



timestart[®]

time and attendance software



Software modules include:

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

Absence Management...

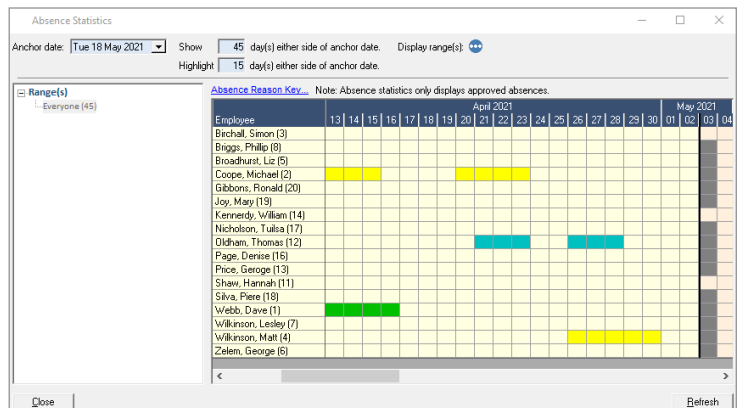
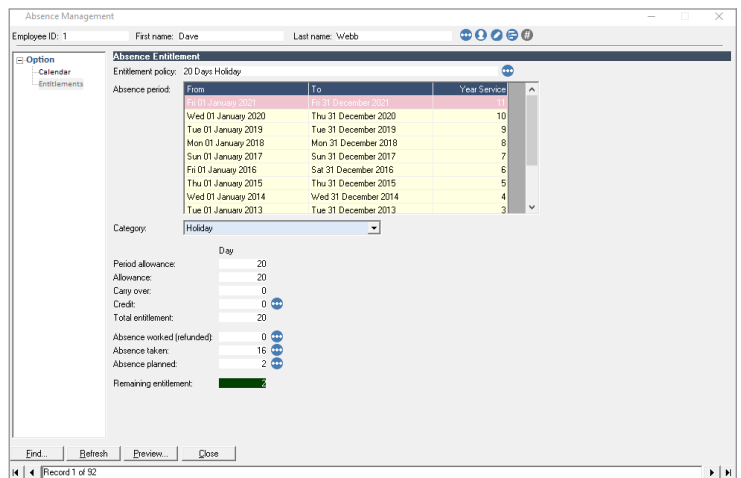
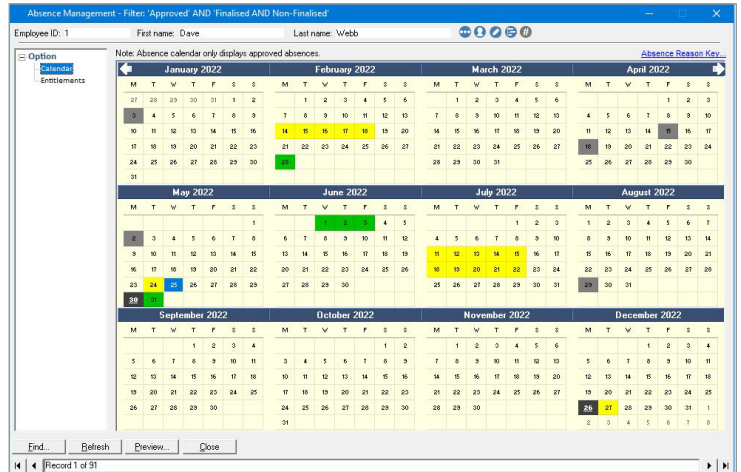
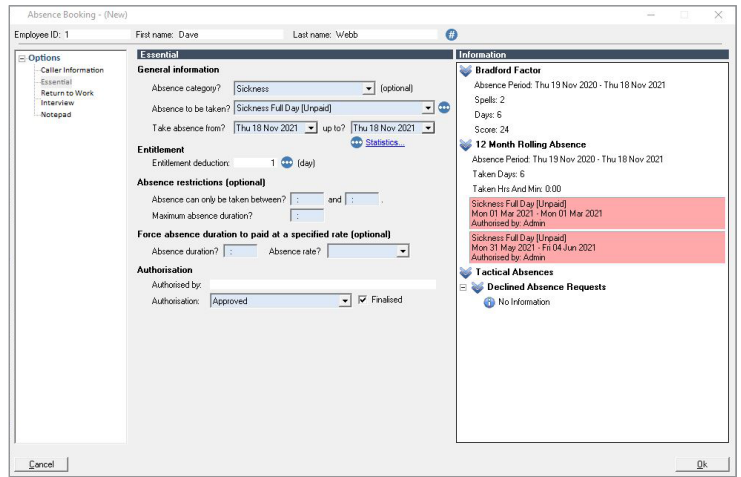
Tracking holiday entitlement, managing holiday schedules and monitoring authorised and unauthorised sickness are the four essential points that make up timestart® absence management.

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.

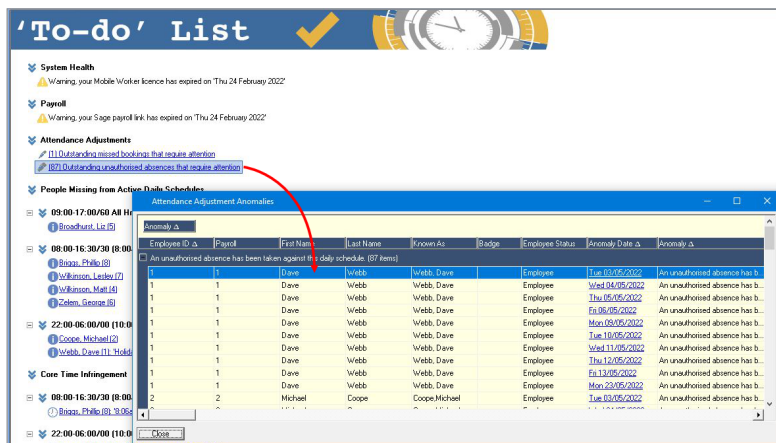
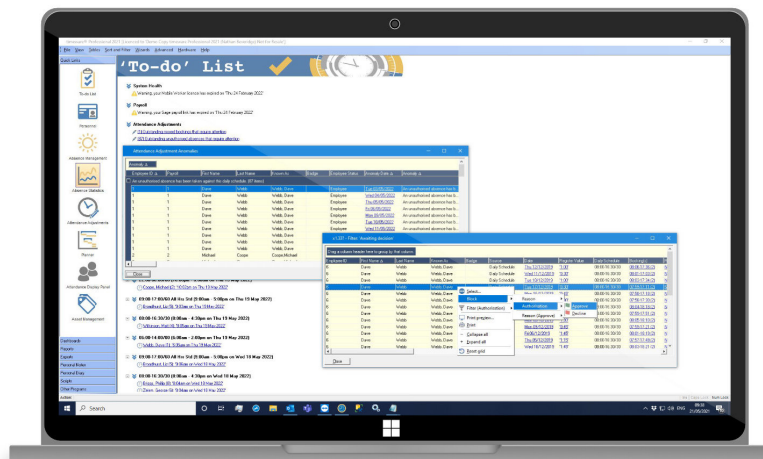


To-do List...

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.



Sage Payroll Integration...

timestart® 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.

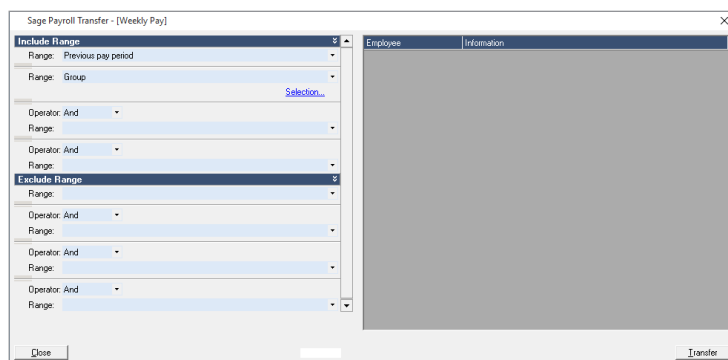
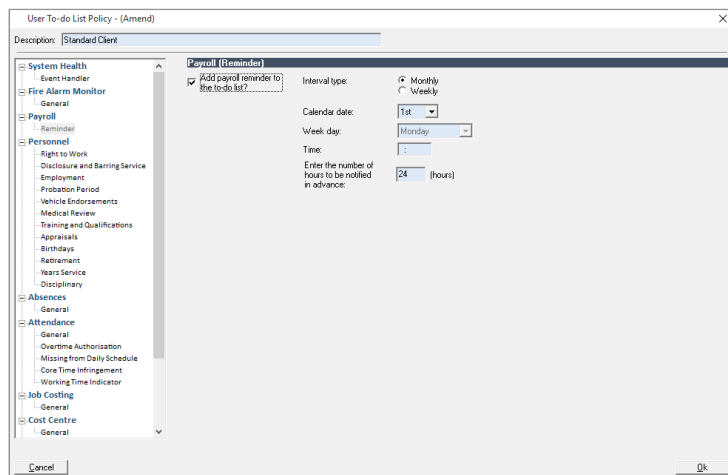


Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

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

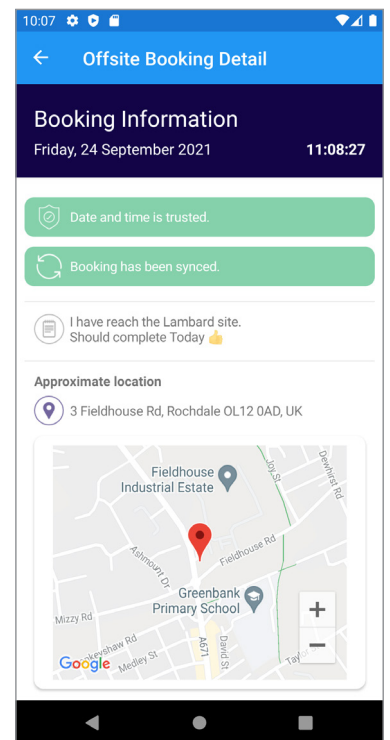
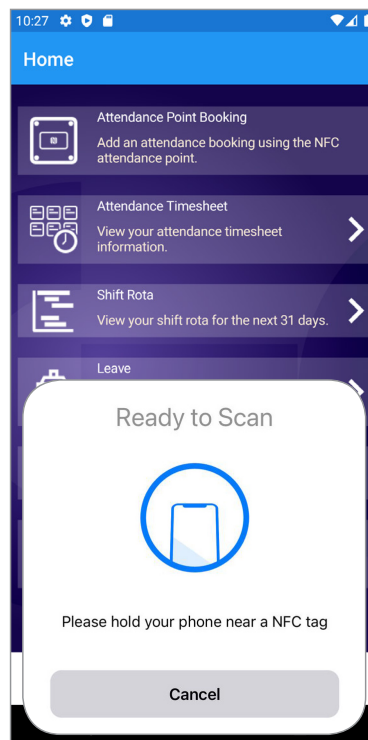
Attendance bookings at the timeware® Puck...

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.

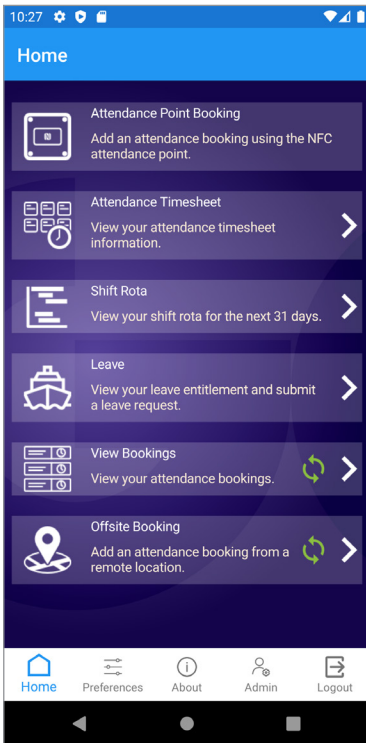
Remember that the timestart® time and attendance software supports any number of timeware® Pucks.

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.

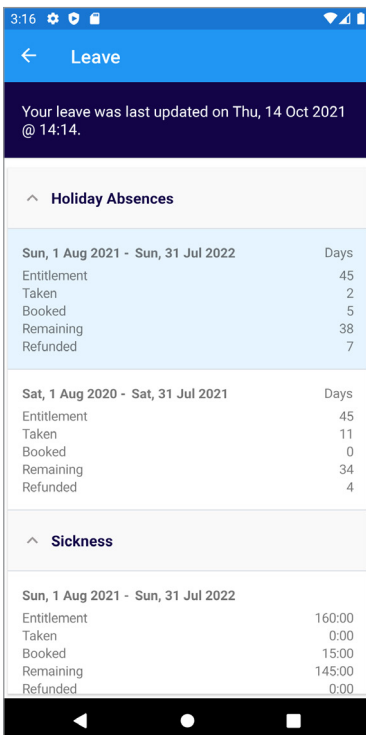
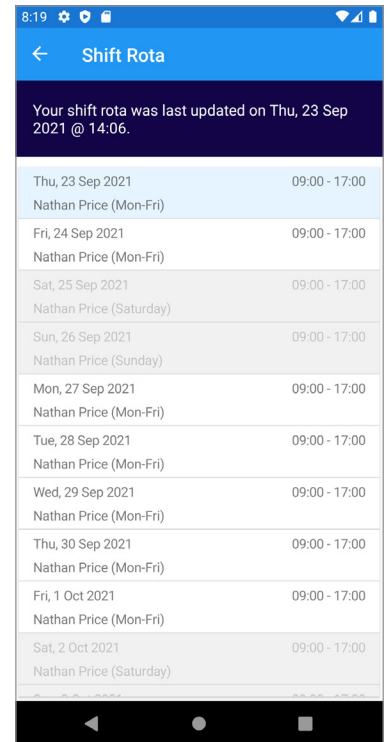


The Employee Self Service app, ESS GO includes the following features...



Shift rota...

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

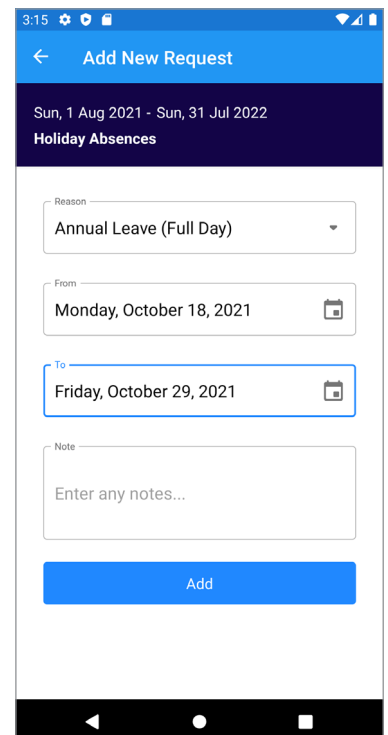


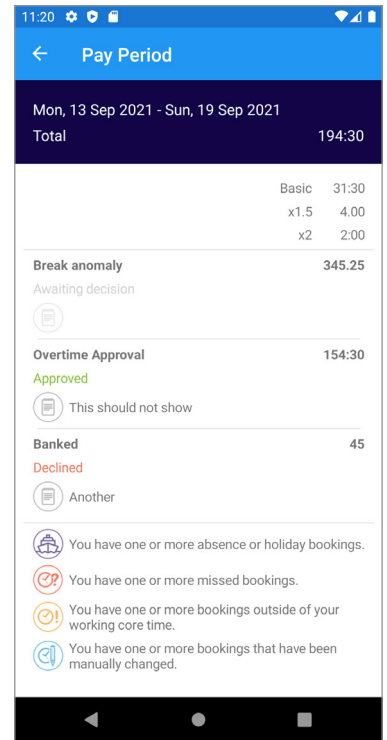
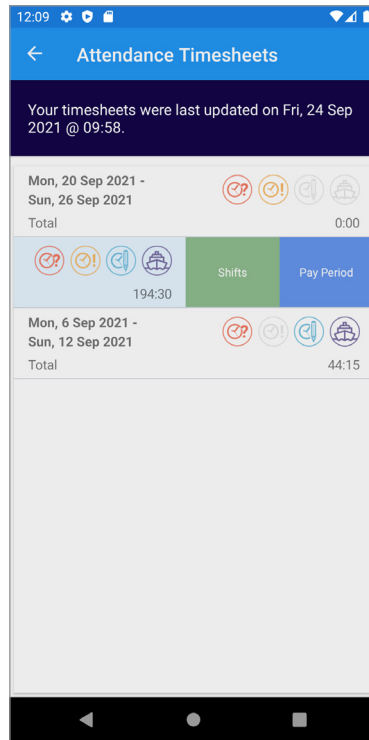
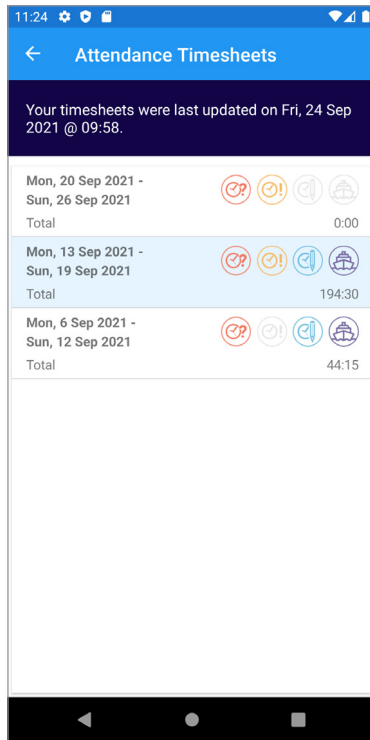
Leave entitlement and remaining balance...

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

Leave requests...

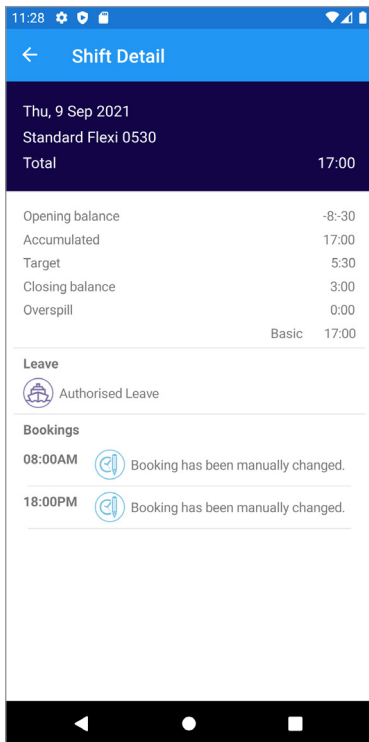
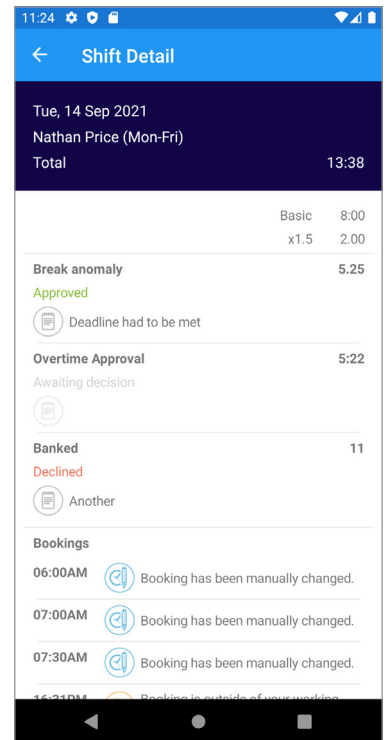
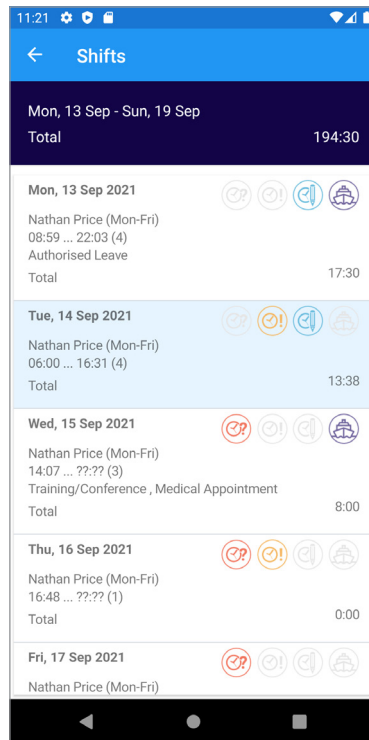
Company rules determine how far in advance a user can make a leave request. Once a leave request has been approved or declined, an email alert is sent to the user informing them of the managers' decision.





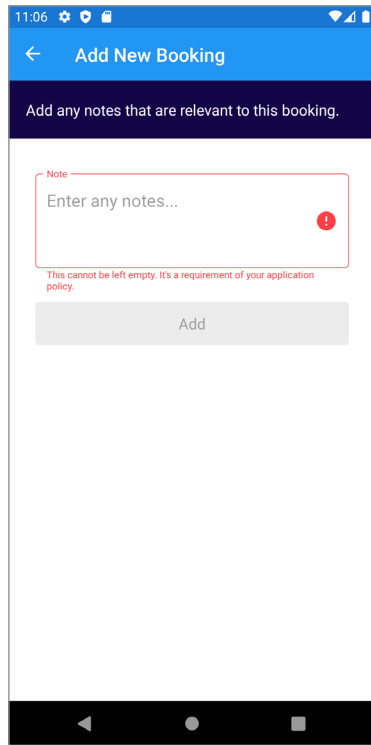
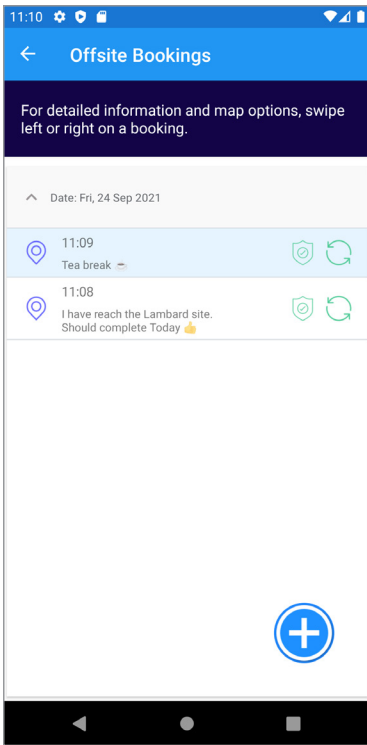
Current and previous timesheets...

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



Flexi balance...

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



Offsite attendance bookings...

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

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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