timeware® Professional demonstration notes for COMPANY NAME

Server Reminders:

- On-Premise solution.

- SQL Database, No older than 2014.

timeware®

HR, Time and Attendance Software

Personnel Reminders:

- How many employees?

- Mention groupings and how they are integral for permissions and reports.

- Training records.

- Multiple document storage.

- Employment records.

- Integrations with HR systems (HiBob, PeopleHR, Bamboo)

Absence Management Reminders

- Entitlements can be either Hours & Minutes OR Days OR combination of both.

- Entitlements are policy based with 10 categories that are customisable.

- Absence Form Event and the information that can be displayed when booking / authorising absences.

- Return to work Policy.

- Email rules when submitting an absence request.

Attendance Reminders

- Schedules
  - Period & Daily Schedules and allocation

  - Planned Breaks (Paid & Unpaid)

  - Core times

  - Grace Times

  - Rounding's

  - Contribution (e.g. overtime on weekends to pay at x2.00 rate but if not work contracted hours, this will clawback to basic)

- Overtime Approval
  - Explain how we can create Overtime approvals using static registers and how we can have these go into their own rates and how we can have these flag up on the to-do list for approval.

- Lateness - we can automatically add a 'Lateness' absence reason, this can then flag up on the To-Do list, if approved, we can give them the time back as worked hours, if declined it will deduct the specified amount depending on rounding's etc.

- Planner – Run through how this works and provide an example.

- Attendance Adjustments

- o Talk through how the attendance adjustments work, show how to overwrite, explain rates and how they can be separated and customised to how the customer requires this.

- o Explain how Absences will show up in the adjustments screen and the calendar view.

- Data Lockdown – talk about how once payroll has been completed, we can password protect old data.

ESS Go Reminders

- Explain ESS Go Features
  - Explain / Show 'Attendance Point Booking' and how a Puck can work.

  - Explain 'Attendance Timesheet' and how employees can view the previous rolling 3 months data.

  - Explain 'Shift Rota' and how Employees can view the next 31 days planned shifts.

  - Explain 'Leave' and how an employee can request specified absence reasons and view entitlement, taken absences, planned absences, refunded absences and pending requests.

Access Control Reminders

- Does the customer use access control?
  - If yes, what is their access control system? E.g. Paxton, Suprema, Genetec.
    - Is the customer aware we have an integration if they use any of the above?

  - If no, are they looking to start using access control?

- Explain we can have timeware® be the master system, if an employee is created in timeware® we can create them in Paxton, Suprema or Genetec and assign the Access Levels / Access Groups / Card holder groups

Fire Alarm / Roll Call Reminders

- Ask the customer if they have a fire alarm system already and if they would like a roll call when the alarm sounds.

    o If yes, tell them we will need inputs from the panel, and they will need some additional hardware.

    o If yes, ask how they want to be notified of a fire alarm trigger, whether via email, automatically print to a specified printer/s or both.

Attendance Display Panel

- Walk through how the attendance display panel functions and updates live.

- Explain notify on return, and how this will flag up on the To-Do List when with a specified note.

Reports & Dashboards Reminders

- Discuss the 150 standard reports and vary across Absence, Access Control, Attendance, Personnel, Planner & Roll Call.
  - Show examples of 'Attendance Daily Listing' grouped by department and show ungrouped also, this is to show examples of sub-totals buy department and grand totals of all departments.

  - Show examples of 'Weekly Clock Card'.

- Discuss we have various Dashboards that can show live views.
  - Show Example of 'Attendance Real-time View' and explain.

  - Show Example of Roll Call Live and how you can change the grouping to show by department or by site etc.

Customisation & Exports Reminders

- Discuss the customisation options for reports, schedule operations etc and how if needed this can be done and the steps we take if this may be required.

- Discuss how if we do not have a native integration with specific payroll software, we can create a csv export that can be uploaded to the necessary payroll software.

Payroll Integration Reminders

- Explain how we can transfer data from timeware® to Sage and how we can map our rates to Sages pay elements.

- Explain how we can create different policies for different rates of pay e.g. 2 pay elements for basic in Sage but there is only 1 in timeware®. We would create different policies for different groups of people.

GDPR Reminders

- Discuss the customers GDPR Policy and how timeware® can be customised to match their policies.