

# timeware<sup>®</sup> in the cloud: Features





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Reports

# Finish agenda

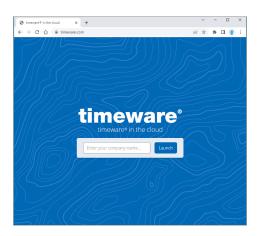




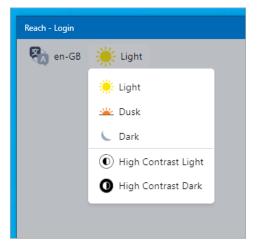
## New standards

#### **Highlights**

- 1. Existing custom work will be re-written free of charge for customers covered by the timeware® managed service.
- 2. timeware<sup>®</sup> in the cloud has the 'look and feel' of a desktop app.



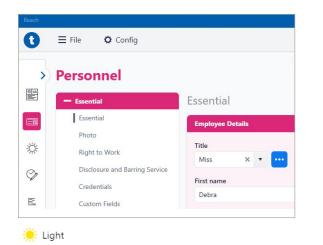
Access timeware® in the cloud from www.timeware.com

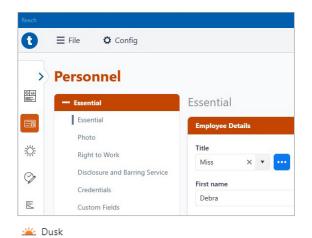


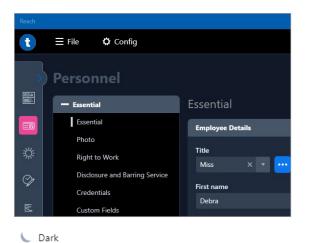
The app supports light, dusk and dark modes plus high contract light and high contrast dark.





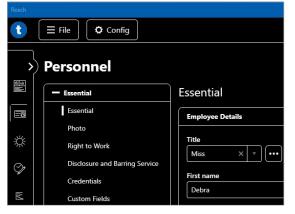






Reach		
Û	≡ File Config	
>>	Personnel	
	- Essential	Essential
	Essential	Employee Details
	Photo	2 2.244
<i>\</i>	Right to Work	Title Miss X V
Ø	Disclosure and Barring Service	
V	Credentials	First name
2	Custom Fields	

High Contrast Light



High Contrast Dark



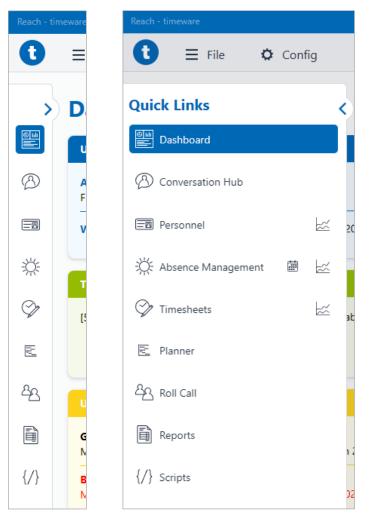


Reach - Login
en-GB
en (GB)
en (US)
pl (PL)
es (ES)
fr (FR)
de (DE)
ko (KR)
hi (IN)
ta (IN)
ar (AE)

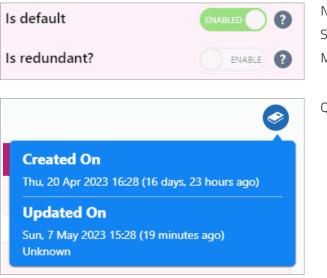
The app supports an ever-increasing number of languages including RTL languages such as Arabic.







Quick links have a familiar feel, helping the user to navigate around the app.



New standards:

Set as the default when new record is created. Mark record as redundant to remove from selection.

Quickly check who created and who last updated a record

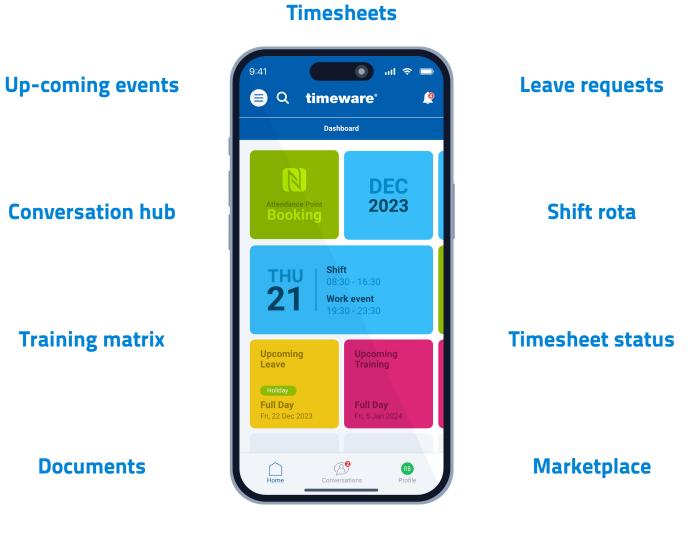




## timeware<sup>®</sup> ESS phone app

#### **Highlights**

- 1. A new employee app called timeware ESS (rebrand name), that acts as the employee's personal hub for all conversations, attendance, absence and personnel queries.
- 2. An improved workforce experience.
  - Efficient human to human communication.
  - Crafted to enable your teams to flourish.
  - Reducing staff turnover through an innovative digital employee experience..



# Leave entitlement



🛢 વ	timeware	Q
<b>〈</b> Back	Pay Period	
NOV 2023	Wed, 1 to Thu, 30 Total	0:00
Opening balan	ce	-90:00
Accumulated		0:00
Target		4:00
Closing balanc	e	-94:00
Overspill		0:00
You have	OP OF	oookings.
$\cap$	R	RB



#### Green header: Timesheets

Orange header: Leave

Leave dashboard highlighting the dates of an upcoming holiday and training. Also provides a snapshot of the number of days leave available in the rest of the holiday year. Nought the red button at the top of the page for reporting unplanned leave.

:41	•	.ul 🗢 🔲
🗐 Q 🕴	timeware	e. 🍗
Back		
<mark>Ioliday Lea</mark> v Sun, 1 Jan 20	<mark>ve</mark> 123 to Sun, 31 D	)ec 2023
Sun, 6 Aug 20 Holiday Full Da	23 to Sat, 19 Aug 20 ay	023 14 Days
Approved Mon, 20 Mar 2	023 @ 11:27	
Family hol	iday	
Thu, 13 Jul 20		
Holiday Half D Approved Mon, 17 Jul 20		0.5 Days
🕲 School pla	y in the morning	
Mon, 1 Sep 20		
Holiday Full Da Approved Mon, 20 Mar 2		1 Day
Dooking at	fter children	(+)
		_

💿 atl 🗢

0

Q timeware

Timesheet Pay Period Wed, 1 Nov 2023 to Thu, 30 Nov 2023

I'd like to ask about this timesheet.

timesheet?

Please select a response. Missed booking Booking outside core time

Manually changed booking

I have a question about a manually changed booking...

B

RB

Declined overtime

What would you like to ask about this

▤

く Back

#### Green header: Timesheets

An example of a user requesting information through the conversation hub about a manually changed booking on their timesheet.

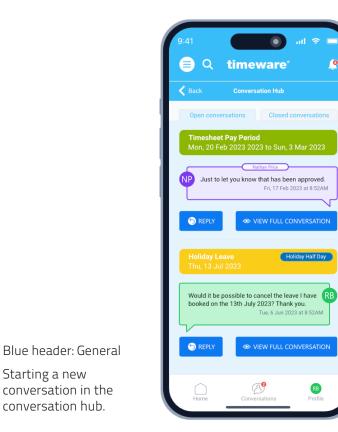
#### Orange header: Leave

Breakdown of approved holidays leave in the current holiday year.



9:41		all 🗢 🗖
<b>ອ</b> ຊ	timeware	Q
🗲 Back	Conversation Hub	
Let's	start a new conversal	tion
	lect the topic for the ion from the response	'S
Timeshee	ts	
Shifts		
Planned le	eave	
Sickness	or unplanned leave	
Up-comin	g events	
Training		
Documen		
Expenses		
I'd like to a	ask about shifts	
Wha	t would you like to ask s?	about
Home	Conversations	RB Profile

Starting a new



Blue header: General

0

The conversation hub highlighting two open conversations. One about a timesheet query, the other regarding cancelling an approved leave request.

9



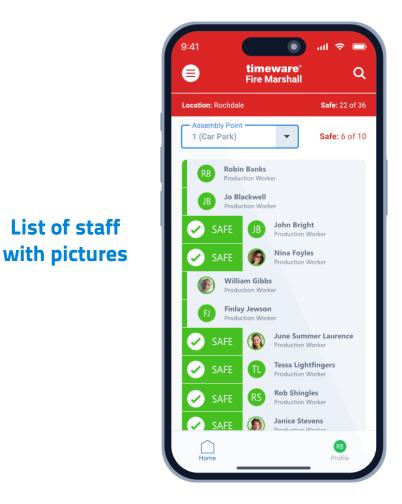


# timeware<sup>®</sup> fire marshall phone app

List of staff

#### **Highlights**

A new app called timeware fire marshal (rebrand name), that enables designated members of the workforce 1. to mark team members as 'safe' during a fire alert.



Swipe right to confirm sight of team member





# Dashboard

## Highlights

- 1. Proactive.
- 2. Real time.

Dashboard			
Unviewed Reports 2 items	System Health 1 item	Conversations 13 items	
Archived hours Fri, 14 Feb 2023 11:39 (Just now)	iew 3 Attendance devices have not been pulled since Wed, 12 Feb 2023 12:31 (3 days)	3 Absence Conversations	
Weekly Clock Card Thu, 13 Feb 2023 11:39	iew	1 Payroll Conversation	
(Yesterday)	Overtime Approval 1 item Bella Rose	3 Shift Conversations	
Timesheets 555 items	Overtime	3 Timesheet bookings Conversations	
[555] Outstanding unauthorised absences that require attention	View More	2 Timesheet pay period Conversations	
View Mo	ore Payroll 5 of 12 items	1 Training Conversation	
Upcoming Holidays 2 items	Company A '(Rochdale)' payroll was last run at 1:51pm on Wed 7 December 2022 by 'Admin'		Conversa
	'Company B (Wigan)' payroll was last run at 1:51pm on Tue 6     December 2022 by 'Admin'	Approval Required 1 item	
2023	() 'Company C '(London)' payroll has never been run	Bella Roses	
Bella Rose Approval required Mon 22 May 2023 - Fri 26 May 2023	Oaves Company' payroll has never been run     James Removals' payroll has never been run	Holiday request	Vi
View M	View More	Latest Absences 4 items	
New Starters 2 items	General Data Protection Regulation (GDPR) 1 item		uthorised Medical Appo
Bloggs (Ind.Ltd), Joanne [367]	Alison Kane (34) Ceased employment on 12/02/21     Recommend removal of biometric data		Morning
Bloggs (Ind.Ltd), Joe [368]	Recommend removal of future absence data	Fri, 10 Feb 2023	
Upcoming Birthdays 2 items	View More	Elizabeth Flaunders Ar Mon, 6 Feb 2023	uthorised Half Day - Afi
Wed, 22 Feb 2023 Bella Rose		Ella Piper U Fri, 14 Feb 2023	nauthorised Absence
His Star 2023 Mia Brundle	-		Vi





# **Conversation hub**

## Highlights

1. Efficient human to human communication.

+ Add Conversation				Q Search
Open Conversations (13)		^	Conversation with Ella Piper - Fri, 17 Feb 2023	Filters
<ul> <li>Ella Piper</li> <li>In progress</li> </ul>	Subject: Timesheet Pay Period	Fri. 17 Feb 2023 08:52 Stewart Booth replied	Timesheet Pay Period Selected Date: Mon, 20 Feb 2023 2023 to Sun, 3 Mar 2023	Subject(s)
Nick Dewet	Subject: Shift	Fri, 17 Feb 2023 08:58 🔛 📋	Selected Date incit, correct 2022 2023 to Sait 3 wai 2023 View Pay Period View Pay Period	Absence (3)
Janice Stevens In progress	Subject: Training	Fri, 17 Feb 2023 09:08 🛛 📋	I can't see the two hours overtime from this weekend on my timesheet, could someone check it for me? Thanks.	Payroll (1) Shift (3)
Finlay Jewson In progress	Subject: Absence	Fri, 17 Feb 2023 09:15 Finlay Jewson replied	Friday, 17 Feb 2023 at 7.458AM	<ul> <li>Timesheet bookings (3)</li> <li>Timesheet pay period (2)</li> <li>Training (1)</li> </ul>
June Summer Lawrence In progress	Subject: Absence Holiday	Fri, 17 Feb 2023 09:18 Judith Monroe replied	Servert Booth Sorry to hear that. I'll check with your manager and get back to you in the next ten minute.	Priority
William Gibbs Open	Subject: Payroll	Fri, 17 Feb 2023 09:45 🛛 📋	Friday, 17 Feb 2023 at 845AM	All priorities     Normal (6)
JB John Bright In progress	Subject: Timesheet Bookings	Fri, 17 Feb 2023 10:36 Stewart Booth replied	Servart Booth	High (2)
NF Nina Foyles     Open	Subject: Timesheet Bookings	Fri, 17 Feb 2023 11:48 🛛 📋	Friday, 17 Feb 2023 at 852AM	J
Rob Shingles	Subject: Timesheet Pay Period	Fri, 17 Feb 2023 12:43 Judith Monroe replied	No problem I will find out Your request has been approved Your request has been declined	
Tessa Lightfingers In progress	Subject: Timesheet Bookings	Thu. 16 Feb 2023 09:08 Tessa Lightfingers replied	Enter response	✓ Open (4) ✓ In progress (9)
Derek Pauls In progress	Subject: Shift	Thu. 16 Feb 2023 10:11 Stewart Booth replied	⊕ Send	Closed (1052)
RB Cobin Banks Open	Subject: Shift	Thu. 16 Feb 2023 10:48 🛛 📋	Priority Status Normal X V Open X V	
Stelle Lafleur	Subject: Absence	Thu, 16 Feb 2023 11:01 Estelle Lafleur replied	Vormal X V Open X V	





## Personnel

#### Highlights

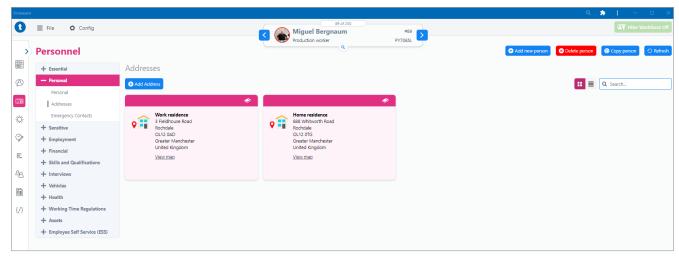
- Re-structured tabs incorporating addition fields, including Preferred pronouns,
  - Any previous names or maiden name,
  - Multiple addresses, Bank details, Emergency contacts.

timeware	÷						Q 🏠 🗄 – 🗆 🔅
0	∃ File 🌣 Config		89 of 250 Miguel Bergnaum		#89		<b>E</b> T Filter Workforce Off
>	Personnel		Production worker		PY7065L	Add new person Selection	e person ③ Copy person ④ Refresh
6u 115-	— Essential	Essential					Solution
B	Essential	Employee Details			Assignments		
	Photo	Title P	referred pronouns		Organisation		
	Right to Work	Miss X V	referred protouns		Demo Ltd		× • •••
☆	Disclosure and Barring Service	First name	Surname		Division		
	Credentials	Miguel	Bergnaum		European division		× • •••
Ŷ	Custom Fields						
E	Documents	Middle name Bergnaum	Any previous or maiden name(s) Bergnaum		Location		0 × • •••
	Conversations		berghoom				
48	Notes	Gender		× • •••	Department		× •
	+ Personal				MARKETING		
	+ Sensitive	Employment status 😮			Group		
{/}	+ Employment	Employee		••••	Staff		× • •••
	+ Financial	Policies		_	Role		
	+ Skills and Qualifications	Policies			Production worker		× • •••
	+ Interviews	Absence entitlement policy		_	Manager		
	+ Vehicles	All-purpose leave and time off policy		× • •••	Select manager		0 🔽 🖾 🛄
	+ Health	Device policies			Shift pattern		Week rotation
	+ Working Time Regulations	Main entrance 😣		×			¥ ¥
	+ Assets	Notification policy					
	+ Employee Self Service (ESS)	Mobile application and email		× • •••			
		Pay policy					
				×			
		Work Contact Details					
		Work email address	Work mobile			Work phone number	
		Miguel.Bergnaum73@gmail.com				1-398-221-7156 x10570	<b>S</b>
							Edit
							Luit

An updated layout with a modern 'look and feel'.







Multiple addresses.

Employee Details	
Title	Preferred pronouns
Miss × •	their 🛛 them 🛇 they 🛇 🛛 🗙 🚥
First name	Surname
Candace	Donnelly
Middle name	Any previous names or maiden name
Jane	
Gender	
Female	× • •••

Screens incorporate slicker selection methods, for example: token boxes.





Francisco Abbott Production worker	#198	st × • O
Production worker	PY7065L	Noel Armstrong Employee ID: 61 Payroll:
	Assignments	SA Stephanie Aufderhar Employee ID: 139 Payroll:
pr more items	Organisation <ul> <li>Organisation</li> <li>Demo Ltd</li> </ul>	EB Earne <mark>st</mark> Bartoletti Employee ID: 4 Payroll:
Surname Abbott	Division European division	CB Chester Bins Employee ID: 31 Payroll:
Any previous or maiden name(s) Abbott	Location Oddemooo	KC Kristen Cummings Employee ID: 158 Payroll:
× • •••	Department MARKETING Group	Elbert Fee <mark>st</mark> View More Results

Intuitive person search feature. Image border: red=out, green=in.

K C 1 2 X 1 - 150 of 250 items Q Search								
÷	Id 🚦	Department :	Surname †1	Division :	Location :	Organisation :	First name +2	Unit
	19	MARKETING	Adams	European division	Olivers School	Demo Ltd	Ignacio	Team one
	166	MARKETING	Altenwerth	European division	Head office	Demo Ltd	Evan	Team one
	95	MARKETING	Anderson	European division	Head office	Demo Ltd	Miranda	Team one
	114	MARKETING	Arm <mark>st</mark> rong	European division	Head office	Demo Ltd	Rick	Team one
	176	MARKETING	Bailey	European division	Head office	Demo Ltd	Cecilia	Team one
<b>9</b>	173	MARKETING	Bartell	European division	Head office	Demo Ltd	Glenda	Team one
	106	MARKETING	Bartell	European division	Head office	Demo Ltd	Geneva	Team one
	190	MARKETING	Bartoletti	European division	Head office	Demo Ltd	Juan	Team one
	87	MARKETING	Bashirian	European division	Head office	Demo Ltd	Kenny	Team one
	120	MADVETINIC	Pauch	European division	Hand office	Domo Ltd	Dianca	Team one

Clear layout on Find Person.

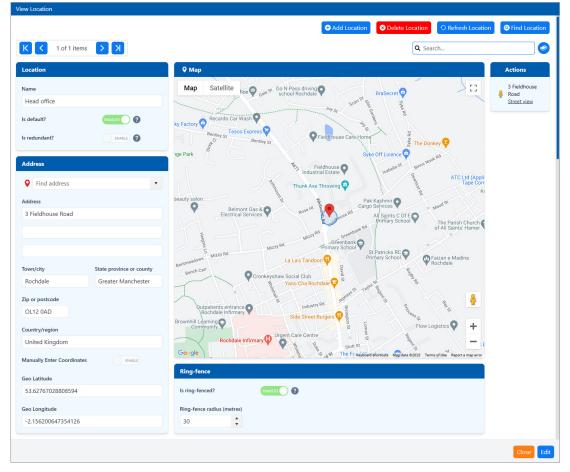




Assignments	
Organisation	
Demo Ltd	× • •••
Division	
European division	× • ••
Location	
demo	⊙ × ▼ <mark>…</mark>
Department	
MARKETING	× • ••
Group	
Staff	× • ••
Role	
Production worker	× • ••
Manager	
Select manager	0 🔽 🖻 💼

Select manager	0 🔽 🗖 🔳 🚥
Shift pattern	Week rotation
	v 🚥 🔹

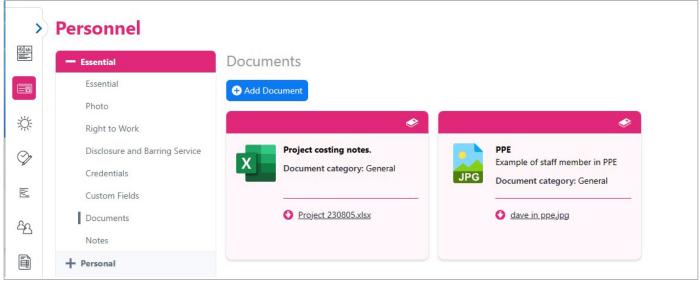
Seven assignments plus four custom groupings.



Location grouping incorporates Google maps API.







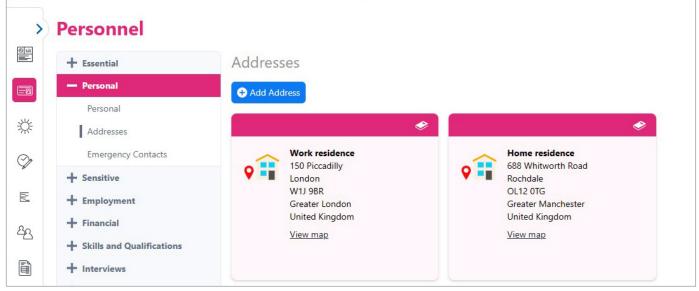
Supports multiple documents and can be viewed in both card and grid format.



Supported document types.







Supports multiple addresses.

>	Personnel					+ Add new person	Ӿ Delete person	Copy person	O Re
	+ Essential	Addresses							
	- Personal	Add Address					** =	Q Search	
	Personal Addresses	Address Type	Line 1	Town/city	Postal Address	Country/region	ls ring-fenc		R
	Emergency Contacts	Work residence	150 Piccadilly	London	W1J 9BR	United Kingdom	False	View map	
	+ Sensitive + Employment + Financial + Skills and Qualifications	Home residence	688 Whitworth Road	Rochdale	OL12 OTG	United Kingdom	False	<u>View map</u>	
	+ Interviews								

Can be viewed in both card and grid format.





# Absence management

## Highlights

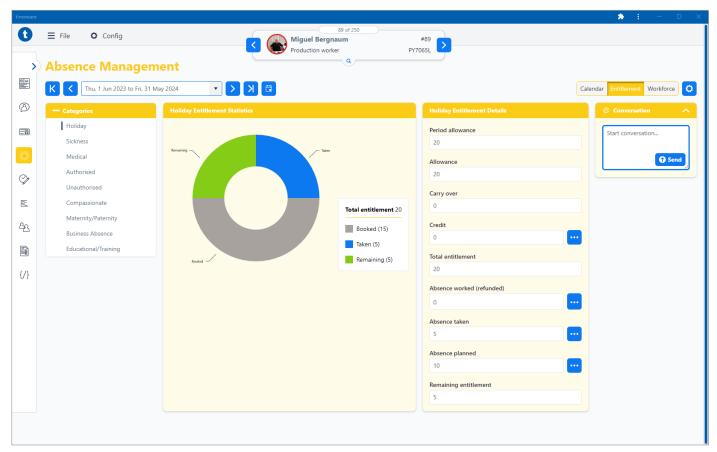
- 1. Additional authorised leave frequency options.
- 2. Improved RTW procedure.

>	Absen	ce Mana	gement			Product	ion worker		PY7065L				
	KK	Thu, 1 Jun 2023 to	Fri, 31 May 2024	•	K	<b>:</b>							Calendar Entitlement Workforce
	June	July	August	September	October	November	December	January	February	March	April	May	Actions
	T 1	S 1	T 1	F 1	<b>S</b> 1	<b>W</b> 1	F 1	M 1	T 1	F 1	M 1	<b>W</b> 1	
	F 2	<b>S</b> 2	W 2	<b>S</b> 2	M 2	T 2	<b>S</b> 2	T 2	F 2	<b>S</b> 2	T 2	T 2	Fri, 18 Aug 2023
	S 3	M 3	Т 3	<b>S</b> 3	ТЗ	F B	<b>S</b> 3	W 3	S 3	<b>S</b> 3	W 3	F 3	
	S 4	T 4	F 4	M 4	W 4	<b>S</b> 4	M 4	T 4	S 4	M 4	T 4	S 4	Training 🛛 🛛 🔽
	M 5	<b>W</b> 5	S 5	T 5	T 5	<b>S</b> 5	T 5	F 5	M 5	T 5	F 5	<b>S</b> 5	
	T 6	T 6	<b>S</b> 6	<b>W</b> 6	F 6	M 6	<b>W</b> 6	<b>S</b> 6	T 6	W 6	S 6	M 6	Doctors 🛛 📀
	<b>W</b> 7	F 7	M 7	T 7	S 7	T 7	T 7	S 7	W 7	T 7	S 7	T 7	
	T 8	S 8	T 8	F 8	S 8	W 8	F 8	M 8	T 8	F 8	M 8	W 8	🕂 Add Bookin
	F 9	<b>S</b> 9	<b>W</b> 9	<b>S</b> 9	M 9	Т 9	<b>S</b> 9	T 9	F 9	<b>S</b> 9	Т 9	Т 9	
	<b>S</b> 10	M 10	<b>T</b> 10	<b>S</b> 10	<b>T</b> 10	F 10	<b>S</b> 10	<b>W</b> 10	S 10	<b>S</b> 10	<b>W</b> 10	F 10	
	S 11	T 11	F 11	M 11	W 11	S 11	M 11	T 11	S 11	M 11	T 11	S 11	Selected date: Fri, 18 Aug 202
	M 12	W 12	S 12	T 12	T 12	<b>S</b> 12	T 12	F 12	M 12	T 12	F 12	<b>S</b> 12	Absence statistics
	T 13	T 13	<b>S</b> 13	W 13	F 13	M 13	<b>W</b> 13	S 13	T 13	W 13	S 13	M 13	E Planner
	W 14 Dentist		M 14	T 14	S 14	<b>T</b> 14	<b>T</b> 14	S 14	<b>W</b> 14	T 14	<b>S</b> 14	T 14	
	T 15	S 15	T 15	F 15	S 15	W 15	F 15	M 15	T 15	F 15	M 15	W 15	Attendance adjustment
	F 16	<b>S</b> 16	<b>W</b> 16	S 16	M 16	T 16	S 16	T 16	F 16	S 16	T 16	<b>T</b> 16	
	S 17	M 17 Holid	T 17	S 17	T 17	F 17	S 17	W 17	S 17	S 17	W 17	F 17	
	S 18	T 18	F 18 Training Doctors	M 18	<b>W</b> 18	S 18	M 18	T 18	<b>S</b> 18	M 18	T 18	<b>S</b> 18	Selected year: Thu, June 2023 Fri, 31 May 2024
	M 19	W 19	S 19	T 19	T 19	<b>S</b> 19	T 19	F 19	M 19	T 19	F 19	<b>S</b> 19	
	T 20	T 20	\$ 19 \$ 20	W 20	F 20	M 20	W 20	S 20	T 20	W 20	S 20	M 20	Absence list
	W 21	F 21	M 21	T 21	S 21	T 21	T 21	S 21	W 21	T 21	S 21	T 21	Absence entitlement credits
	T 22	S 22	T 22	F 22	S 22	W 22	F 22	M 22	T 22	F 22	M 22	W 22	Leave requests (original)
	F 23	S 23	W 23	S 23	M 23	T 23	S 23	T 23	F 23	S 23	T 23	T 23	
	S 24 S 25	M 24 T 25	T 24	S 24 M 25	T 24 W 25	F 24	S 24 M 25	W 24 T 25	S 24 S 25	S 24	W 24 T 25	F 24	Filters
	S 25 M 26	W 26 Holiday	F 25	M 25 T 26	W 25 T 26	S 25 S 26	T 26	F 26	S 25 M 26	M 25 T 26	F 26	\$ 25 \$ 26	
	T 27	T 27 Holiday	S 26	W 27	F 27	S 26 M 27	W 27	F 26 S 27	M 26	W 27	F 26	S 26	
	W 28	F 28 Holiday	S 27	T 28	F 27	T 28	T 28	S 28	W 28	T 28	S 28	T 28	
	T 29	S 29	M 28	F 29	S 20	W 29	F 29	M 29	T 29	F 29	M 29	W 29	
	F 30	s 30	T 29	S 30	M 30	T 30	F 29 S 30	T 30		S 30	T 30	T 30	
		M 31	<b>W</b> 30	<u> </u>	T 31		\$ 30 \$ 31	W 31		\$ 30 \$ 31	- 30	F 31	
			T 31				3.51			3 31			

Clear absence management format.







Workforce absence calendar.



<b>)</b>	bsenc	e Mana	gement										
k	< < T	nu, 1 Jun 2023 to	Fri, 31 May 2024	•	K <								Calendar Entitlement Workforce
J	ine	July	August	September	October	November	December	January	February	March	April	May	Actions
	1	S 1	T 1	F 1	<b>S</b> 1	<b>W</b> 1	F 1	M 1	T 1	F 1	M 1	<b>W</b> 1	
	2	<b>S</b> 2	W 2	<b>S</b> 2	M 2	T 2	<b>S</b> 2	T 2	F 2	<b>S</b> 2	T 2	T 2	Selected date: Fri, 18 Aug 20
	3	M 3	ТЗ	S 3	T 3	F 3	<b>S</b> 3	W 3	S 3	<b>S</b> 3	W 3	F 3	🕀 Add Book
	4	T 4	F 4 Richar	M 4	W 4	S 4	M 4	T 4	<b>S</b> 4	M 4	T 4	S 4	
	6	W 5 T 6	S 5 S 6	T 5 W 6	T 5	S 5 M 6	T 5 W 6	F 5 S 6	M 5 T 6	T 5 W 6	F 5	S 5	
	1 7	F 7	M 7 Richar	T 7	s 7	T 7	T 7	s 7	W 7	T 7	S 7	T 7	
	8	S 8	T 8 Richar	F 8	<b>S</b> 8	W 8	F 8	M 8	T 8	F 8	M 8	W 8	
F	9	<b>S</b> 9	W 9 Richar	S 9	M 9	Т 9	<b>S</b> 9	Т 9	F 9	<b>S</b> 9	Т 9	Т 9	
s	10	M 10	T 10 Richar	S 10	T 10	F 10	<b>S</b> 10	<b>W</b> 10	S 10	<b>S</b> 10	<b>W</b> 10	F 10	
s	11	T 11	F 11 Richar	M 11	<b>W</b> 11	S 11	M 11	T 11	S 11	M 11	T 11	S 11	
м	12	<b>W</b> 12	<b>S</b> 12	T 12	T 12	<b>S</b> 12	T 12	F 12	M 12	T 12	F 12	<b>S</b> 12	
т	13	T 13	S 13	W 13	F 13	M 13	<b>W</b> 13	<b>S</b> 13	T 13	W 13	S 13	M 13	
w	14 Jamie	F 14	M 14 Richar	T 14	<b>S</b> 14	T 14	T 14	<b>S</b> 14	<b>W</b> 14	T 14	S 14	T 14	
	15	S 15	T 15 Richar	F 15	S 15	<b>W</b> 15	F 15	M 15	T 15	F 15	M 15	<b>W</b> 15	
	16	S 16	W 16 Richar	S 16	M 16	T 16	<b>S</b> 16	T 16	F 16	<b>S</b> 16	T 16	T 16	
	17	M 17	T 17 Richar	S 17	T 17	F 17	S 17	W 17	S 17	S 17	W 17	F 17	
	18	T 18 W 19	F 18 Richard B Jamie Wh	M 18 T 19	W 18 T 19	S 18 S 19	M 18 T 19	T 18 F 19	S 18 M 19	M 18 T 19	T 18 F 19	5 18 5 19	
	20	T 20	Nathan F	W 20	F 20	M 20	W 20	S 20	T 20	W 20	S 20	M 20	
	20	F 21	S 19	W 20 T 21	F 20	T 21	W 20 T 21	S 20	W 21	W 20 T 21	S 20	T 21	
	22	S 22	<b>S</b> 20	F 22	S 22	W 22	F 22	M 22	T 22	F 22	M 22	W 22	
	23	\$ 23	M 21	S 23	M 23	T 23	\$ 23	T 23	F 23	\$ 23	T 23	T 23	
	24	M 24	T 22	S 24	T 24	F 24	<b>S</b> 24	W 24	S 24	S 24	W 24	F 24	
s	25	T 25	W 23	M 25	W 25	\$ 25	M 25	T 25	\$ 25	M 25	T 25	S 25	
м	26	W 26 Natha	T 24	T 26	T 26	<b>S</b> 26	T 26	F 26	M 26	T 26	F 26	S 26	
т	27	T 27 Natha	F 25	<b>W</b> 27	F 27	M 27	<b>W</b> 27	<b>S</b> 27	T 27	<b>W</b> 27	S 27	M 27	
w	28	F 28 Natha	S 26 S 27	T 28	<b>S</b> 28	T 28	T 28	<b>S</b> 28	<b>W</b> 28	T 28	S 28	T 28	
	29	S 29	S 27 M 28	F 29	<b>S</b> 29	W 29	F 29	M 29	T 29	F 29	M 29	W 29	
F	30	<b>S</b> 30	T 29	<b>S</b> 30	M 30	T 30	<b>S</b> 30	T 30		<b>S</b> 30	Т 30	T 30	
		M 31	W 30		T 31		\$ 31	W 31		\$ 31		F 31	
			T 31										

Workforce absence calendar.





# Time and attendance

## Highlights

1. Unlimited pay elements.

	sheets Mon, 20 Feb 2023 to Fri, 3	M 2022	N 🗄 🍪		Ð										
ĸĸ	Mon, 20 Feb 2023 to Fri, 3	Mar 2023		99 69 69 1 1	2)	_									
Timesh	et Information					Pay	Period								Tue, 21 Feb 2023
Shift pa	tern 09:00-12:00/12:00	-17:00				Ξ	Total 55:45	Basic 53:00		x1.33 2:45 (9)		x2.00	Award Bonus	Holic	Add Booking
Status	Status Incomplete Timesheet						55:45	53:00 (		2:45 (9)			Yes	16:00	Add Absence
Week/Da	y Date	Shift	Taken Absence(s)	Booking(s)			Total	Basic		x1.33	x1.50	x2.00	Award Bonus	Holic	Add Absence Entitlement Creation
2 Mon	20/02/2023 12:12:12	09:00-17:00/00		<u> ??:??-??:?? (?)</u>	000	Ξ	<u>77:77</u>								+ Add Schedule
2 Tue	21/02/2023 12:12:12	09:00-17:00/00		09:06-17:00 (2)	000		7:45	5:00		2:45 (					🗷 Edit
2 Wed	22/02/2023 12:12:12	09:00-17:00/00		09:00-16:54 (2)			<u>??:??</u>								
2 Thu	23/02/2023 12:12:12	09:00-17:00/00		09:00-??:??_(1)	o o a 🔅	$\odot$	22:22						Yes		Pay Period Actions
2 Fri	24/02/2023 12:12:12	09:00-17:00/00		<u>09:00-17:00 (2)</u>	000	٢	<u>8:00</u>	8:00	9				Yes 9		O Recalculate Period
				<u>??:??-??:?? (?)</u>			22:22								Reallocate Bookings
				<u>??:??-??:?? (?)</u>			22:22								<b>v</b> Filters
3 Mon	27/02/2023 12:12:12	09:00-17:00/00		<u>09:00-17:00 (2)</u>		$(\Sigma)$	<u>8:00</u>	8:00					Yes 9		Booking(s)
3 Tue	28/02/2023 12:12:12	09:00-17:00/00		<u>09:00-17:00 (2)</u>			<u>8:00</u>	8:00		2:00 (	9				All booking types
3 Wed	01/03/2023 12:12:12	09:00-17:00/00		<u>09:00-17:00 (2)</u>			<u>8:00</u>	8:00							Missed bookings (2)
3 Thu	02/03/2023 12:12:12	09:00-17:00/00	Holiday	<u>09:00-17:00 (2)</u>		$(\Sigma)$	<u>8:00</u>	8:00						8:00	<ul> <li>Bookings outside core time (3)</li> <li>Manually changed bookings</li> </ul>
3 Fri	03/03/2023 12:12:12	09:00-17:00/00	Holiday	<u>09:00-17:00 (2)</u>			<u>8:00</u>	8:00						8:00	Absence or holiday bookings (2
				<u>??:??-??:?? (?)</u>			22:22								
				<u>??:??-??:?? (?)</u>			<u>??:??</u>								





Shift Planne	er						
K K Mon, 17 Jul	2023 to Sun, 23 Jul 2023	• > X 🗄			Person	View Shift View 🔍 Search b	y name
Employee	Mon, 17 Jul 2023	Tue, 18 Jul 2023	Wed, 19 Jul 2023	Thu, 20 Jul 2023	Fri, 21 Jul 2023	Sat, 22 Jul 2023	Actions
Jo Blackwell Role: Production worker Skills: Picker, Packer 40 of 40hrs per week	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid	<b>7</b> Filters			
Nick Dewet Role: Production worker Skills: Picker, Packer 43 of 40hrs per week	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	09:00 > 12:00 OT 3h				
Janice Stevens Role: Production worker Skills: Checker 15 of 15hrs per week	08:30 > 14:30 R 5h	08:30 > 14:30 Sh	08:30 > 14:30 5h	08:30 > 14:30 Sh	08:30 > 14:30 Sh	08:30 > 14:30 R 5h	
Finlay Jewson Role: Production worker Skills: Picker, Packer 7.5 of Ohrs per week	Add Shift	€ <u>Add Shift</u>	08:30 > 16:30 7h 30m 30m unpaid	Add Shift     Add Shift     Add     Ad     Ad	Unavailable	<u>Add Shift</u> Swap	
June Summer Laurence Role: Production worker Skills: Picker, Packer 40 of 40hrs per week	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid				
William Gibbs Role: Production worker Skills: Picker, Packer	08:00 > 16:30 8h 30m 30m unpaid	08:00 > 16:30 8h 30m 30m unpaid	08:00 > 16:30 OT 8h 30m 30m unpaid				
0 of 20hrs per week	Holiday	Holiday	Holiday	Holiday	Holiday		
Nina Foyle Role: Production worker Skills: Picker, Packer 40 of 40hrs per week	08:00 > 16:30 8hr 30m 30m unpaid	21:30 > 06:00 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid	
Rob Shingles Role: Production worker Skills: Picker, Packer 40 of 40hrs per week	08:00 > 16:30 8hr 30m 30m unpaid	21:30 > 06:00 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid	
Tessa Lightfingers Role: Production worker Skills: Picker, Checker 40 of 40hrs per week	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid				





hift Planner					
K Kon, 17 Jul 2023 to Sun	, 23 Jul 2023 🔹 🔪 🔀	<b></b>		Person View Shift View Q Searc	h by name
Mon, 17 Jul 2023				+ Add shift	Action
08:00-16:30	08:30-14:30 R	Special 09:00-11:00 🗒 !	14:00-22:00	21:30-06:00	
Assigned to shift (35/35) Manager(s): 1/1 Delivery driver(s): 2/2 Production worker(s): 12/12	<b>Assigned to shift</b> Manager(s): 1/- Production worker(s): -/-	Assigned to shift (2/5) Manager(s): 1/1 Delivery driver(s): 1/1 Production worker(s): 0/3	Assigned to shift (12/12) Manager(s): 1/1 Delivery driver(s): 1/1 Production worker(s): 10/10	Assigned to shift (15/15) Manager(s): 1/1 Delivery driver(s): 2/2 Production worker(s): 12/12	<b>7</b> Filters
View all Total: 35 Required: 35	Total: 1 Required: -	Total: 2 Required: 5	Total: 12 Required: 12	Total: 15 Required: 15	
Tue, 18 Jul 2023		+ <u>Add shift</u>			
08:00-16:30	08:30-14:30	21:30-06:00			
Assigned to shift (35/34) Manager(s): 1/1 Delivery driver(s): 2/2 Production worker(s): 11/12 View all	Assigned to shift Manager(s): 1/1 Production worker(s): 1/1	Assigned to shift (15/15) Manager(s): 1/1 Delivery driver(s): 2/2 Production worker(s): 12/12			





# **Roll Call**

≡ Fil	le 🌣 Config					
Rol K	Call	of 250 items				Q Search by name_
			Booking		Shift	Assignments O Actions
⊻ Fa	Jo Blackwell Production worker	Ø 🛛 📋	Main entrance Mon, 17 Jul 2023 - 08:00 4 hours 20 mins ago	•	<b>08:00 &gt; 16:30</b> 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office   Marketing Staff  Nathan Price  Titters
1	Nick Dewet Production worker		Back door           Mon, 17 Jul 2023 - 12:20           20 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office 9 Marketing Staff Compact view? Re
	JS Janice Stevens Production worker		Back door Mon, 17 Jul 2023 - 07:55 4 hours 25 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office <b>9</b> Marketing Staff View in/out View in/out View in only
	FJ Finlay Jewson Production worker		Back door Mon, 17 Jul 2023 - 7:58 4 hours 22 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office • Marketing Staff View out only Office Factory floor
٩	June Summer Laurence Production worker		Ð	0	08:00 > 16:30 8hr 30m 30m Unpaid Holiday	Employee Demo Ltd European Division Head Office <b>Q</b> Marketing Staff
1	William Gibbs Production worker		Ð	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office 9 Marketing Staff
	JB John Bright Production worker		Main entrance Mon, 17 Jul 2023 - 08:01 4 hours 19 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office 9 Marketing Staff
	NF Nina Foyles Production worker		An entrance Mon, 17 Jul 2023 - 08:00 4 hours 20 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office <b>9</b> Marketing Staff
	Rob Shingles Production worker		Main entrance Mon, 17 Jul 2023 - 07:55 4 hours 25 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office 9 Marketing Staff
	Tessa Lightfingers Production worker	Ø 🗖 🚺	Addin entrance Mon, 17 Jul 2023 - 08:01 4 hours 19 mins ago	•	08:00 > 16:30 8hr 30m 30m Unpaid	Employee Demo Ltd European Division Head Office <b>9</b> Marketing Staff

Improved roll call screen





## Reports

#### **Highlights**

1. Reports can be crafted immediately or set to craft with a pre-defined occurrence as the user completes other tasks. When the report is ready, a notification will appear in the top right of the screen and on the dashboard. The report is then accessed through the user's own report history area which will store their most recent 150 reports.

•)	Domonto								
	Add Report		Search				٩	Search	
	Chosen Reports				Report History				
	Name			EB	Name	Added On		Completed On	
	✓ Absence (3)		Lange		Attendance Daily Listing	Mon, 18 Sept 2023 13:30	Waiting		1
	<ul> <li>Absence Entitlement Reason</li> <li>Absence Listing</li> </ul>	Mon, 18 Sept 2023 13:00 Fri, 15 Sept 2023 14:00	Daily Weekly		O Absence Entitlement Reason	Mon, 18 Sept 2023 13:00	Crafting		1
	Absence Reason Listing		Monthly		Attendance Daily Listing	Sun, 17 Sept 2023	Ready	Sun, 17 Sept 2023	×
	✓ Access (1)				Attenuance Daily cisting	13:30	Ready	13:32	- C
	Access Event Listing	Fri, 15 Sept 2023 14:30	Weekly		Absence Entitlement Reason	Sun, 17 Sept 2023 13:00	Ready	Sun, 17 Sept 2023 13:01	×
	Attendance (2)     Attendance Daily Listing	Mon, 18 Sept 2023 13:30	Daily		Attendance Daily Listing	Sat. 16 Sept 2023 13:30	Ready	Sat. 16 Sept 2023 13:32	x
	Attendance Period Listing	Fri, 15 Sept 2023 15:30	Monthly		O Absence Entitlement Reason	Sat, 16 Sept 2023 13:00	Ready	Sat, 16 Sept 2023 13:01	D.
					Access Event Listing	Fri, 15 Sept 2023 14:30	Ready	Fri, 15 Sept 2023 14:32	x
					Absence Listing	Fri, 15 Sept 2023 14:00	Failed		250 250
					Attendance Daily Listing	Fri. 15 Sept 2023 13:30	Ready	Fri, 15 Sept 2023 13:32	x
					O Absence Entitlement Reason	Fri. 15 Sept 2023 13:00	Ready	Fri, 15 Sept 2023 13:01	x
					Attendance Daily Listing	Thu, 14 Sept 2023 13:30	Ready	Thu, 14 Sept 2023 13:31	x
					Absence Entitlement Reason	Thu. 14 Sept 2023 13:00	Ready	Thu. 14 Sept 2023	×

Chosen reports on the left, with report history on the right.