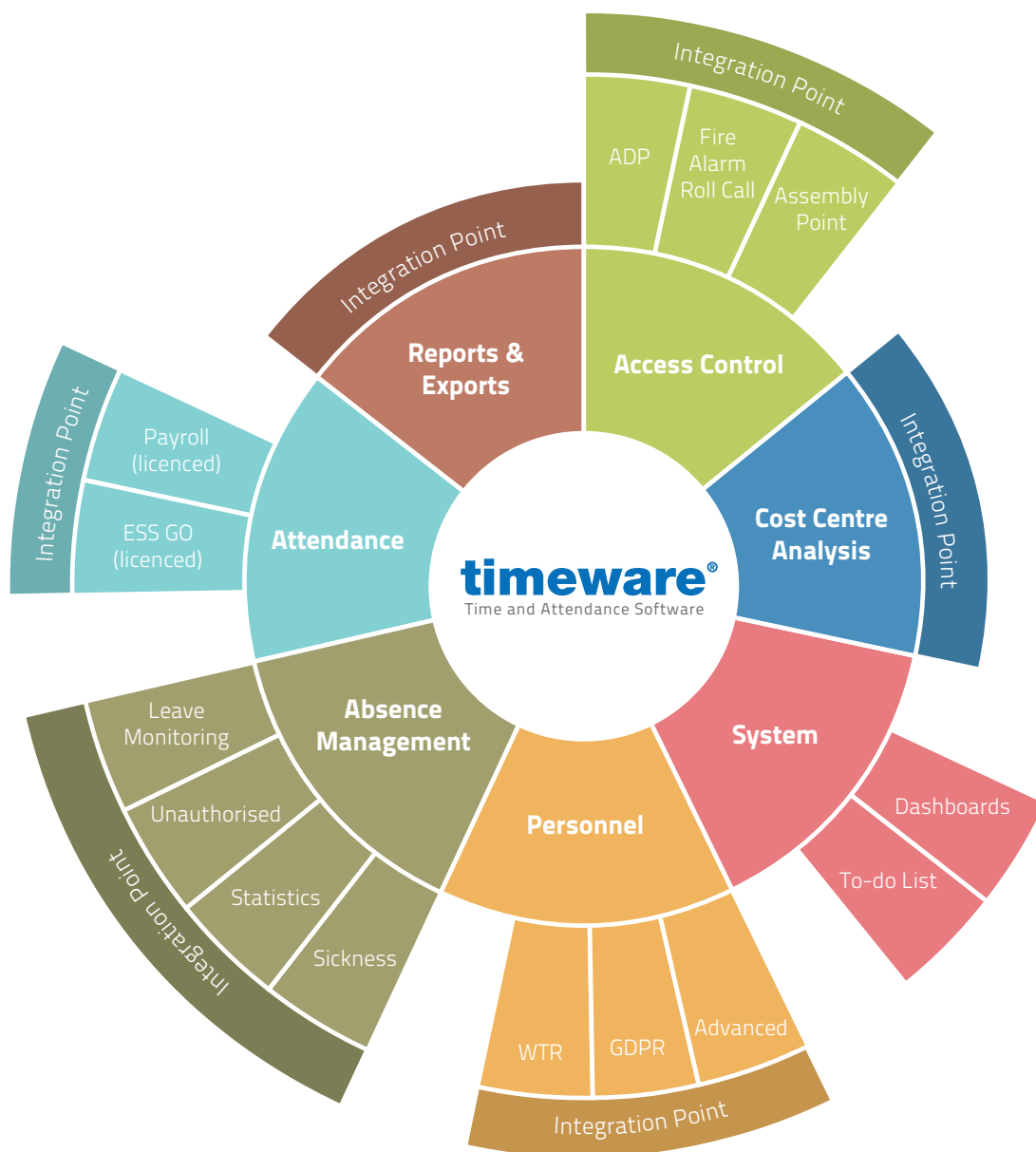


Pre-Installation notes

Company: _____



Software Installation

1. timeware® Software: Server ☐



Reminders...

- ☐ What is the name and IP information of the server?

2. timeware® Software: Application ☐



Reminders...

- ☐ What drive of the server will the timeware® software will be installed on?
- ☐ What version of timeware® software are we going to install?
- ☐ How many timeware® software clients will need to be installed?

3. timeware® Software: Users ☐



Reminders...

- ☐ How many users will require access to the timeware® software?
 - Username
 - Permissions
 - Email address

4. IIS: Server ☐



Reminders...

- ☐ What is the name and IP information of the server?

Software Installation

5. IIS: Application ☐



Reminders...

- ☐ Will the timeware® Web Client be set up?
- ☐ Will the timeware® Employee Self Service be set up?
- ☐ What drive of the server will the timeware® web features be installed on?
- ☐ What port will the timeware® web features will be held on?

6. SQL: Server ☐



Reminders...

- ☐ What is the name and IP information of the server?

7. SQL: Application ☐



Reminders...

- ☐ What drive of the server will the SQL software will be installed on?
- ☐ What version of SQL are we going to install?

8. SQL: Database ☐



Reminders...

- ☐ What drive of the server will the SQL database be held on?

Software Installation

9. Backup: Server



Reminders...

- ☐ What is the name and IP information of the server?
- ☐ Will the timeware® backup always replace the existing or will it be separated into a daily individual folder?
- ☐ What times will the backup run?

Bio Enrolment



Reminders...

- ☐ How many employees require enrolment?
- ☐ What are the various shift patterns that are worked?
- ☐ What languages of staff are employed?
(English, Hungarian, Polish, Ukrainian, Romanian, Urdu, Punjabi, Latvian, Armenian language cards are available, this lists all required information for the reason of enrolment).
- ☐ Where will the enrolment take place?
- ☐ Are you able to provide an enrolment schedule?
(This is usually a list of names that will attend at different points in the day, possibly departmental order)?

Hardware Installation



Reminders...

- ☐ Discuss the various hardware that will be installed:
 - Type of Hardware
 - Description
 - IP Address
 - Subnet Mask
 - Gateway
- ☐ Confirmed location of fused spurs?
- ☐ Confirmed location of network ports?
- ☐ Will people use a 3rd party proximity card or fob with the timeware® equipment?

Project Build

10. timeware® Windows client: Personnel



Reminders...

- ☐ Who is the contact for the day to day running of the Personnel module?
- ☐ Do we require to import personnel data from another system in to timeware® and if so, identify and document the data type and format?
- ☐ Personnel Subheadings reminder:
 - Personal e.g. Date of birth, contact details, marital status etc.
 - Employment
 - Appraisal
 - Vehicle
 - Training
 - Qualifications
 - Education
 - Disciplinary
 - Accident
 - Documents
 - Health



Reminders...

- ☐ Any user defined fields to be imported that are not listed above.
- ☐ Is an absence entitlement policy required?
- ☐ Is a period schedule required?
- ☐ Is a terminal policy required?
- ☐ Is an email policy required?
- ☐ Is a remuneration policy required?
- ☐ Is a payroll number required and if so, does the payroll number need to be unique?
- ☐ Can you save an employee with the system 'Newly added' status?
- ☐ Set a default person status, email policy, remuneration policy
- ☐ How many numbers of employees?
- ☐ Discuss:
 - Employment record
 - Appraisal
 - Vehicle
 - Training records
 - Qualifications
 - Education
 - Disciplinary records
 - Accident
 - Documents
 - Health
 - GDPR
 - Mobile workers
 - Employee self-service (ESS)
 - Working time regulation (WTR)
 - Groupings
 - Specify the ten main groupings:

11. timeware® Windows client: Absence Management



Reminders...

- ☐ Will you be using timeware® to monitor people's Absence Management?
- ☐ Who is the contact for the day to day running of the timeware® absence management?
- ☐ Do you wish to use the Bradford factor? If yes: Which categories do you wish to report on? · What threshold should display an amber warning? · What threshold should display a red warning?
- ☐ Entitlement Information:
- ☐ Do you wish to display absence entitlement information? If yes, which categories do you wish to display information for? Do you wish to stop a booking if there is not enough entitlement remaining? If yes, which categories should this be active for?



Reminders...

☐ Tactical Absence:

Do you wish to display Tactical absence information? If yes: · Do you wish to display declined absences? Do you wish to report on Bank Holiday abuse? If yes, which categories should be included for abuse checks? · Do you wish to check for events surrounding an absence? These events are stored in a spreadsheet. If yes, which categories should be included when checking? · Do you wish to check for absences surrounding the employee's birthday? If yes, which categories should be included when checking?

☐ Rolling Absence

Do you wish to display absence statistics in a rolling period? If yes, how long is this period, in months? What categories should be included in this rolling period?

☐ Entitlement Forecast

Do you wish to display information regarding an employee's entitlement forecast? (This is used to alert the user if the employee has a certain amount of absence entitlement remaining at certain points in the entitlement year. If yes: What categories should be displayed? How many months through the entitlement year should the first check be made? How much entitlement remaining, as a percentage, would trigger an amber alert? How much would trigger a red alert?

☐ How many months through the entitlement year should the second check be made?

☐ How much entitlement remaining, as a percentage, would trigger an amber alert? How much would trigger a red alert?

☐ When booking an absence would you like to display a warning if the individual has failed to book adequate holidays before the year end?

☐ When an absence booking is finalised, would you like the person requesting the absence to receive an email notification?

☐ Absence categories

☐ Absence reasons

☐ Absence category entitlement

☐ Absence management form event

☐ RTW procedure

12. timeware® Windows client: Attendance



Reminders...

☐ Will you be using timeware® to monitor people's attendance?

☐ Who will be responsible for supplying the work patterns and overtime rule information to the timeware® technician?

☐ Discuss daily and period schedules plus overtime and any 'special working' rules

☐ Will users like a reminder on their agenda showing employees that are currently missing from work?

☐ Will users like a reminder on their agenda showing employees that were late for work?

13. timeware® Windows client: Access Control



Reminders...

- ☐ Will you be using timeware® to control people's access?
- ☐ Who will be responsible for supplying the access pattern information to the timeware® technician?
- ☐ Will people use a 3rd party proximity card or fob with timeware® access?
- ☐ If yes, what is the 3rd party system name and reader type?
- ☐ Access patterns
- ☐ Access free zones

14. timeware® Windows client: Job Costing



Reminders...

- ☐ Will you be using timeware® to monitor jobs and production processes?
- ☐ Who will be responsible for supplying the job and production process information to the timeware® technician?
- ☐ Will you be importing job/operation code information from a 3rd party system?
- ☐ If yes, what is the 3rd party system name and file format?
- ☐ Jobs/Operations

15. timeware® Windows client: Cost Centre Analysis



Reminders...

- ☐ Will you be using timeware® to monitor cost centre analysis?
- ☐ Who will be responsible for supplying the cost centre analysis process information to the timeware® technician?
- ☐ Will you be importing cost centre data from a 3rd party system?
- ☐ If yes, what is the 3rd party system name and file format?
- ☐ Different cost centres
- ☐ Different rates of pay per cost centres

16. timeware® Windows client: Fire Alarm Roll Call



Reminders...

- ☐ Will you be using the timeware® fire alarm roll-call link?
- ☐ If yes, which company supplies the fire monitoring system?
- ☐ Who will be the point of contact for any fire alarm queries?
- ☐ Email addresses
- ☐ Printers

17. timeware® Windows client: Reports/ Exports



Reminders...

- ☐ Examples of reports
- ☐ Examples of exports
- ☐ Template examples

18. timeware® Windows client: To-Do List



Reminders...

- ☐ Personnel anomalies
- ☐ Absences anomalies
- ☐ Attendance anomalies

19. timeware® Windows client: Dashboards



Reminders...

- ☐ Examples of dashboards

20. timeware® Windows client: Payroll Integration



Reminders...

- ☐ Will you be using the timeware® to payroll interface?
- ☐ If yes, please specify the payroll name and version: 24.2 Who will be the point of contact when configuring the Payroll interface?
- ☐ When you create a new starter in payroll, would you like them to be automatically created in timeware® HR? Yes / No or When you create a new starter in timeware® HR, would you like them to be automatically created in payroll? Yes / No
- ☐ How frequent is payroll?
- ☐ Details of payroll package
- ☐ Point of contact API Integration/ CSV

21. Additional Features



Reminders...

- ☐ Discuss:
 - Assembly point
 - ESS Go
 - TWC
 - ESS

Project Commissioning



Reminders...

- ☐ Location
 - Workspace for technician to use
- ☐ Contacts
 - Project lead
 - HR
 - IT
 - Payroll
 - Security
- ☐ Equipment
 - Workstation
- ☐ Server Access
 - IT availability

User Training



Reminders...

- ☐ Location
 - Onsite training/Remote training
 - Where will the training be held?
 - Training facilities (TV/Projector Software access)
- ☐ Type of Training
 - Operator/Line manager training
 - What modules will be covered in the training?
 - Who will be attending the training?
- ☐ Training Plan
 - What date will the training be held?
 - What time will the training be held?

Post Installation Meeting



Reminders...

- ☐ Location & Contacts
- ☐ System
 - Are there any problems with the system?
 - Are there any changes to the system that you require?
- ☐ Installation
 - Are you happy with how the installation went?
 - Do you recommend that we change any part of the way we handle installations?
- ☐ Team
 - Discuss the Team that handled the installation?

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