

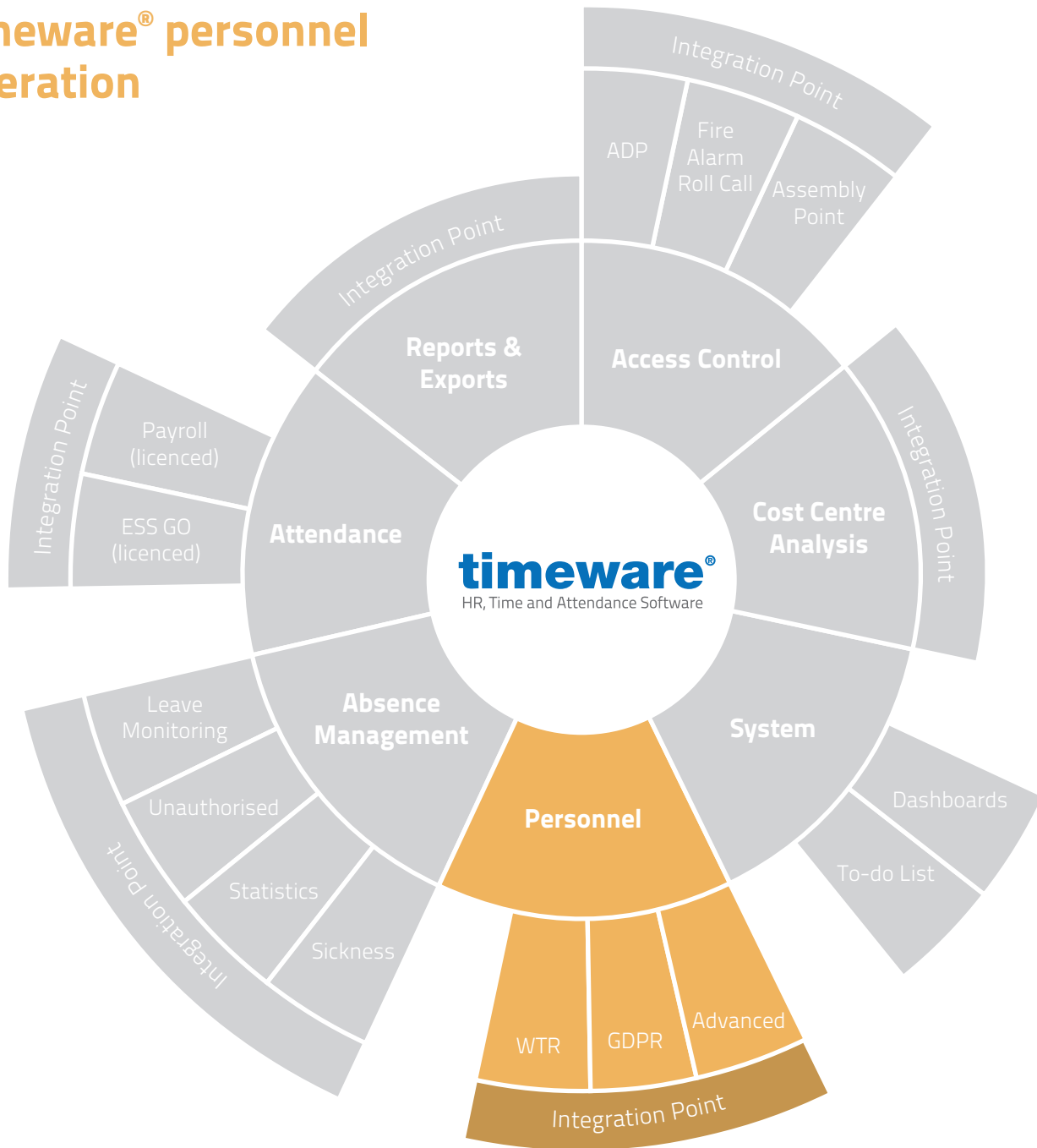
timeware®

HR, Time and Attendance Software

ON PREMISE SOFTWARE

Training guide:

timeware® personnel operation



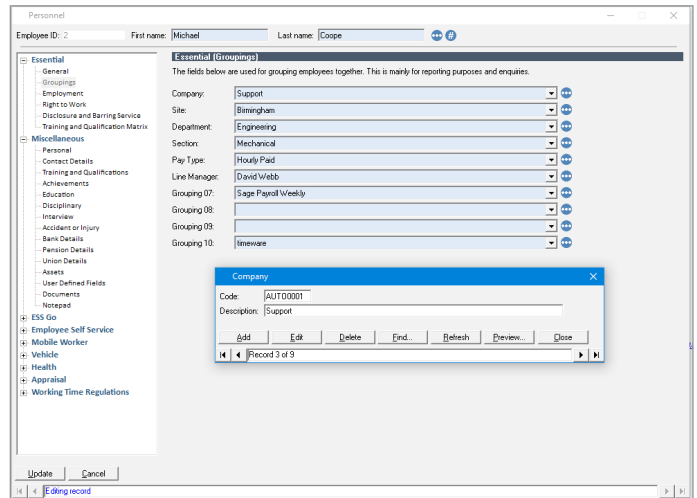
Duration approximately:
2-2.5 hours

2.1 How to create a new employee

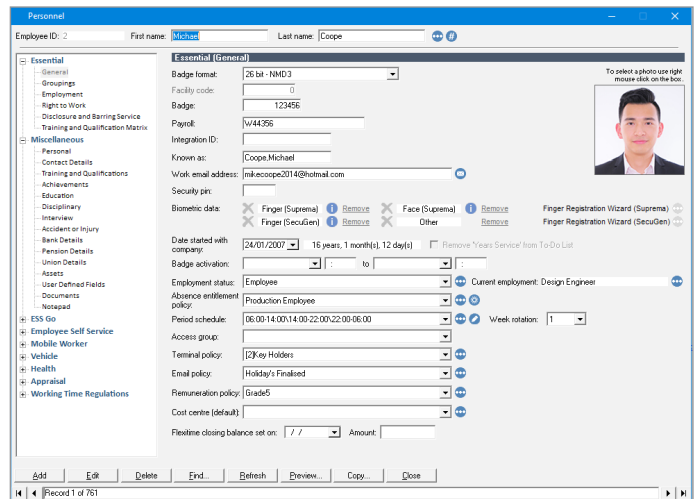
2.2 How to delete or a remove an employee

2.3 How to edit the details of an employee

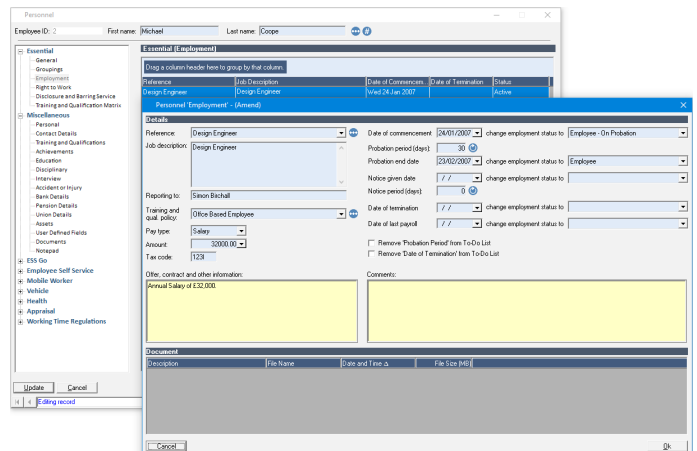
2.4 How to add and edit groupings



2.5 Key Fields within Personnel and their meanings



2.6 How to add an employment record



2.7 How to set an employee as a leaver

2.8 How to re-enable an employee that has left but is re-joining the company

2.9 How to complete forms within Personnel

2.10 Employment Statuses and their meaning

Employment Status

Description:

A back colour can be assigned to a status, which is used to highlight an employee when using the find feature.

Status Options

- Working notice
- Exclude from working time regulations, payroll export, attendance display panel and planner
- Exclude from to-do list
- Exclude from devices(s) and calculation
- Exclude from ESS Go
- Employment record date of commencement required
- Employment record probation end date required
- Employment record notice given date required
- Employment record date of termination required
- Employment record date of last payroll required

Editing record

2.11 How to add a document to an employee record

Personnel

Employee ID: 2 First name: Michael Last name: Coope

Miscellaneous (Documents)

Category	Description	File Name	Date	Authorization
General	TEST	Marathon Daily.txt	Tue 20 Dec 2022	Awaiting decision and not yet finalised

Personnel Document - (New)

Category:

Description:

File Name:

File Size:

Date Added:

Authorized by:

Authorization status: Awaiting decision Finalised

Approved Declined

Editing record

2.12 How to configure ESS Go for an employee

Personnel

Employee ID: 2 First name: Michael Last name: Coope

ESS Go (Account)

ESS Go policy:

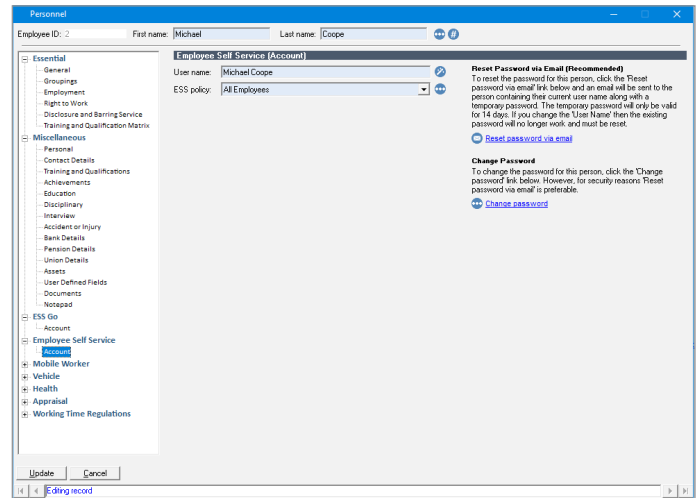
Work email:

Mobile number:

Note: A work email and mobile number must be set to allow the employee to verify their ESS Go account.

Editing record

2.13 How to configure ESS (iis version) for an employee



Test 1

Please create the following personnel record:

We have a new starter (Steven Smith) (date of birth 22/02/1994) starting on the 27th March.

He will be based at the Manchester site and is a HR assistant, part of the HR team.

He will be on a 6 month probation. Hes entitled to 25 days holiday a year, and his working hours are 08:00 - 16:30.

I want him to receive notifications for when his holiday requests have been approved (he will be using the ESS GO).

His Address is 3 Fieldhouse Road, Rochdale, OL12 0AD.

His mother is his next of kin, her details are – Kathleen Smith, 01706 658222.

I also have his A Level result and want to store them in timeware[®].

He attended college between 1st Jan 2010 and 12th August 2014.

He received the following results

A* Maths

A English

B English Literature

C Science

Test 2

Please complete the following:

The new starter also has a health and safety qualification. He passed the course 1st February 2023 - 3rd February 2023 and it's valid for 5 years.

Attach a pdf or image of the certificate to the record.