Attendance Point

timeware®

timestart®

time and attendance software

Home

Attendance Point Booking
Add an attendance booking using the NFC attendance point.

Attendance Timesheet
View your attendance timesheet information.

Shift Rota
View your shift rota for the next 31 days.

Leave
View your leave entitlement and submit a leave request.

View Bookings
View your attendance bookings.

Offsite Booking
Add an attendance booking from a remote location.

Home   Preferences   About   Admin   Logout

ON PREMISE SOFTWARE

sage
Development Partner

Software modules include:

Time and Attendance, Absence Management, Personnel, Dashboards and Reports, ESS GO, To-do List and SAGE Payroll integration.

timestart® Time and Attendance Software

timestart® is the perfect solution for business owners requiring time and attendance software to track employee attendance, holiday entitlement and leave requests. timestart® means no more time-sheets and no more holiday request forms!

timestart® software includes time and attendance, absence management, personnel, dashboards and report modules plus free integration to Sage payroll.

Staff use an employee self service app called ESS GO to record their arrival and departure times by simply holding their phone near the timeware® Puck or by using the offsite booking feature. This time and attendance information is stored in the cloud and passed back to your office allowing the timestart® software to calculate the hours worked. It's really that simple!

At the heart of the timestart® software is the timeware® time and attendance engine that has been developed over 30 years and is capable of processing the most complex UK work patterns.

The employee self service app, ESS GO is a unique game-changer enabling your staff to check their shift rotas, timesheets, holiday entitlement and to request leave!

To find out more about timestart® please contact our sales team on +44 (0)1706 659368

Personnel...

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

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

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

Features include:

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

Time and Attendance...

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

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

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

Employees use the Employee Self Service app, ESS GO to make their attendance bookings.

Absence Management...

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

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

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

Features include:

- Comprehensive absence and holiday booking screens for ease of data entry.

- Compatible with Bradford factor methodology.

- Detailed statistical information is available while booking absences allowing you to maintain the correct staffing levels whilst ensuring that employees cannot take more than their annual holiday entitlement.

- Automatic renewal of an employee's holiday entitlements each year, taking into account any days carried forward from the previous holiday year.

- Create entitlement policies with special rules for new starters and long serving employees.

- Tactical absence analysis.

- Return to work procedures.

Dashboards & Reports...

Clear and concise data produced quickly, on demand.

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

timestart® dashboards and reports incorporate data for the following modules:

- Personnel
- Absence management
- Time and attendance

All reports may be exported to Excel for further manipulation and analysis.
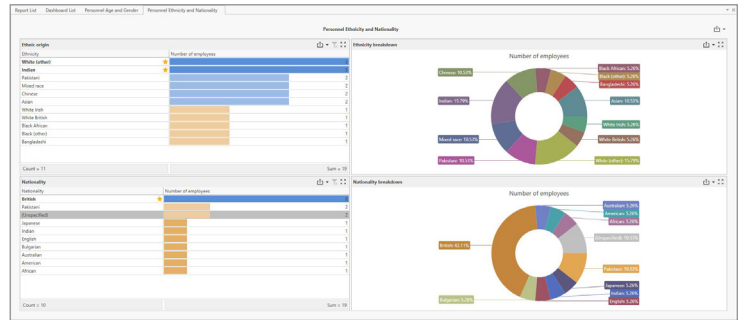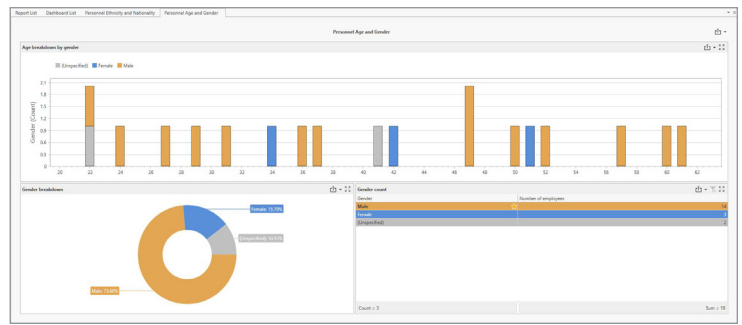
To-do List...

Key business information displayed in real-time.

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

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

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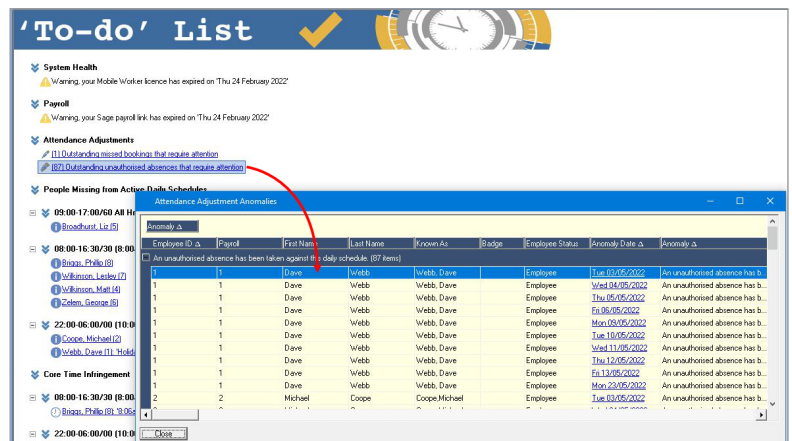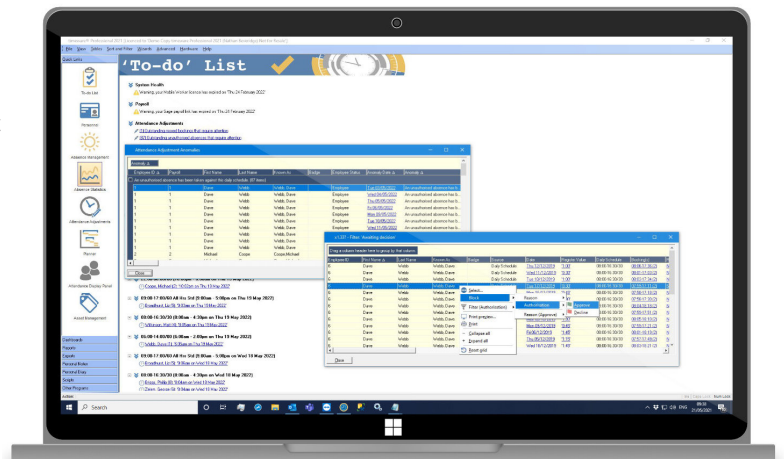
Sage Payroll Integration...

timeware® are an official Sage Development Partner and as such, we are able to provide an approved integration to your Sage payroll software.

timestart® incorporates an authorised, Sage payroll integration.

Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

timestart® includes a 'payroll reminder' to-do list item. Set by the timestart® administrator, this feature provides an hourly countdown of the oncoming payroll deadline!

Once the timestart® payroll integration has transferred the hours worked, the to-do list item highlights the date and time of the successful Payroll integration.

Following the payroll run, it's time to lockdown the historic data. The timestart® administrator can protect data up to a specified date, therefore eliminating any manual amendments. The historic lockdown is password protected.
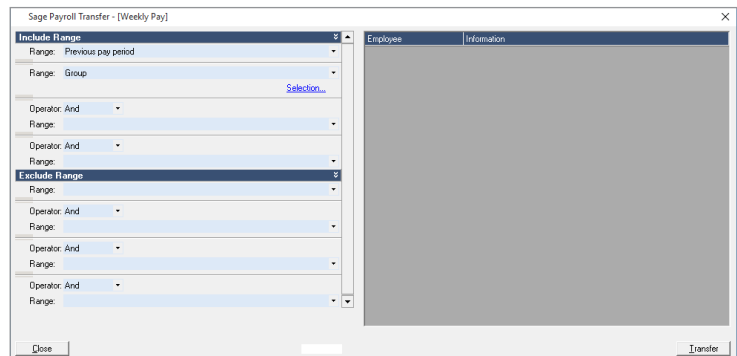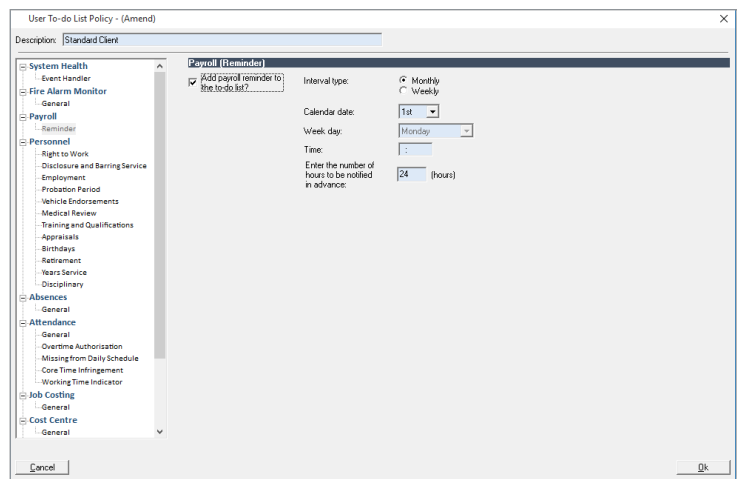
General Data Protection Regulation (GDPR)...

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

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

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

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

This meeting will cover two main areas:

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

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

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

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

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

Some example GDPR housekeeping scripts:

1. If timestart® is not being using as the primary HR system do not allow address information to be recorded.

2. If timestart® is not being using as the primary HR system do not allow National Insurance data to be recorded.

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

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

5. When an employee leaves the company, delete all passwords to the timeware® app and disable the employee's ESS GO app within 24 hours.

6. When an employee has left the company and after the statutory period, remove all attendance and absence information and personal data.

Attendance bookings at the timeware® Puck...

The timeware® Puck is the perfect low cost attendance point requiring no network or mains power. Each timeware® Puck incorporates a unique NFC tag which allows them to be 'read' by all modern smart phones running the employee self service app, ESS GO from a distance of about 4cm. When an employee holds the phone near to the timeware® Puck, the ESS GO app records the time, date, Puck details and GPS location.

Remember that the timestart® time and attendance software supports any number of timeware® Pucks.

What's next?

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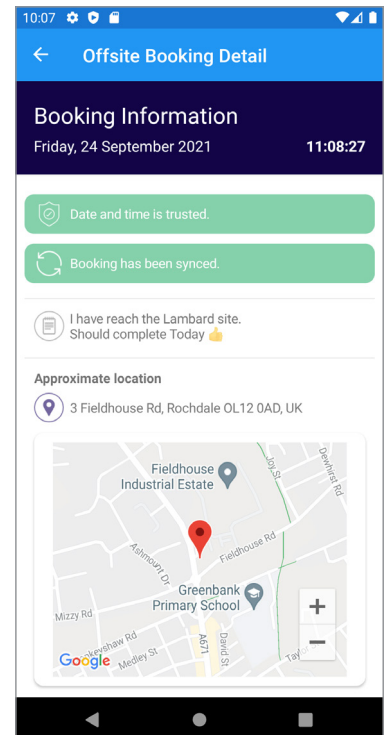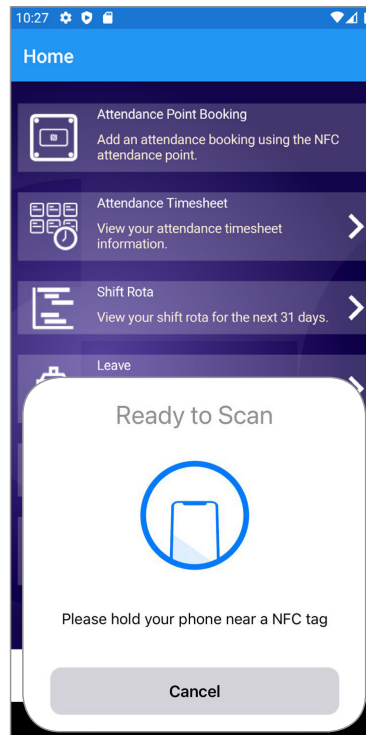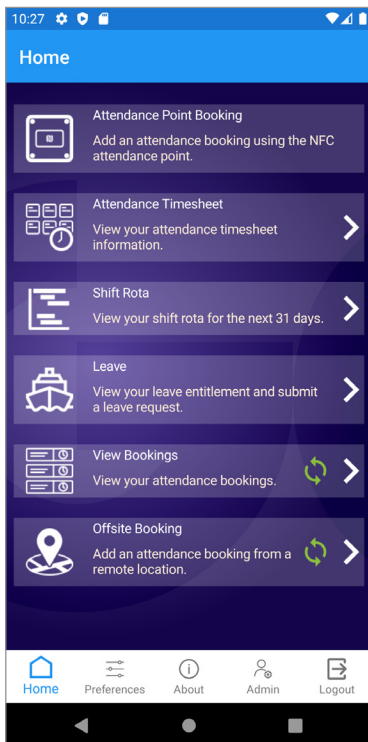
Shift rota...

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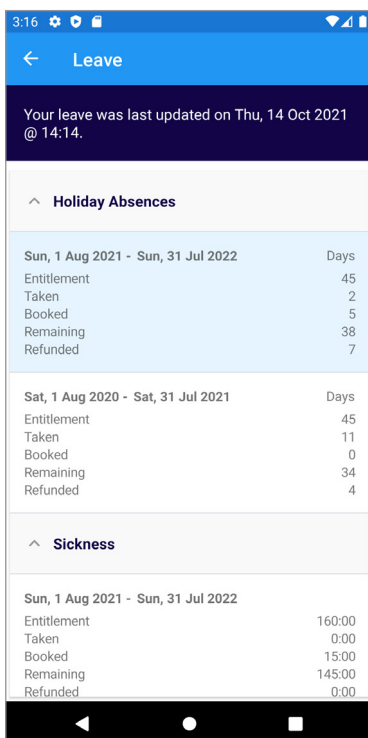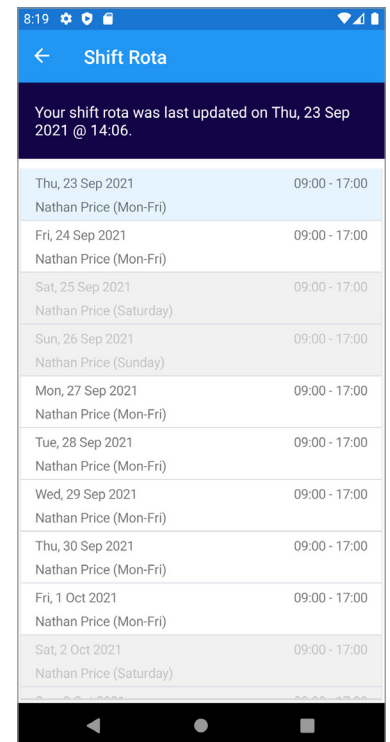
Leave entitlement and remaining balance...

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

Leave requests...

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

Attendance Timesheets

Your timesheets were last updated on Fri, 24 Sep 2021 @ 09:58.

Mon, 20 Sep 2021 - Sun, 26 Sep 2021	
Total	0:00
Mon, 13 Sep 2021 - Sun, 19 Sep 2021	
Total	194:30
Mon, 6 Sep 2021 - Sun, 12 Sep 2021	
Total	44:15

Attendance Timesheets

Your timesheets were last updated on Fri, 24 Sep 2021 @ 09:58.

| Mon, 20 Sep 2021 - Sun, 26 Sep 2021 | |
| Total | 0:00 |
| | 194:30 | Shifts   Pay Period
| Mon, 6 Sep 2021 - Sun, 12 Sep 2021 | |
| Total | 44:15 |

Pay Period

Mon, 13 Sep 2021 - Sun, 19 Sep 2021
Total 194:30

Basic	31:30
x1.5	4.00
x2	2.00
Break anomaly	345.25
Awaiting decision	

This should not show

| Overtime Approval | 154:30 |
| Approved | |

This should not show

| Banked | 45 |
| Declined | |

Another

You have one or more absence or holiday bookings.
You have one or more missed bookings.
You have one or more bookings outside of your working core time.
You have one or more bookings that have been manually changed.

Current and previous timesheets...

Users can see their own timesheets for the current and two previous pay periods. They can see their attendance bookings, basic and approved overtime hours and any core-time infringements.

Shift Detail

Thu, 9 Sep 2021
Standard Flexi 0530
Total 17:00

Opening balance	-8:-30
Accumulated	17:00
Target	5:30
Closing balance	3:00
Overspill	0:00
Basic	17:00

Leave

Authorised Leave

Bookings

08:00AM Booking has been manually changed.
18:00PM Booking has been manually changed.

Shifts

Mon, 13 Sep - Sun, 19 Sep
Total 194:30

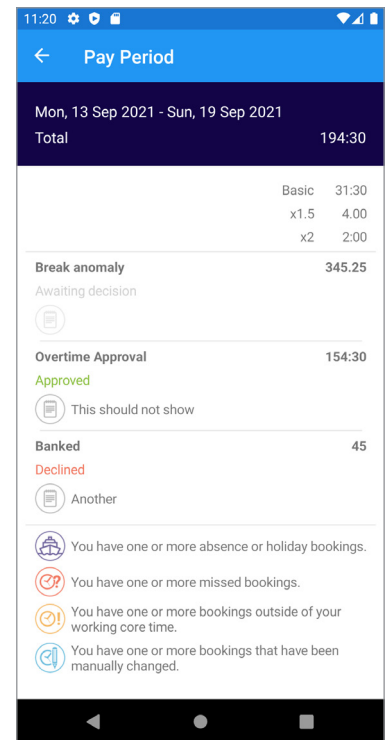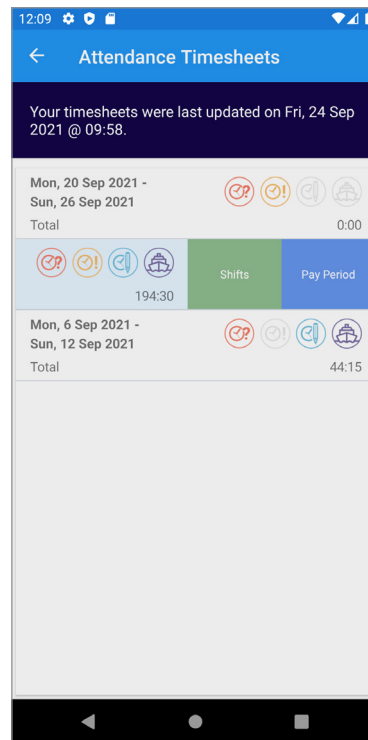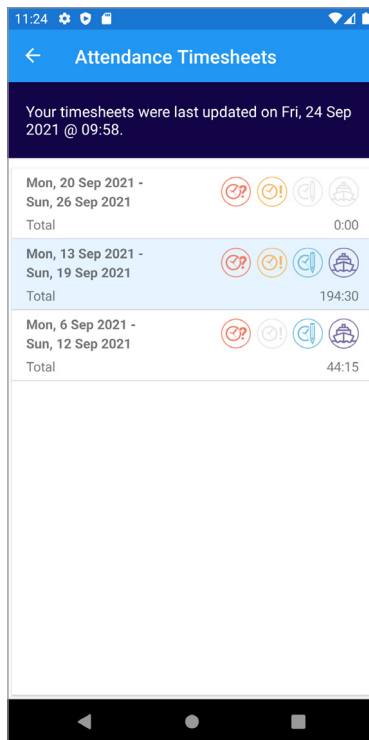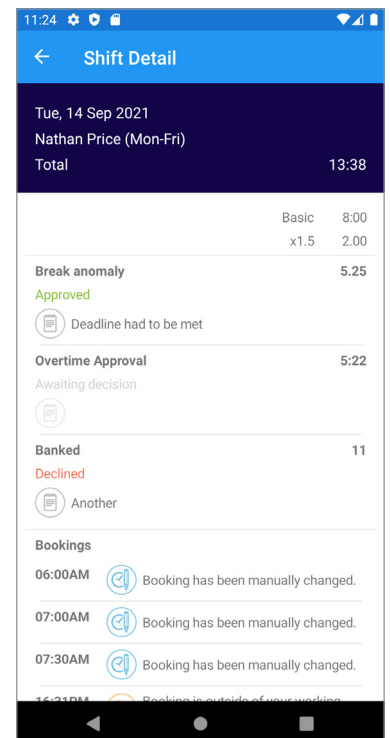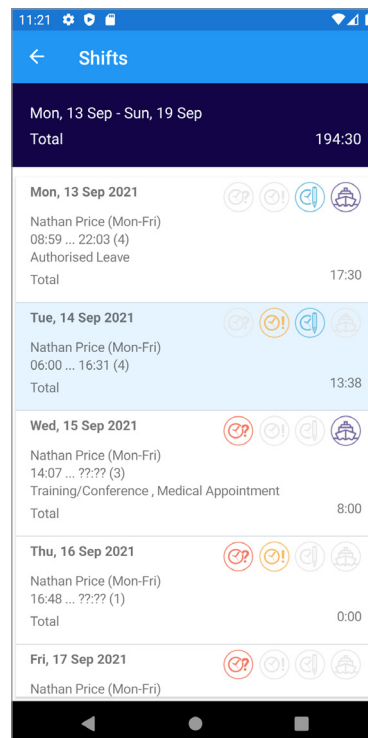| Mon, 13 Sep 2021 | |
Nathan Price (Mon-Fri) 08:59 ... 22:03 (4) Authorised Leave	
Total	17:30
Tue, 14 Sep 2021	
Nathan Price (Mon-Fri) 06:00 ... 16:31 (4)	
Total	13:38
Wed, 15 Sep 2021	
Nathan Price (Mon-Fri) 14:07 ... ??:?? (3) Training/Conference , Medical Appointment	
Total	8:00
Thu, 16 Sep 2021	
Nathan Price (Mon-Fri) 16:48 ... ??:?? (1)	
Total	0:00
Fri, 17 Sep 2021	
Nathan Price (Mon-Fri)	

Shift Detail

Tue, 14 Sep 2021
Nathan Price (Mon-Fri)
Total 13:38

Basic	8:00
x1.5	2.00
Break anomaly	5.25
Approved	

Deadline had to be met

| Overtime Approval | 5:22 |
| Awaiting decision | |

| Banked | 11 |
| Declined | |

Another

Bookings

06:00AM Booking has been manually changed.
07:00AM Booking has been manually changed.
07:30AM Booking has been manually changed.
16:31PM Booking is outside of your working

Flexi balance...

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

9

Offsite attendance bookings...

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

timestart ®
time and absence software

About timeware®...

Our company...

timeware® is recognised as one of the UK's leading Workforce Management Software specialists. With more than 7,500 installations across the UK, Ireland and Sub Saharan Africa, the timeware® name is synonymous with long-term reliability, enhanced functionality and continuous innovation.

We employ a full-time, UK based team that has been implementing Workforce Management Software for over 30 years. We install systems efficiently, train your staff to a very high standard and provide unrivalled support. We also value customer feedback to assist in the development of our products.

Our service philosophy...

Customer Service is the cornerstone of our business model. Over 95% of our new business originates from existing client referrals, a statistic we are extremely proud of.

We invest heavily in the development of the customer care teams, both technical and administrative. Many customers have worked with timeware® for over twenty years – a true testament to the Team's positive attitude and efficient service.

For more information about timeware® UK Ltd and the services we provide, please contact Sales on +44 (0)1706 659368 or sales@timeware.co.uk.

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