cost
#2 Shortfall	—	—	35:00	-
#3 Basic pay Approved Finalised	—	—	91:00	£1,111.11
#5 Overtime (1.5x) Awaiting Review	—	—	-	-
#6 Overtime (2.0x) Approved Finalised	—	—	7:00	£170.94
#1 Net	—	—	98:00	£1,282.05

Rotation Week 1 - 01 Jun - 30 Jun

Date	Shift	Clockings	Day status	Pay Elements	f Hours	f Cost
Mon, 01 Jun 2026	Day shift (09:00-17:00)	09:00-10:00 10:15-11:00 12:00-17:00	COMPLETE	#3 Basic pay 7:00 Approved Finalised	7:00	£85.47
Tue, 02 Jun 2026	Day shift (09:00-17:00)	09:00-17:00	COMPLETE	#3 Basic pay 7:00 Approved Finalised	7:00	£85.47
Wed, 03 Jun 2026	Day shift (09:00-17:00)	09:00-17:00	COMPLETE	#3 Basic pay 7:00 Approved Finalised	7:00	£85.47
Thu, 04 Jun 2026	Day shift (09:00-17:00)	09:00-17:00	COMPLETE	#3 Basic pay 7:00 Approved Finalised	7:00	£85.47
Fri, 05 Jun 2026	Day shift (09:00-17:00)	No clockings	MISSING CLOCKING SHORTFALL	#2 Shortfall 7:00	-	-
Sat, 06 Jun 2026	Saturday rest shift (09:00-17:00)	No clockings required	REST DAY	-	-	-
Sun, 07 Jun 2026	Sunday rest shift (09:00-17:00)	No clockings required	REST DAY	-	-	-

Timesheet



Monday, 1 Jun 2026

Day shift (09:00-17:00)

Finalised

Earliest start 07:00

Official start 09:00

Official end 17:00

Latest finish 19:00



■ Worked ■ Overtime □ Planned ▨ Unpaid break ■ Paid break

Gross 6h 45m Worked net 7h 00m Net 7h 00m Net cost £85.47

All 3 elements approved & finalised — ready for payroll

Time Entries

+ Add Shift Start

+ Add Break Out

+ Add Break In

+ Add Shift End

+ Add At Custom Time

Device	Time	Adjusted By		
Main entrance reader	Mon, 1 Jun 2026 09:00	Andrew Foster		
Main entrance reader				
Main entrance reader				
Main entrance reader				
Main entrance reader				
Main entrance reader				

Pay Breakdown Auto-calculated

Pay Element Authorisation

Σ Calculation Log

Type	Action	
System Clockings	⌚ 6h 45m 3 pairs	
System Clocking pairs	⌚ #1 09:00-10:00 1h 00m	
	⌚ #2 10:15-11:00 0h 45m	
	⌚ #3 12:00-17:00 5h 00m	
Fixed Break Rule Standard	⌚ 10:00-10:15 ✓ 15m clocked · paid	
Fixed Break Rule Standard	⌚ 11:00-12:00 ⌚ 60m clocked · unpaid	
Fixed Break Rule Standard	⌚ 14:00-14:15 ✓ 15m auto-deducted · paid	
System Pay breakdown	#3 Basic pay ⌚ 7h 00m	£85.47
	#1 Net ⌚ 7h 00m	£85.47
System Shortfall	Worked ⌚ 7h 00m of ⌚ 7h 00m - 0h 00m short	
System Completed	Gross ⌚ 6h 45m + Paid breaks + 0h 15m = Net worked ⌚ 7h 00m	

+ Add Pay Element

Cost

Cancel

Update

Timesheet Entries and Calculation Log

Time Management...

Roster

Person View

All Sites K < 1 2 3 4 5 > X 1 - 50 of 250 people Shortcuts No preset Everyone

<< Prev Week < Prev Day Mon, 17th Jul 2023 to Sun, 23rd Jul 2023 Show 7 Rolling Days Next Day >

Employee	Mon, 17th Jul 2023	Tue, 18th Jul 2023	Wed, 19th Jul 2023	Thu, 20th Jul 2023	Fri, 21st Jul 2023	Sat, 22nd Jul 2023	Sun, 23rd Jul 2023
▼ Rochdale							
JB Jo Blackwell Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m
ND Nick Dewet Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	09:00 > 12:00 OT	08:00 > 16:30 8hr 30m
▼ Heywood							
FJ Finlay Jewson Role: Production worker Skills: Checker	No Shift	No Shift	No Shift	No Shift	No Shift	No Shift	No Shift
JS Janice Stevens Role: Production worker Skills: Picker, Packer	08:30 > 16:30 R 5hr	08:30 > 16:30 5hr	08:30 > 16:30 5hr	08:30 > 16:30 5hr	08:30 > 16:30 5hr	08:30 > 16:30 5hr	08:30 > 16:30 5hr
▼ Middleton							
WG William Gibbs Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8hr 30m Holiday	08:00 > 16:30 8hr 30m Holiday	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m	08:00 > 16:30 8hr 30m

Roster, Person View

View Shift

Site: Rochdale Date: Thu, 20th Jul 2023

Shift
09:00 > 17:00
09:00 17:00 7h 30m

Pay element authorisation

Basic	OT 1.5x	OT 2x
Approved (Finalised)	Awaiting review	Awaiting review

People on shift
1 - 19 of 19 people

▼ Manager(s): 2 on shift (Minimum 1)

Name	Role	Status
EV Eleanor Vance	Building management, First aider	Available
LS Luke Sanderson	Building management, Packing, Picking	Available

▼ Driver(s): 2 on shift (Minimum 2)

Name	Role	Status
SH Steve Harrington	HGV driver, Fork lift driver	Holiday
NW Nancy Wheeler	Fork lift driver	Available

▼ Production worker(s): 15 on shift (Minimum 10)

Name	Role	Status
OS Olivia Smith	Packing, Picking, First aider	Available

Staffing Policy
Selected staffing policy: Warehouse/Distribution/Logistics

19 / 19

Name	Selected / Minimum / Optimal / Maximum
▼ Roles	
Manager	0 min (1) optimal (2) max (3)
Driver	0 optimal (2) max (3)
Production worker	0 min (10) optimal (15)
▼ Skills	
Fork lift driver	0 min (1) optimal (2)
First aider	0 min (1) optimal (2)

Cancel Apply

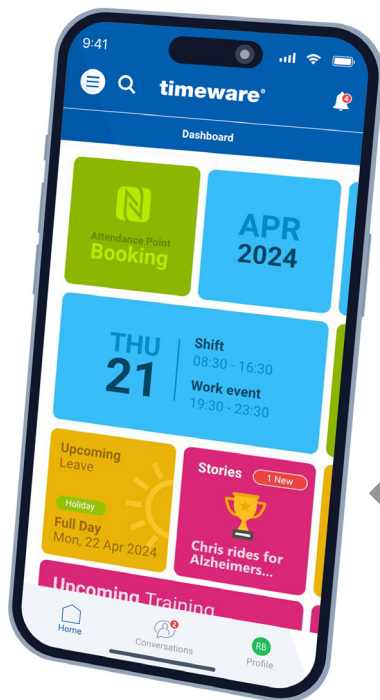
Roster, Shift View

Key Functions

- Automated calculation of hours worked.
- Seamless overtime tracking, including complex overtime rule support.
- Configurable shift rules tailored to business needs, including flexi-time and continental shifts.
- Incorporates planned leave into time calculations.
- Integrates with attendance points to verify time accurately.
- Supports flexi-time arrangements for adaptable working hours.
- Supports continental shift patterns for continuous operations.
- Generates data ready for payroll preparation.

Attendance Points...

Mobile, NFC tag, face authentication, fingerprint or proximity fob. There are ways to make an attendance booking for all types of business.



timeware® Puck

Incorporates low cost NFC technology.

Recommended for internal or external attendance and assembly points where network connectivity or mains power is unavailable.

IP67 rated.

Works with Employee Self-Service app.

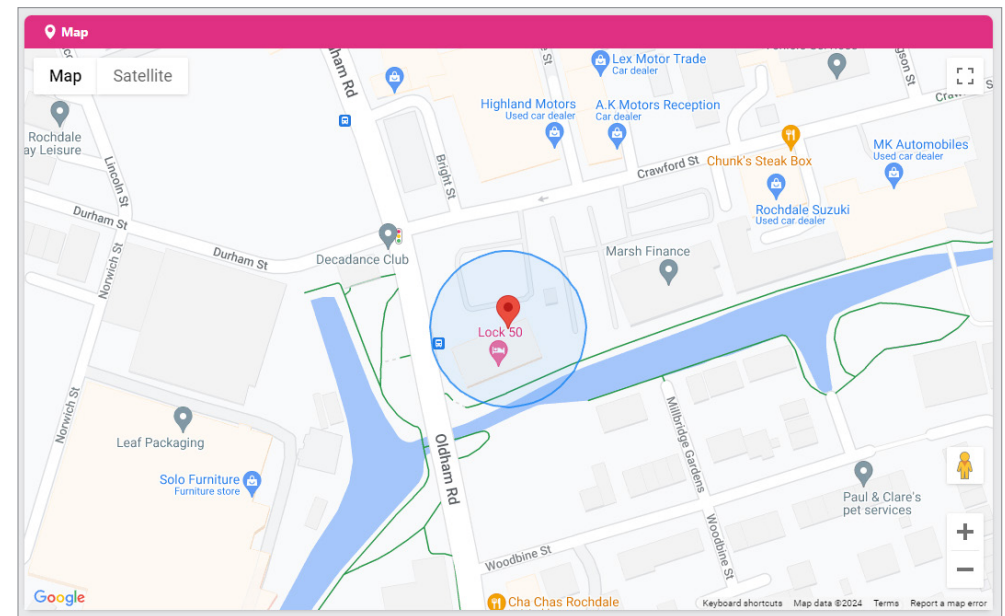
timeware® Employee Self-Service app

Multifunction attendance and absence management app.

Recommended for a mobile or static workforce.

Recommended to eliminate absence request bottlenecks.

Runs on Android and iOS.



Ring-fenced attendance booking using timeware® Employee Self-Service app



BioStation 3
Face recognition and proximity device with large display.
Recommended for internal attendance points.
IP65 rated.
Supports various proximity formats.



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.

X-Station 2
Proximity device with large display.
Recommended for internal attendance points.
IP65 rated.
Supports various proximity formats.
Supports PoE for easy installation.

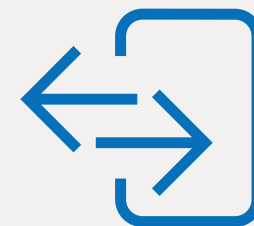


Key Functions

- Supports mobile and remote workers via the ESS app, enabling attendance bookings from anywhere.
- Multi-technology authentication including face recognition, fingerprint, and proximity cards.
- Seamless integration with Suprema devices, including BioStation 3 and X-Station 2.
- Flexible deployment with the timeware® Puck, ideal for sites without infrastructure.
- Reliable and secure time capture across all working environments.

Roll Call...

timeware® HRMS's Roll Call feature boosts workplace safety and efficiency, offering real-time on-site presence visibility during emergencies.



The Roll Call feature in timeware® HRMS offers a significant advantage in workplace safety and efficiency. It provides real-time visibility of who is on-site, crucial during emergencies or unexpected events.

The customer can nominate which access points and attendance point devices determine whether a person is entering or leaving the building. This ensures we can accurately track whether someone is in or out.

This feature can take advantage of a connection to the customer's fire alarm panel. In the event of a fire alarm, the Roll Call can run automatically, ensuring immediate visibility of on-site personnel. It can also be run manually at any time to check who is in the building. The Roll Call feature is further enhanced by the Fire Marshal app, which is covered later in this document.

Employee	Status	Booking	Shift
CA Claude Abernathy EMPLOYEE ON PROBATION DEMO LTD COMPLIANCE OFFICER PURCHASE SARAH MITCHELL EUROPEAN DIVISION	ABSENT	Main entrance reader Thu, 04 Jun 2026 - 17:00 20 days, 12 hours ago	09:00 > 17:00 8h 00m
MA Myron Altenwerth EMPLOYEE DEMO LTD DIGITAL MARKETING MANAGER PURCHASE SARAH MITCHELL EUROPEAN DIVISION	PRESENT	Main entrance reader Tue, 23 Jun 2026 - 12:06 1 day, 16 hours ago	09:00 > 17:00 8h 00m
RA Ramiro Armstrong EMPLOYEE ON NOTICE DEMO LTD BOOKKEEPER FINANCE MARY FOSTER EUROPEAN DIVISION	PRESENT	Public entrance reader Tue, 23 Jun 2026 - 10:07 1 day, 18 hours ago	09:00 > 17:00 8h 00m
BB Bertram Balistreri EMPLOYEE DEMO LTD SALES EXECUTIVE SALES ANDREW FOSTER EUROPEAN DIVISION	ABSENT	—	09:00 > 17:00 8h 00m
AB Ariane Barrows EMPLOYEE DEMO LTD MARKETING MANAGER MARKETING ANDREW FOSTER EUROPEAN DIVISION	PRESENT	Main entrance reader Tue, 23 Jun 2026 - 11:12 1 day, 17 hours ago	09:00 > 17:00 8h 00m
EB Emmett Barrows EMPLOYEE ON PROBATION DEMO LTD MANAGING DIRECTOR MARKETING ANDREW FOSTER EUROPEAN DIVISION	PRESENT	Public entrance reader Tue, 23 Jun 2026 - 12:50 1 day, 15 hours ago	09:00 > 17:00 8h 00m
RB Ryan Barrows EMPLOYEE DEMO LTD HR ADVISOR FINANCE ANDREW FOSTER EUROPEAN DIVISION	ABSENT	Public entrance reader Tue, 23 Jun 2026 - 13:07 1 day, 15 hours ago	09:00 > 17:00 8h 00m
EB Estella Bartell EMPLOYEE DEMO LTD PRODUCT MANAGER OPERATIONS ANDREW FOSTER EUROPEAN DIVISION	PRESENT	Main entrance reader Tue, 23 Jun 2026 - 13:07 1 day, 15 hours ago	09:00 > 17:00 8h 00m
KB Keanu Barton EMPLOYEE DEMO LTD MARKETING EXECUTIVE HUMAN RESOURCE ANDREW FOSTER EUROPEAN DIVISION	PRESENT	Public entrance reader Tue, 23 Jun 2026 - 13:21 1 day, 15 hours ago	09:00 > 17:00 8h 00m
		Public entrance reader	

Roll Call

Key Functions

- Real-time visibility of who is on-site during emergencies.
- Provides instant, accurate headcounts for safety procedures.
- Integrates with the customer's fire alarm system for automatic roll call triggering.
- Enhances emergency response speed and coordination.
- Supports compliance with workplace safety and evacuation procedures.

Reports...

timeware® HRMS Reports offer vital insights into all key features, including HR, leave management, and time management, further enhancing decision-making and operational efficiency. Reports are available in PDF and Excel formats.



timeware® HRMS Reports provide detailed insights across every feature of the system, from Leave Management and Time Management to HR and beyond. These reports ensure managers have visibility of attendance, overtime, and all operational trends, enabling informed decisions that boost productivity and control costs.

Key features include digitally signed reports, guaranteeing they remain tamper-proof, and the option to produce non-editable formats for complete data integrity. With real-time data always accessible, you gain instant insights into workforce performance.

Reports can be run on demand or scheduled, ensuring critical information is delivered when needed. Available in PDF or Excel, timeware® HRMS Reports support confident planning, compliance, and effective management.

Reports

+ Add Report Search... (ctrl+k) Q

Chosen reports					
	Name	Category	Last Run	Next Occurrence	Actions
✓	HR				
	Personnel Address Listing	HR	Thu, 25 Jun 2026 05:23		📄 ⭐ ⚙️ ❌
	Personnel Personal Listing	HR			📄 ⭐ ⚙️ ❌

Report History					
Format	Name	Added On	Status	Completed On	Actions
📄	Personnel Address Listing	Thu, 25 Jun 2026 05:23	ARCHIVED	Thu, 25 Jun 2026 05:23	📄 ⭐ ⚙️ ❌

Report 'Personnel Address Listing' is ready to view. [Open] [Save] X

Search... (ctrl+k) Q

Reports

Reports are designed to provide a detailed breakdown of key data.

- HR
- Leave Management
- Time Management
- Roll call
- GDPR
- Working time regulations

All reports may be crafted as PDFs or Excel format for further manipulation and analysis.



Select Report Template

Search...

(ctrl+k)

Name	
▼ HR	
Personnel Achievements Listing The personnel achievements Listing contains employee accomplishments: Achievement type, description, date achieved, points, and acknowledged by employee.	+ Select
Personnel Address Listing The personnel address listing contains address details: Address type, address lines, city, state/province, zip/postcode, country, and ring-fence status with radius.	+ Select
Personnel Bank Listing The personnel bank listing report contains account and contact details: Account and routing numbers, branch info, contact details, and address.	+ Select
Personnel Benefits Listing The personnel benefits listing contains benefit details: Benefit type, enrolment and expiration date, coverage details, cost and terms.	+ Select
Personnel Credentials Listing The personnel credentials listing contains credential details: Credential name, type, identifier and location.	+ Select
Personnel DBS Check Listing The personnel DBS (Disclosure and Barring Service) check listing report provides DBS status details: check type, certificate number, issue date, follow-up dates, status, and the result of the check.	+ Select
Personnel Disciplinary Listing The Personnel Disciplinary Listing contains employee disciplinarys: Type, date, status, details, investigation, outcome and appeal.	+ Select
Personnel Emergency Contacts Listing The personnel emergency contacts listing contains contact information: Name, relationship, mobile, phone, alternate phone, and email.	+ Select
Personnel Essential Listing The personnel essential listing report contains essential employee data: Work contact details, employment specifics, policies, assignments, and groupings.	+ Select

Cancel

An extensive range of reports, each with clearly identifiable permissions

Reports...

Configure Personnel Address Listing

OpenSave

Name

Personnel Address Listing

Employee Filter

Sort Order

Columns

Occurrence

Options

Print Preferences

Security

Under The Bonnet

Columns

Choose which columns you want to show in your report.

Employee No.✕First Name✕Last Name✕Payroll Number✕Employment Status✕Organisation✕Division✕Site✕Department✕Group✕

Job Role✕Manager✕Address Type✕Address Line 1✕Address Line 2✕Address Line 3✕City✕State Province or County✕Zip or Postcode✕

Country✕Is Ring-Fenced✕Ring-Fence Radius (Metres)✕

Control which fields appear in the report

Configure Personnel Address Listing

Name

Personnel Address Listing

Employee Filter

Sort Order

Columns

Occurrence

Options

Print Preferences

Security

Under The Bonnet

Occurrence

Reoccurring reports can be automated so that they are always ready on time and for when you need them.

NeverDailyMonthly

On

M T W T F S S

At

09:00✕

Forward to

Matt Wilkinson✕Josh Birtwistle✕

Notify recipients via email

yes✓

Notify yourself via email

yes✓

Cancel

Update

Control the time and day that a document crafts automatically

Who else should receive a copy of this report?

XLSX spreadsheet reports are digitally signed and can be password protected

Configure Personnel Address Listing

Name

Personnel Address Listing

Employee Filter

Sort Order

Columns

Occurrence

Options

Print Preferences

Security

Under The Bonnet

Under The Bonnet

Under the hood contains advanced report options.

Set your preferred document type

Excel (XLSX)
The XLSX file format is used for spreadsheets and can be opened in Microsoft Excel.

Set the language for the report

English (GB)

Set the time zone for the report

GMT (GMT+00:00) British Summer Time

CancelUpdate

Configure Personnel Address Listing

Name

Personnel Address Listing

Employee Filter

Sort Order

Columns

Occurrence

Options

Print Preferences

Security

Under The Bonnet

Security

XLSX spreadsheet reports are digitally signed by ***timeware.com*** to verify their authenticity. You can enhance security by adding features below to prevent unauthorized access or editing of these reports.

Please note: Non XLSX formats are unprotected.

Secure the XLSX spreadsheet report to stop users without a password from opening it.

Password

Enter text...

Confirm password

Enter text...

Enable Password

Restrict Editing

Stop users without a password from editing the XLSX spreadsheet report.

Password

Enter text...

Confirm password

Enter text...

Restrict Editing

CancelUpdate

Specify document type, language and a time zone for automatically generated reports

Example of an XLSX report

Personnel Personal Listing										
Niezbędny										Przypisania
Identyfikator pracownika	Imię	Nazwisko	Numer listy plac	Status zatrudnienia	Organizacja	Dzielenie	Lokalizacja	Dział	Grupa	Stanowisko
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production

Report language set to Polish

Personnel Personal Listing										
सर्वथा अपेक्षित										कार्य
कर्मचारी आईडी	प्रथम नाम	कुलनाम	पेरोल नंबर	रोजगार की स्थिति	संगठन	बैटवारा	स्थान	विभाग	समूह	नौकरी की
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production

Report language set to Hindi

Personnel Personal Listing										
Hanfodol										Aseiniadau
ID Gweithiwr	Enw cyntaf	Enw olaf	Rhif y Gyflogres	Statws cyflogaeth	Sefydliad	Rhaniad	Lleoliad	Adrannau	Grwpiau	Rôl swydd
1398	Jay	Abbott	PR202401398	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
1053	Wayne	Abbott	PR202401053	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
873	Conrad	Abernathy	PR202400873	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
252	Danny	Abernathy	PR202400252	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production
153	Johnathan	Abernathy	PR202400153	Employee	Demo Ltd	European division	Demo Ltd	Marketing	Staff	Production

Report language set to Welsh

Key Functions

- Reports can be delivered in both Excel and PDF formats, ensuring flexible sharing and presentation.
- Reports support multi-language output, catering to diverse audiences.
- Reports can be run on demand or scheduled, providing flexibility and automation.
- Digital signatures ensure the integrity of report data.
- Role-based views allow tailored data for different users.

Document Management...

A fully integrated, efficient, document workflow.



In timeware® HRMS, document management delivers a streamlined process from end to end. Employees receive documents via the Employee Self-Service app - such as a company handbook - and can acknowledge them, creating a record.

Managers can create documents, like return-to-work forms, under preset conditions directly in the system. Interactive onboarding forms are sent to employees, completed digitally, and consumed without manual data entry. Every document is indexed by AI, enabling managers to search key phrases across typed and handwritten documents alike. This ensures seamless retrieval and a fully integrated document workflow.

Select Template

Add Document

Name
Enter text... required

Description
Enter text...

Add Document
(Optional)

Prefill Fields
(Optional)

Import
(Optional)

Send Email
(Optional)

Acknowledgement
(Optional)

Message to Recipient
(Optional)

Recipient Access
(Optional)

Revoke access

Enable email dispatch first

Cancel Apply

Select Media Item

K < 1 > X 1 - 3 of 3 items Search... (ctrl+k) Q

☒	pre-employment-form.pdf Standard pre-employment form template	0.17MB
☒	pre-contractor-form.pdf Standard pre-contractor form template	0.00MB
☒	return-to-work-form.pdf Standard return to work form template	0.00MB

Close Apply

1/4

23%

1

Personal Details

Title

Miss

Preferred pronouns

First name*

Roxanne

Middle name(s)

Surname*

Adams

Any previous or maiden names

Date of birth*

Fri, 30 Jul 1982

Gender

Female

Marital status

Personal email*

Mobile number

Home phone

2

Home Address

Address type

Line 1*

Line 2

Line 3

Town/City*

County

Postcode*

Country*

3

Emergency Contact

Name*

Relationship*

Mobile number

Home phone

Custom Form



Example Company Handbook

Key Functions

- **Document acknowledgement via Employee Self-Service app** - ensures immediate user engagement and compliance.
- **Automatic document indexing with OCR** - boosts efficiency and retrieval of information.
- **Editable forms consumed by the app** - eliminates duplicate data entry and reduces errors

Queries...

A powerful AI-driven tool designed for those moments when standard reports won't suffice.



Introducing "Queries" in timeware® HRMS: a powerful AI-driven tool designed for those moments when standard reports won't suffice. In the everyday flow of business, managers often need specific data at a moment's notice. Queries allows you to ask those ad-hoc questions directly, no predefined report necessary.

Imagine a manager asking: "Can you provide a list of everyone in the production department who worked over one hour of overtime last month?" With Queries, that information is at your fingertips. Or, consider: "Can you list all accounts department employees over 55?" Queries instantly delivers the results.

By harnessing natural language, Queries makes workforce insights accessible to all. In timeware® HRMS, every spontaneous question can yield actionable answers, empowering managers and saving valuable time.

Queries

Graph female age ranges.

+ New Query



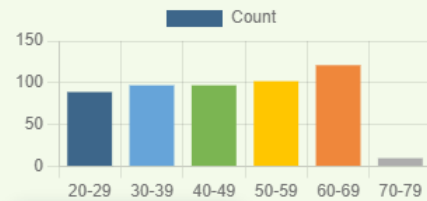
Graph female age ranges.

12:31



Thought for 9 seconds

Female employees by age bracket (counts):



Age bracket	Count
20-29	89
30-39	97
40-49	97
50-59	102
60-69	121
70-79	10

12:32



Type your query...

Send >

Press Enter to submit, Shift+Enter for new line

Search queries...

List staff with first aid certificate in
productio...

31 Mar



Any staff worked overtime last
month?

31 Mar



Graph female age ranges.

31 Mar



Workflow...

Streamlined workflows, maximum productivity every day.



The workflow system in timeware® HRMS is designed to transform how repetitive routine tasks are handled. By enabling users to create workflows for recurring processes such as onboarding, leave approvals, or compliance checks, it ensures consistency and efficiency.

With a simple interface, managers can automate task sequences, assign them to key personnel, and set notifications. This means fewer manual follow-ups and less risk of missed steps. For clients, this translates to smoother processes whether it is ensuring an employee's training is completed on time or that compliance tasks are never overlooked. In essence, this feature takes our already robust system to a whole new level, ensuring each customer's operations run like clockwork.

Example onboarding workflow:

1. New starter's details are entered into timeware® HRMS.
2. Automated email is sent to the new employee with a secure link to complete onboarding forms.
3. Once submitted, HR is notified to verify documents, including right-to-work checks.
4. System automatically assigns relevant training modules.
5. IT is alerted to set up accounts (email, access control).
6. Manager receives a task to schedule welcome meetings.
7. Final review task ensures all steps are complete before the start date.

Exit interview workflow:

1. Confirm resignation and schedule the exit interview with HR.
2. Automatically send the employee an exit interview form to complete.
3. HR conducts the interview and records insights directly in timeware® HRMS.
4. Flag feedback or actions for management review.
5. Notify IT to deactivate accounts on the departure date.
6. Archive the employee's record according to retention policies.

Key Functions

- **Create shortcuts to fields within HR, Leave Management and Time Management features.**

General Data Protection Regulation (GDPR)...

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



General Data Protection Regulation (GDPR) sits at the heart of responsible workforce management, and timeware® HRMS is designed to support organisations in meeting these obligations with confidence. Rather than enforcing rigid rules, timeware® provides fully customisable GDPR controls, enabling each business to operate in line with its own data protection policies while maintaining complete oversight and accountability.

Within timeware® HRMS, organisations can define how long employee information is retained, whether for current staff or leavers, and establish structured housekeeping rules to ensure compliance is consistently upheld. This approach reflects real-world operational needs, where different industries and organisations require different retention strategies.

Importantly, timeware® does not automatically delete personal data. Instead, it places control firmly in the hands of the data controller, highlighting records that require attention and ensuring all actions are deliberate, traceable, and fully audited. This safeguards against accidental data loss while reinforcing a clear compliance framework.

Some example GDPR housekeeping rules:

If timeware® HRMS is not being used as the primary HR system do not allow address information to be recorded.

If timeware® HRMS is not being used as the primary HR system do not allow National Insurance data to be recorded.

When an employee leaves the company, remove their biometric data within 24 hours.

When an employee leaves the company, remove all records of their future holidays and medical appointments within 24 hours.

When an employee leaves the company, disable access to the timeware® app and the Employee Self-Service app with immediate effect.

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)...

The Working Time Regulations (1998) implement the European Working Time Directive into GB law.



timeware® HRMS is designed to ensure that your workforce operates within the strict confines of the Working Time Directive.

Managers benefit from real-time notifications on their dashboard, alerting them when staff members are nearing or have exceeded regulatory limits. This proactive feature is essential for maintaining compliance and preventing any breaches that could lead to penalties or legal challenges.



Rule 1

Maximum weekly working time

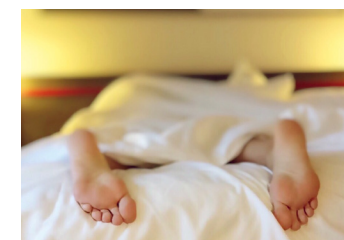
Workers have a statutory right to a maximum average working week of 48 hours.



Rule 2

Rest period

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



Rule 3

Daily rest period

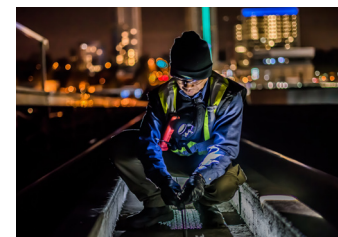
Workers are entitled to 11 hours' consecutive rest between shifts each day.



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.

Customisation...

Customising timeware® HRMS means the system fits your forms, reports, overtime rules, and leave policies exactly to your needs.



Customisation sits at the centre of timeware® HRMS, ensuring the system adapts to your organisation rather than forcing your processes to change. Every business operates differently, and timeware® is designed to reflect that reality by giving you complete control over how the system is configured to meet your specific operational requirements.

From the outset, forms can be tailored so that the data you collect aligns precisely with your internal processes. This ensures that information is both relevant and meaningful, supporting accurate decision-making across the business. Reporting can also be customised, allowing you to generate insights that reflect your priorities, whether that is operational efficiency, workforce trends, or compliance monitoring.

The flexibility extends further into time and attendance, where complex overtime rules can be configured to mirror even the most detailed working agreements. This allows organisations to handle nuanced calculations with confidence, ensuring accuracy and consistency in every scenario. In addition, leave management policies can be shaped to match your entitlement rules and absence procedures, integrating seamlessly into your existing workflows.

Ultimately, customisation within timeware® HRMS ensures that the system fits naturally into both your day-to-day operations and your longer-term strategy. The result is a solution that works the way your business works, delivering clarity, efficiency, and control at every level.

1/4

23%

Your Company

New Starter Information Form

Please complete all relevant sections below. Information marked with an asterisk (*) is mandatory.

1

Personal Details

Title

Miss

Preferred pronouns

First name*

Roxanne

Middle name(s)

Surname*

Adams

Any previous or maiden names

Date of birth*

Fri, 30 Jul 1982

Gender

Female

Marital status

Personal email*

Mobile number

Home phone

2

Home Address

Address type

Line 1*

Line 2

Line 3

Town/City*

County

Postcode*

Country*

3

Emergency Contact

Name*

Relationship*

Mobile number

Home phone

Custom Form

AutoSave

Off

34vp13d4 - Read...

Saved to this PC

Search

Comments

Share

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Automate

Help

Acrobat

MARKED AS FINAL

An author has marked this workbook as final to discourage editing.

Edit Anyway

SIGNATURES

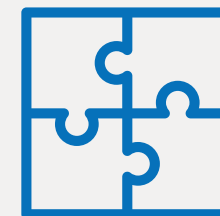
This document contains valid signatures.

View Signatures...

Q11

Integration...

timeware® HRMS seamlessly integrates with third-party HR, security, visitor management, and payroll systems through the use of APIs, ensuring compatibility with leading software and hardware solutions.



Integrating timeware® HRMS with HR, security, visitor management and payroll systems using APIs offers substantial benefits to your business. This seamless connectivity ensures that data flows effortlessly between systems, enhancing accuracy and reducing the need for manual data entry, which in turn minimises errors. For HR, it simplifies workforce management, providing real-time access to attendance records that help in tracking employee performance and compliance.

Security systems benefit by synchronising access control with employee attendance, enhancing workplace safety. For payroll, accurate and automated data collection ensures employees are paid correctly and on time, adhering to labour laws and reducing administrative overhead. This integration fosters efficiency, improves regulatory compliance, and supports a more streamlined administrative process.

Security Integration

BioStar 2

sensor
ACCESSTECHNOLOGY
GUARDPOINT 10

 Paxton | Net2

Genetec

 **brivo**

Payroll Integration

ADP

 pegasus

 **IRIS**

sage

HR Integration

 **bambooHR**

 **HiBob**

 access People**HR**

Visitor Integration

INVENTORY
SIGN IN SOLUTIONS

Device Integration

suprema
SECURITY & BIOMETRICS

Web Application Integration

 **zapier**

Developer API and Webhooks...

API integration for your timeware® HRMS ensures seamless functionality, personalised solutions, improved efficiency, and access to innovative tools.



timeware®
Developer API

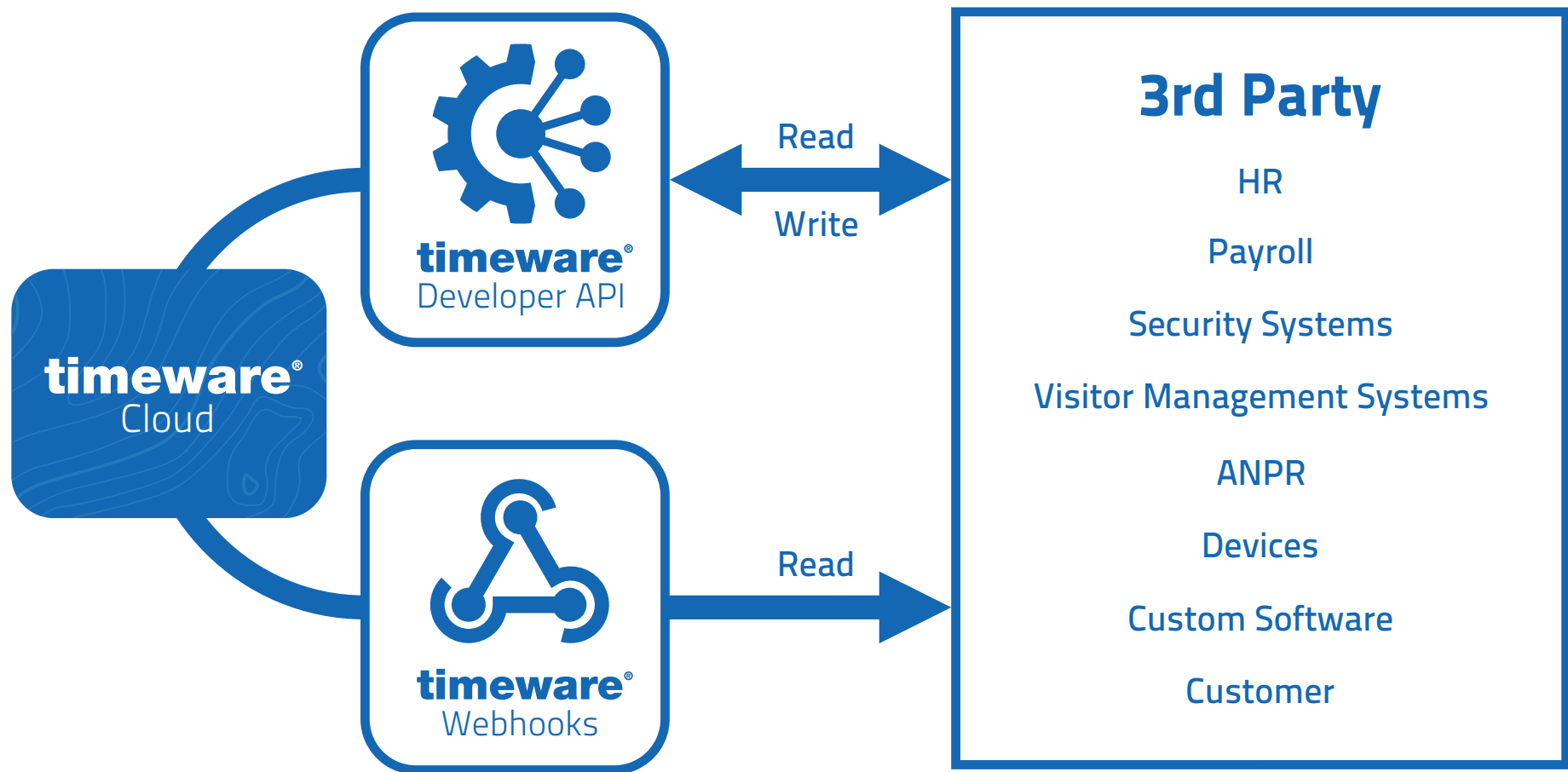


timeware®
Webhooks

Our Developer API and Webhooks open up a world of integration possibilities for timeware® HRMS users. By leveraging the Developer API, businesses can connect our HRMS platform directly to their own software ecosystems, enabling custom automations and tailored workflows. This flexibility means they can synchronise employee data, manage shifts, or even integrate with HR and payroll systems effortlessly.

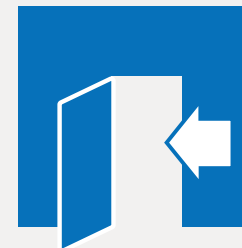
Webhooks, on the other hand, provide real-time notifications that allow our customers to receive instant updates whenever certain events occur, such as an employee record being added to the software. This means businesses can respond immediately to changes, maintain up-to-date records, and create a more dynamic and responsive workforce management environment.

In essence, these tools offer our clients the power to shape timeware® HRMS to fit their unique needs, ensuring a smoother and more personalised integration experience.



Access Control...

Integrating with Suprema BioStar strengthens physical security, helping protect your people and property.



timeware® has an authorised integration with Suprema BioStar X and BioStar Air, providing advanced access control for doors, barriers and gates.

Our team of access control specialists will carry out the install in a quick and efficient manner with the minimum amount of disruption to your workplace.

SUPrema

BioStar X

BioStar Air



Flexible Architecture System

Supports both centralised and distributed configuration, thereby providing the optimal solution.



Video Logs Support

Any event that occurs near an access or attendance point may be recorded with an NVR and IP camera and monitored.



Remote Control

Provides user registration, real-time alarm system, and access control in the BioStar Mobile application.



Optimal Access Control Solution

Supports all access control features such as door/elevator/zone control, graphic map, server matching, video logs, image logs, and audit trail.



Mobile Access

Supports Suprema Mobile Access, a feature which allows people to use access points using their smartphone as a credential.



Cybersecurity

Encrypts not only personal data used for authentication such as passwords, fingerprint templates and face templates, but all available data that may be linked to an individual. BioStar is equipped with information security and privacy information management system.

Cybersecurity ISO 27001 and ISO 27701 certified.

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.



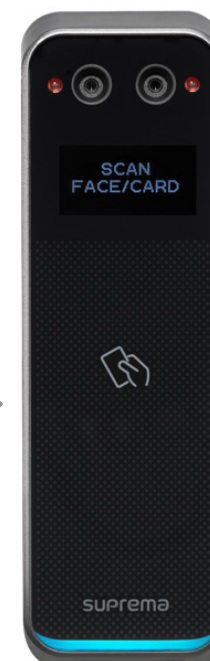
BioEntry P2
Fingerprint and proximity device.
Recommended for external access points.
Supports various proximity formats.



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.



timeware® Employee Self-Service app...

timeware®
ESS

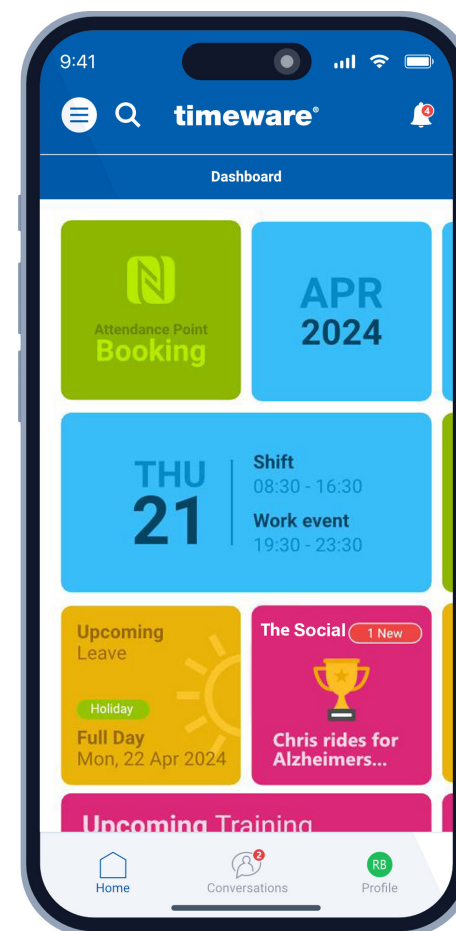
The timeware® Employee Self-Service app is an ideal solution for management teams to maintain transparent communication with the workforce regarding time and attendance.

Discover the versatility of the timeware® Employee Self-Service app, designed to keep every member of your workforce connected, informed, and engaged. This powerful tool enables employees to take control of their schedules by reviewing timesheets, submitting leave requests, and viewing shift details with ease. It also offers instant access to leave entitlements, upcoming events, and essential training materials, ensuring everyone stays up to date.

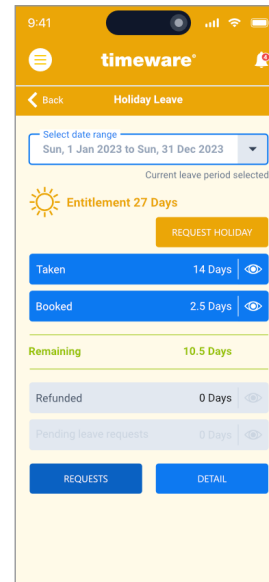
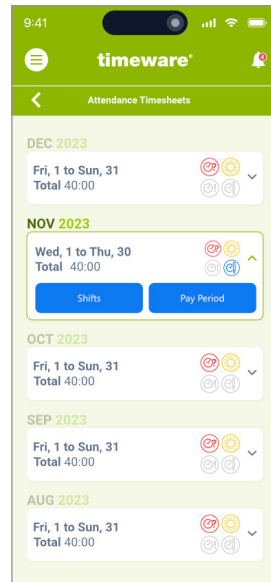
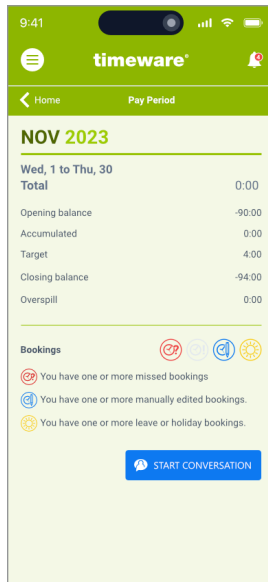
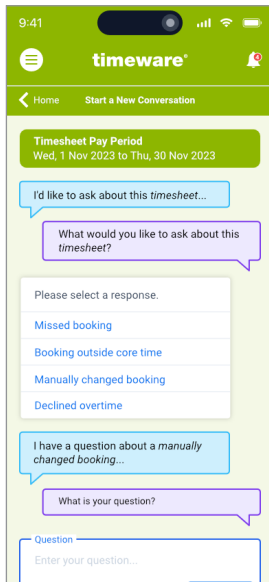
Employees can securely access company documents at any time and explore available shifts, promoting flexibility and participation across the organisation. Within the app, timeware® Social acts as a central feed for company updates, allowing management to share announcements and news directly with staff. Most notably, the timeware® Employee Self-Service app includes access to the Conversation Hub - an intelligent, fully audited, GDPR-compliant platform that enables open dialogue between employees and management. Together, The Social Feed and Conversation Hub enhance communication, improve transparency, and foster a more connected workplace.

android 

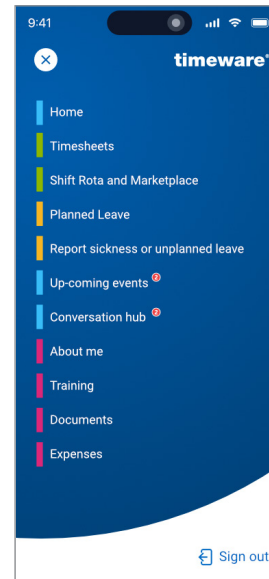
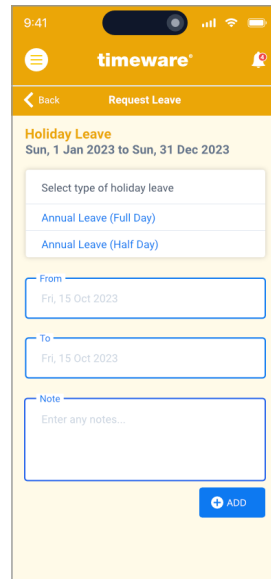
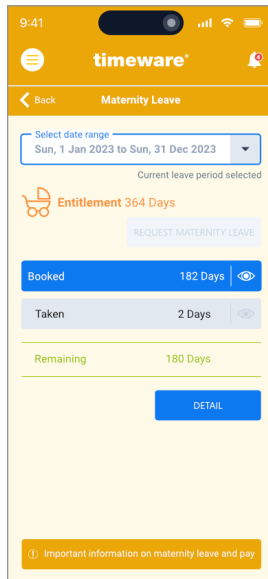
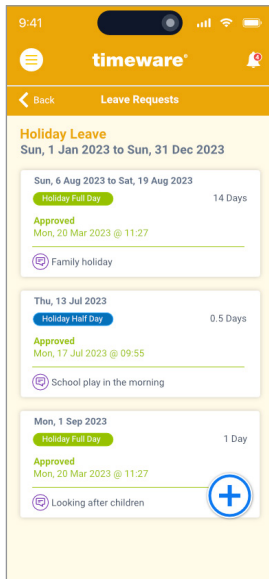
 iOS



timeware® Employee Self-Service app



timeware® Employee Self-Service app screenshots



Key Functions

- Timesheets
- Timesheet status
- Leave entitlement
- Leave requests
- Shift Rota
- Marketplace
- Documents
- Training Matrix
- Conversation Hub
- Upcoming events
- Social Feed
- Messages
- Attendance booking

timeware® Fire Marshal app...

timeware® HRMS Fire Marshal app ensures staff safety during emergencies, offering real-time updates across Marshal devices for efficient coordination.

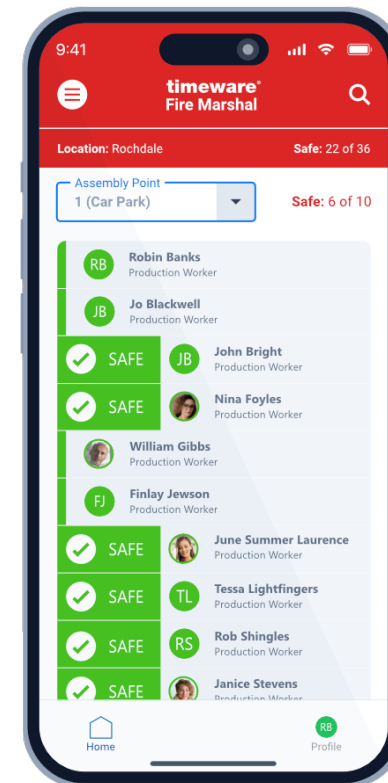


timeware® HRMS Fire Marshal app is an essential solution for ensuring that staff members have safely evacuated during a fire emergency. This innovative app is specially tailored for installation on devices held by designated fire marshals, enabling marshals to swiftly verify the presence of individuals at safe locations.

The app synchronises in real-time across every Fire Marshal device, giving each marshal the same accurate, up-to-date view of evacuation status.

**List of staff
with pictures**

**Swipe right to
confirm sight of
team member**



timeware® fire Marshal app

android 

 iOS

Key Functions

- **Supports multi-location businesses**
- **Supports multiple Fire Marshals**
- **Supports multiple assembly locations**
- **Swipe right to confirm sight of team member**
- **Swipe left to cancel**
- **Multiple view sorts**

YouTube Video Links...

Enhancements



Link to timeware®
HRMS videos

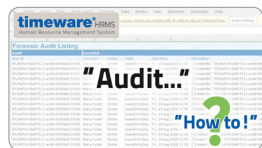


Discover timeware® HRMS in action! Our YouTube channel offers a complete library of quick, informative videos covering every aspect of our workforce management system, from onboarding to reporting.

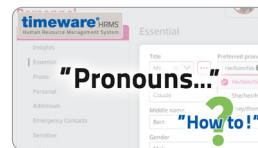
Please find below some short videos highlighting some of the features, functions, and enhancements included in the system. Simply follow the QR codes on this page to explore how timeware® HRMS can streamline your operations.



How to select the theme in timeware® HRMS.



How to check the audit in timeware® HRMS.



How to update a person's pronouns in timeware® HRMS.



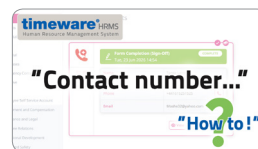
How to update a person's nationality in timeware® HRMS.



How to update an address in timeware® HRMS.



How to update a date of birth in timeware® HRMS.



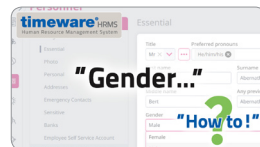
How to update a contact number in timeware® HRMS.



How to update a photo in timeware® HRMS?



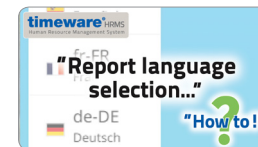
How to set password protection on a report in timeware® HRMS.



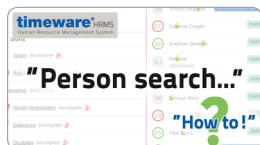
How to update a person's gender in timeware® HRMS.



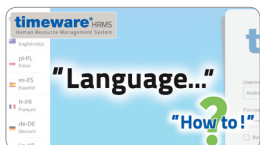
How to restrict report editing in timeware® HRMS.



How to select the report language in timeware® HRMS.



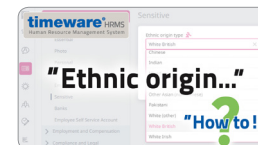
How to search for a person in timeware® HRMS.



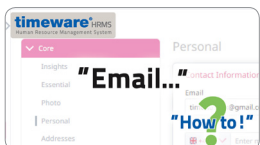
How to select the language in timeware® HRMS.



How to update a person's religion in timeware® HRMS.



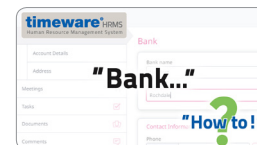
How to update a person's ethnic origin in timeware® HRMS.



How to update a personal email address in timeware® HRMS.



How to update a person's marital status in timeware® HRMS.



How to update a person's bank details in timeware® HRMS.



How to update an emergency contact in timeware® HRMS.



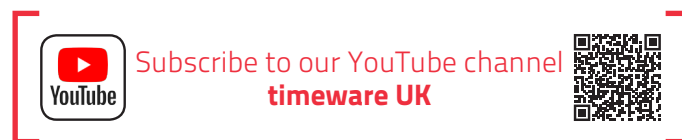
See timeware® HRMS configured for your organisation.

Book your personalised demonstration today.

www.timeware.co.uk

sales@timeware.co.uk

+44 (0) 1706 659368



Company Name: timeware UK Ltd.

Registered Office: 3 Fieldhouse Road, Rochdale, Greater Manchester, OL12 0AD.

Company Reg. No: 05886806.

Registered in: England.

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SUPrema INTEGRATION PARTNER

Genetec™

