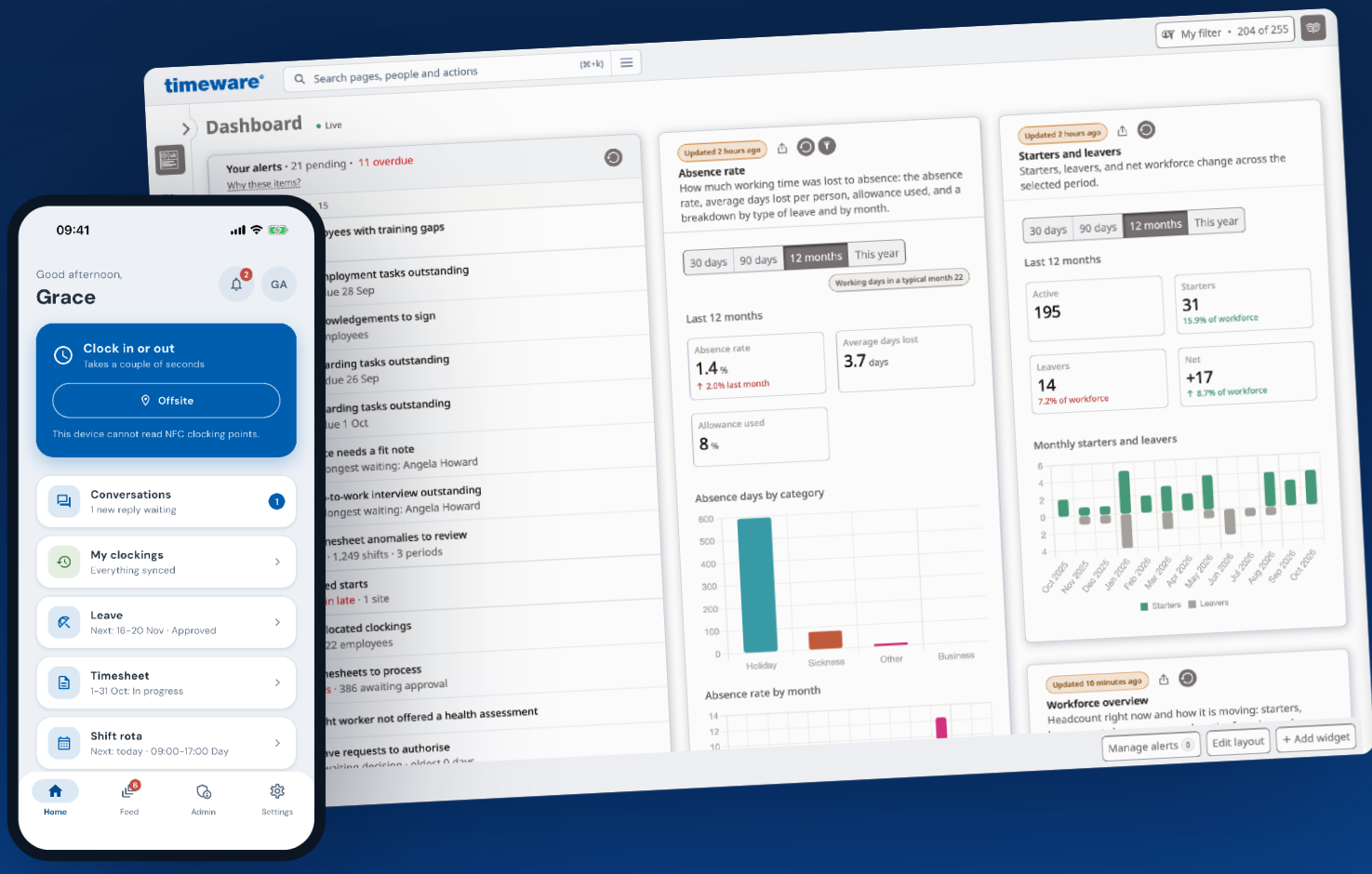
timeware®

HRMS · HUMAN RESOURCE MANAGEMENT SYSTEM

HR, leave, time and attendance. **One British-built cloud platform.**

timeware® HRMS brings together HR, leave management, time management, workforce planning and employee self-service within a single cloud platform.



EST. 1986 · 7,500+ INSTALLATIONS · ISO 9001 · 14001 · 27001 · CYBER ESSENTIALS PLUS · UK-HOSTED ON AZURE

Almost four decades of workforce management.

With more than 7,500 successful installations throughout the UK, Ireland and West Africa, timeware UK Ltd is renowned for its customised solutions, unwavering reliability and outstanding customer service.

For almost four decades, timeware® UK has specialised in workforce management software that organisations across the UK, Ireland and West Africa rely on every day. Built and supported in Britain, our solutions combine proven reliability with continuous development, helping businesses manage their people with confidence.

timeware® HRMS is designed to support organisations of every size. It provides the flexibility to adapt to the way your business operates, rather than forcing your business to adapt to the software.

Our commitment extends beyond software. We operate to internationally recognised standards, holding ISO 9001, ISO 14001 and ISO 27001 certifications, giving our customers confidence in the quality, security and environmental responsibility that underpin every aspect of our business. From implementation through to ongoing support, our experienced UK-based team works closely with every customer to ensure a successful long-term partnership.

Choosing timeware® HRMS means choosing a company with decades of specialist experience, thousands of successful installations and a reputation built on long-term customer relationships. We deliver more than software. We provide a dependable workforce management platform backed by people who remain committed to your success long after implementation.

Simon Birchall
Managing Director, timeware UK Ltd

1986
Tracing its roots back to 1986, under the same leadership today

7,500+
Successful installations across the UK, Ireland and West Africa

In-house
Every line of code designed and developed in Britain

ISO
9001, 14001 and 27001 certified, plus Cyber Essentials Plus

A wholly owned British software company.

Tracing its roots back to 1986, timeware UK Ltd specialises in workforce management solutions. Founded by Simon Birchall and Nathan Price, the business remains under the same leadership today, with Simon continuing as Managing Director and Nathan serving as Technical Director and Lead Developer. Every line of code is designed and developed in-house, giving complete control over quality, innovation and long-term product development.

Reliability, quality and compliance are at the heart of every solution we deliver, supported by internationally recognised standards and a commitment to providing knowledgeable, UK-based customer support.

One of the company's greatest strengths is the stability of its people. Many members of the team have been with timeware® for decades, building extensive product knowledge and lasting relationships with customers. When you contact timeware®, you speak to experienced professionals who understand both the software and your organisation.



Simon Birchall

Managing Director. Founded the business in 1986.



Nathan Price

Technical Director. Joined 1994.



Dave Webb

Senior Implementation Specialist. Joined 2004.



Mike Coope

Head of Projects. Joined 2011.



Matt Wilkinson

Head of Support. Joined 2012.



Charlotte Kavanagh

Head of Customer Care. Joined 2015.

Relied on every day.

From food producers and manufacturers to engineering firms and public bodies, organisations across the UK, Ireland and West Africa run their workforce on timeware®.

timeware® customers include

Also trusted by

NHS Wales · Toyota · GSK Scotland · Snap-on · AWE · Teledyne · Continental Automotive · Omya UK · Essar · Press Glass · Vitalograph · Louvolite · HWM-Water · Groundhog · Wm Lee · West Bake · Auria Solutions · Victorian Sliders · Copper & Optic · Ocean Fish

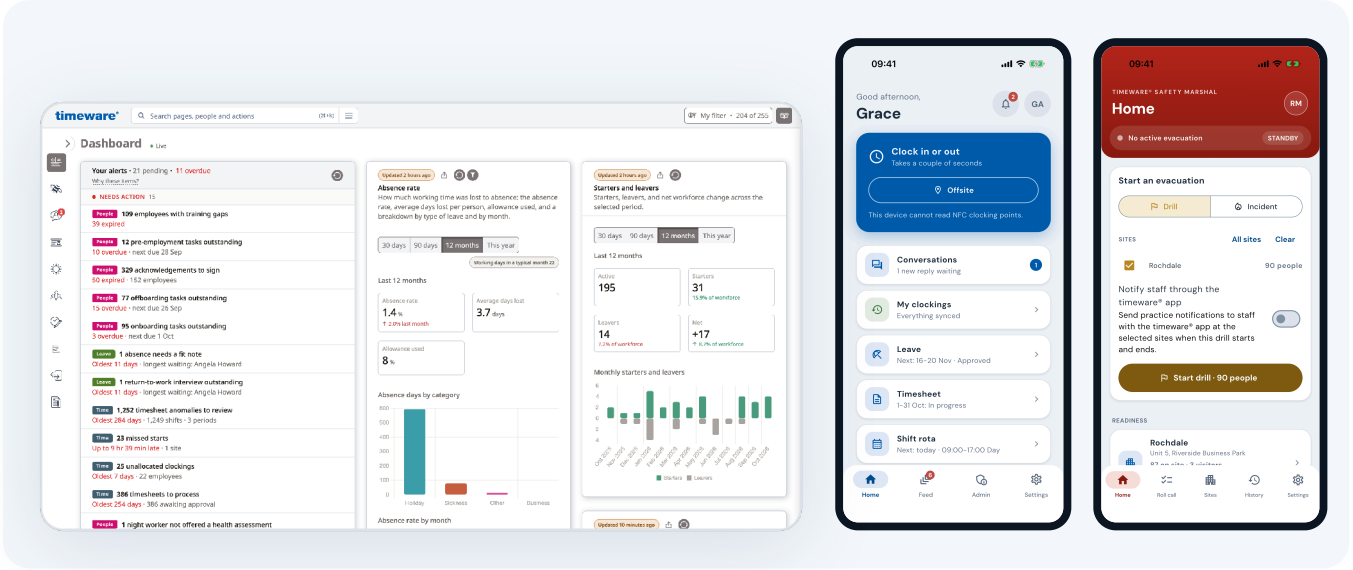
7,500+
successful installations

A reputation built on long-term customer relationships, customised solutions and a dependable platform backed by people who stay committed to your success long after implementation.

timeware UK Ltd acknowledges any logos and/or trademarks used within this document.

All your workforce tools in one app suite.

timeware® HRMS replaces multiple disconnected systems with one scalable workforce management platform that grows alongside your organisation.



timeware® HRMS app

A powerful management platform that brings together HR, time management, reporting and communication in a single interface. Built for managers and administrators, with full oversight, real-time data and comprehensive audit capabilities.

Employee Self-Service app

Gives employees direct access to their own information wherever they are. From booking holidays and viewing schedules to completing forms and acknowledging documents, it empowers staff while reducing administration.

Safety Marshal app

A critical tool for health and safety. In an evacuation it gives instant visibility of who is on-site, so safety marshals can carry out roll calls quickly and accurately.

HRMS modules

Every module is included in the subscription. No add-ons, no tiers.

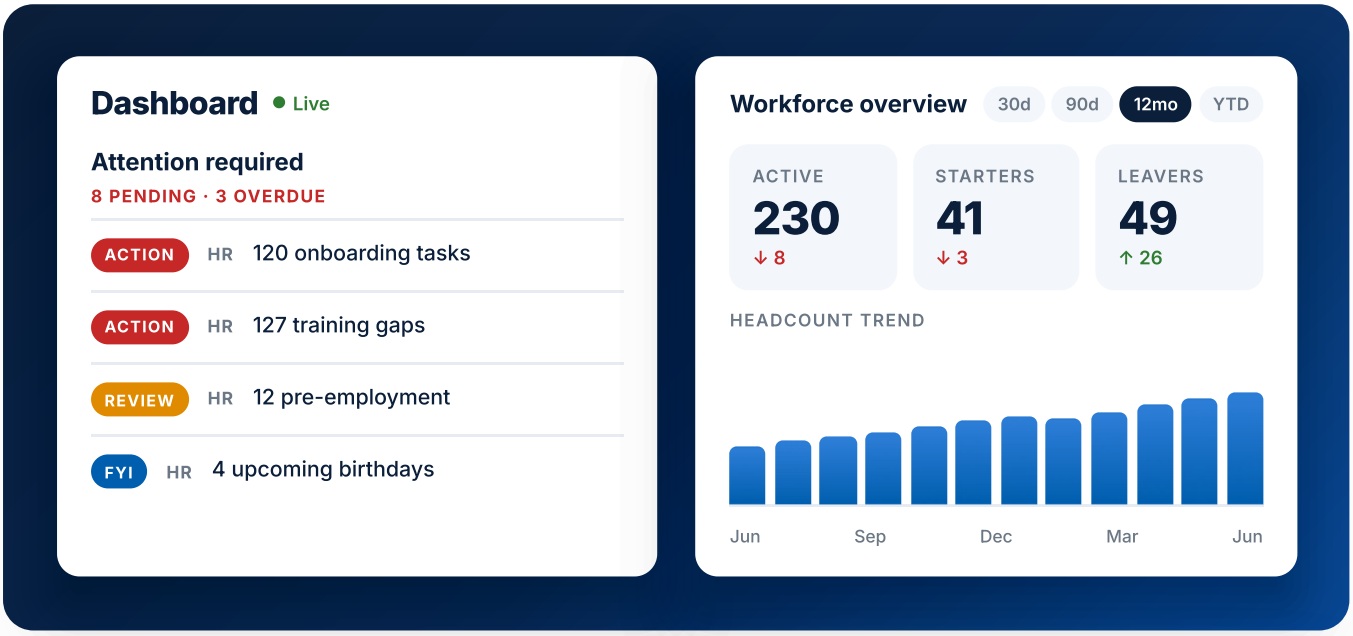
Dashboard	HR	The Social Feed	The Conversation Hub
Marketplace	Leave Management	Time Management	Attendance Points
Roll Call	Reports	Document Management	Queries
Workflow	Security	Employee Self-Service app	Safety Marshal app
Customisation	Integration	Developer API and Webhooks	Localisation

Dashboard

The information that matters, at a glance.

At the heart of the platform is a powerful dashboard. Interactive widgets display live key performance indicators, so managers can monitor absence, compliance, labour trends, employee turnover and workforce activity in real time.

The integrated 'Attention Required' panel highlights outstanding tasks, helping managers prioritise approvals, onboarding, training and compliance activities before they become problems. Each dashboard is tailored to the individual user, keeping teams focused on the metrics that drive performance.



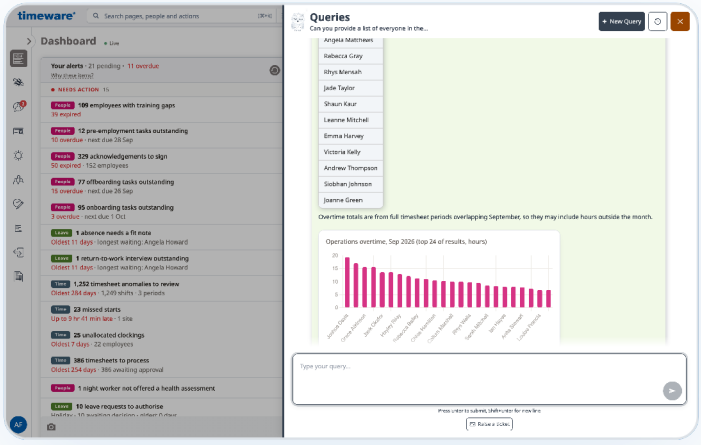
Queries

Ask your data a question.

Queries is an AI-driven tool for the moments when a standard report won't do. Managers ask ad-hoc questions in natural language and get the answer directly, with no predefined report needed.

"Can you provide a list of everyone in the production department who worked over one hour of overtime last month?"

"Can you list all accounts department employees over 55?"

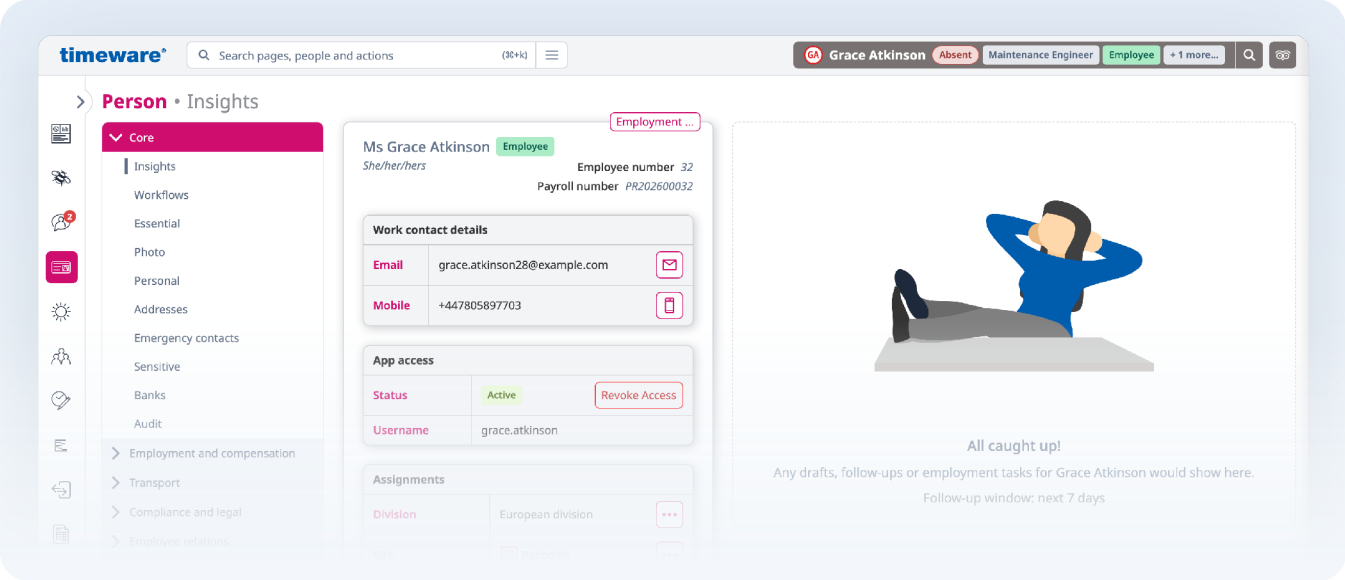


Every personnel record, one secure place.

From licence records to compliance documentation.

timeware® HRMS covers all essential personnel records, HR data, employment details, qualifications, health and safety, vehicles and employee self-service, supporting confident decision-making and compliance.

It connects directly with the Conversation Hub, Marketplace, Statistics and your Dashboard, so workforce data is always actionable. The result is less administration, better accuracy and a reliable picture of your workforce in one place.



Personnel, Core, Insights.

Core

Insights, essential, photo, personal, contacts, addresses, emergency contacts, banks, sensitive data and the employee app account.

Employment and Compensation

Employment, benefits, salaries, pensions and credentials, with pre-employment records.

Compliance and Legal

Right to Work checks, Disclosure and Barring Service and Working Time Regulations.

Employee Relations

Unions, grievances, disciplinary and exit interviews, securely recorded and fully auditable.

Professional Development

Progression, courses, achievements, reviews, assessments, observations, acknowledgements, self-assessments and education.

Health and Safety

Health assessments, disabilities, accident or injury and mental wellbeing.

Core feature · HR

Onboarding and offboarding streamlining every step from hire to retire.

Skills and competency matrix to track skills and spot training needs.

Performance reviews documenting appraisals to support career growth.

Custom Fields in text, number, date, time and monetary formats.

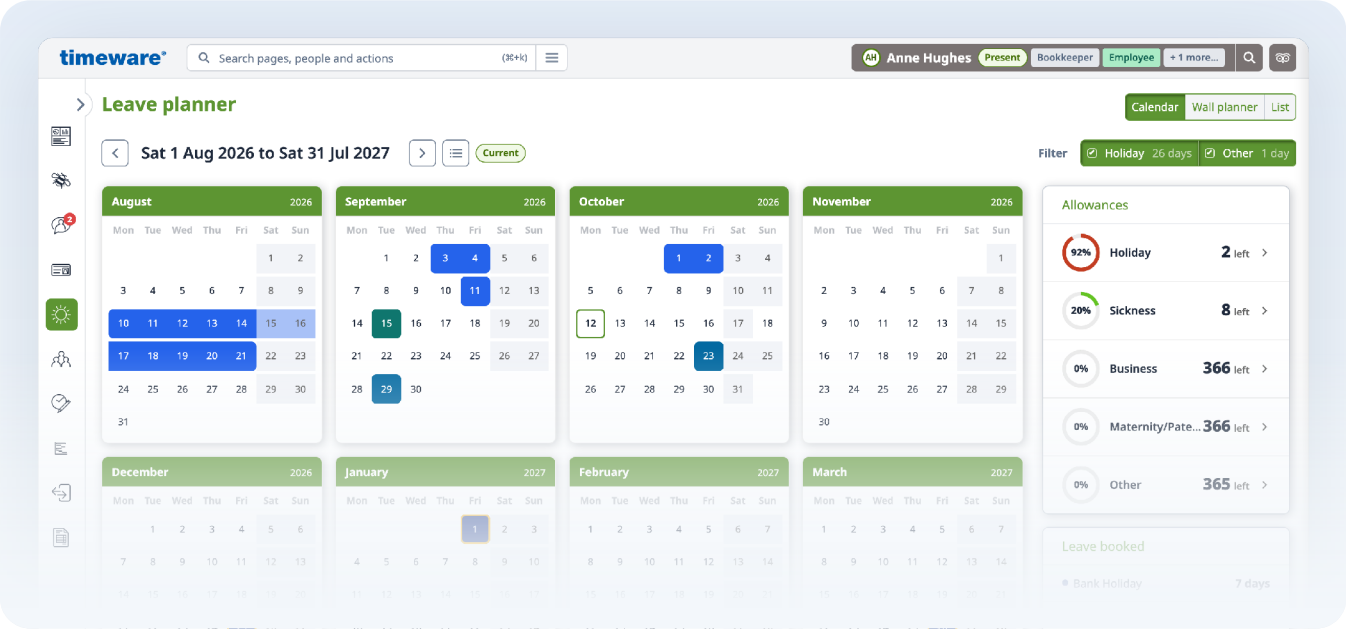
Credential integration bringing external qualifications into records.

Workflow automating recurring HR tasks.

30+ years of specialist leave management.

timeware® HRMS simplifies and centralises the way organisations manage absence. From holiday and sickness to compassionate leave and personal days, every request is recorded accurately and consistently.

Managers review and approve requests quickly, with clear visibility of entitlements, remaining balances and team availability. Real-time reporting highlights leave patterns and trends, and full integration with time and attendance and HR data keeps payroll and policy records accurate.



Leave Planner.

Core feature · Leave

Employees request and track annual leave through the Employee Self-Service app.

Sickness management records short and long-term absence, accepts fit notes through the app and sends timely reminders when documentation is due.

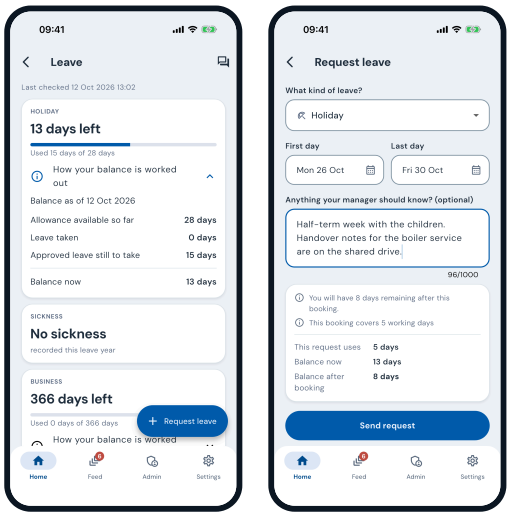
Requests are checked against work schedules, so leave aligns with actual working days.

Managers can grant additional holiday credits as incentives or rewards.

All balances and approvals are centralised for transparency and consistency.

Holidays, sickness and shifts stay coordinated, supporting accurate payroll.

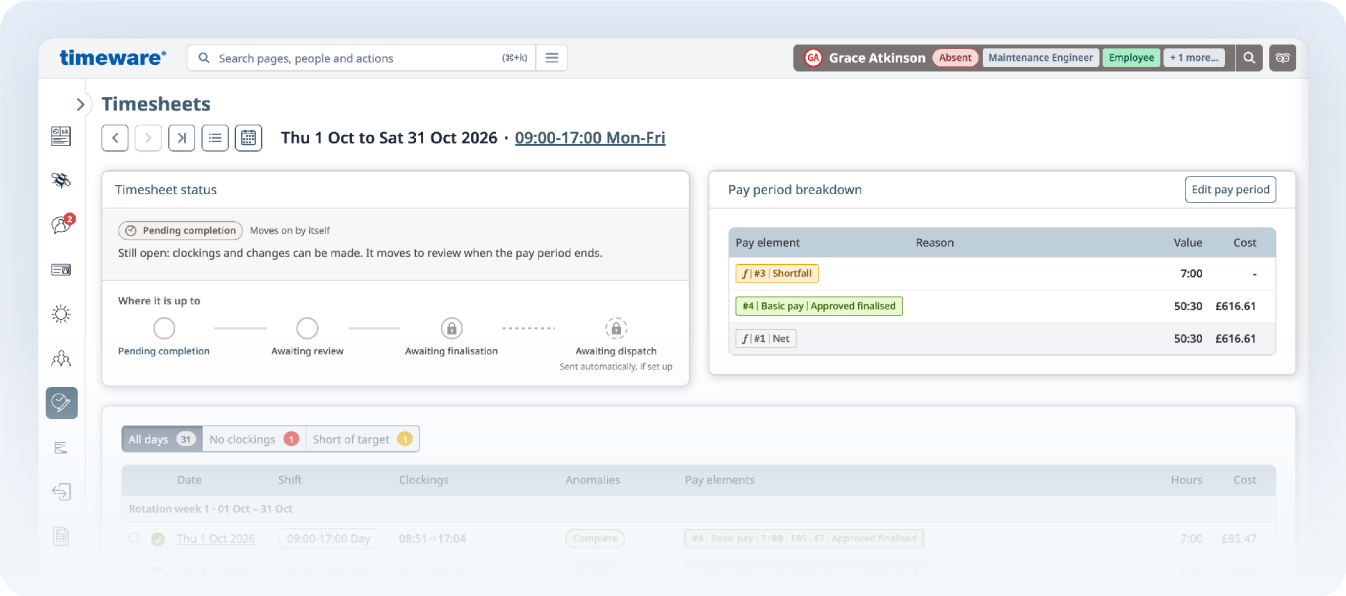
Tactical absence alerts. Prohibitive leave days.



Flexible scheduling, precise overtime.

timeware® HRMS supports a wide range of working patterns, from standard hours and flexitime to complex rotating shifts. Schedules can be planned up to a year ahead. Grace periods and rounding rules keep time capture consistent, while flexible break classifications reflect diverse working practices.

Extensive overtime calculations handle bespoke pay rules and industry-specific needs. Multiple approval routes apply policies fairly, and automated notifications keep managers informed so payroll is never delayed.



Timesheet.

Working Time Regulations

Real-time dashboard notifications alert managers when staff are nearing or have exceeded regulatory limits.

48 hours
Maximum average working week.

Rest break
In each shift lasting more than six hours.

11 hours
Consecutive rest between shifts each day.

Weekly rest
One day off each week, or two every two weeks.

Night workers
No more than an average of eight hours in 24.

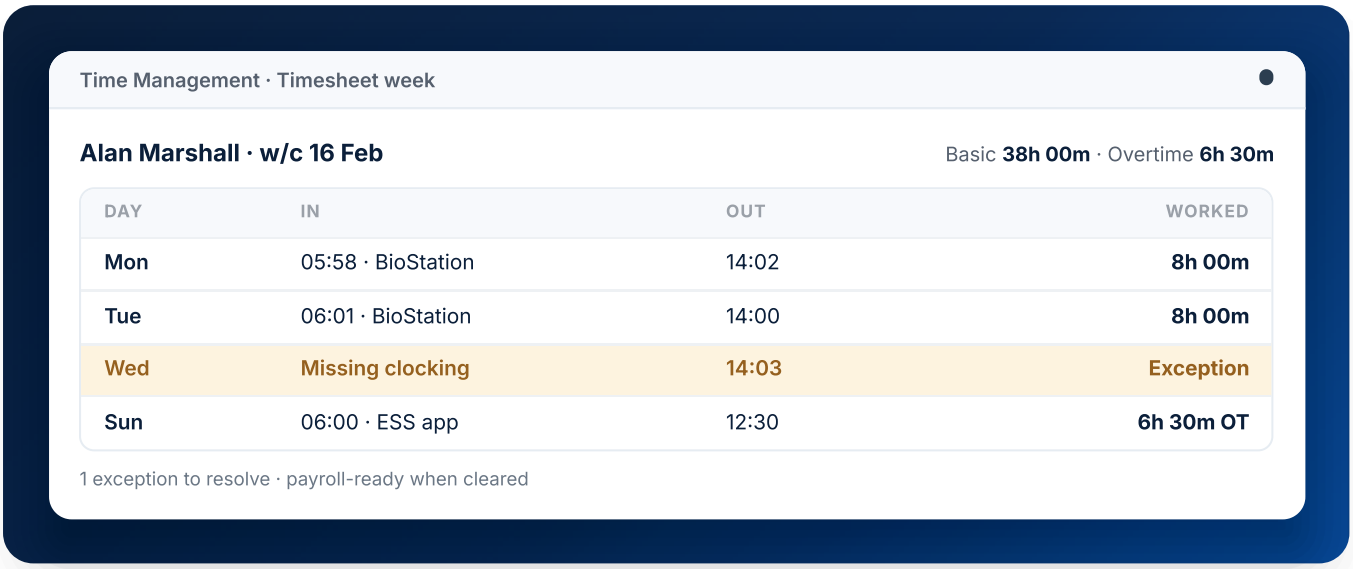
Holidays
Paid annual leave for everyone who works for you.

Core feature · Time

- Automated calculation of hours worked.
- Configurable shift rules, including flexitime and continental shifts.
- Verified against attendance points.
- Overtime tracking with complex rule support.
- Planned leave built into time calculations.
- Data ready for payroll preparation.

The most advanced time and attendance engine in the UK.

Capture attendance, manage shifts, control overtime, allocate hours to cost centres and monitor workforce activity across every location, with a booking method for every kind of workplace.



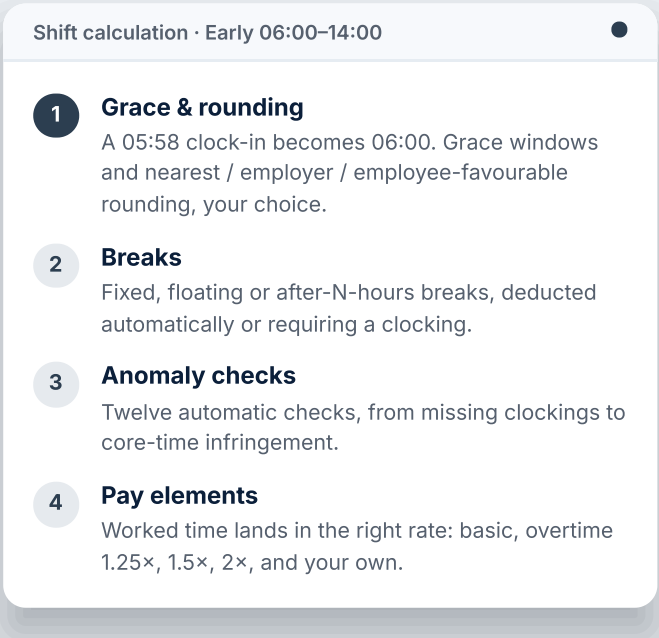
- ✓ Clockings from every attendance point land on one timesheet, live.
- ✓ Overtime calculated by your rules: premiums, rounding, grace periods.
- ✓ Exceptions, missing clockings, lateness, unplanned absence, flagged for resolution, not hunted for.
- ✓ Rosters and working patterns compare planned against actual.

Calculate

Your rules, applied the same way every time.

Every shift runs through the same calculation pipeline, so pay is consistent, explainable and audit-ready.

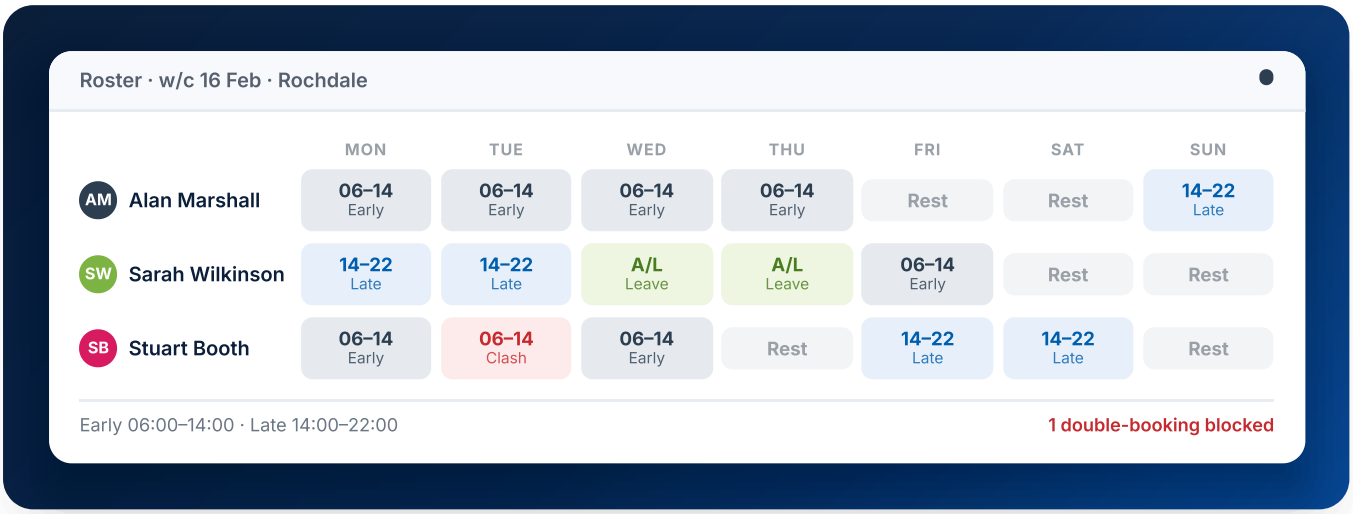
- ✓ Night shifts that cross midnight are handled natively.
- ✓ Every calculated value can be traced back to the rule that produced it.



Plan

Rosters and work patterns.

Build rotating week patterns once, then override any day with a roster. timeware® always knows which shift applies: roster first, then the pattern.



- ✓ Rotating week patterns: 4-on 4-off, alternating earlies and lates, anything.
- ✓ Double-booking is blocked at save, not discovered on payday.
- ✓ Rest gaps are checked as you plan: an edit that breaks the 11-hour daily or 24-hour weekly rest, or a young worker's limits, asks you to confirm before it saves.
- ✓ Every roster change flows into the affected timesheets automatically.
- ✓ Roster by shift or by person, the same schedule from both views.
- ✓ Staffing policies check required skills and job roles per shift.
- ✓ A skill that runs out before the shift no longer counts towards its staffing.
- ✓ An audit trail shows who changed which shift, when, in plain words.

Cost centres

Shifts move between centres by reader or employee choice, and managers can split any shift into timed allocations, each with its cost and source.

Labour budgets

Pay cost at pay policy rates, before employer National Insurance and pension, compared like for like with timesheets.

Shift swaps

Swaps and give-aways need both employees to agree and a non-participant manager to approve, with staffing shown before and after.

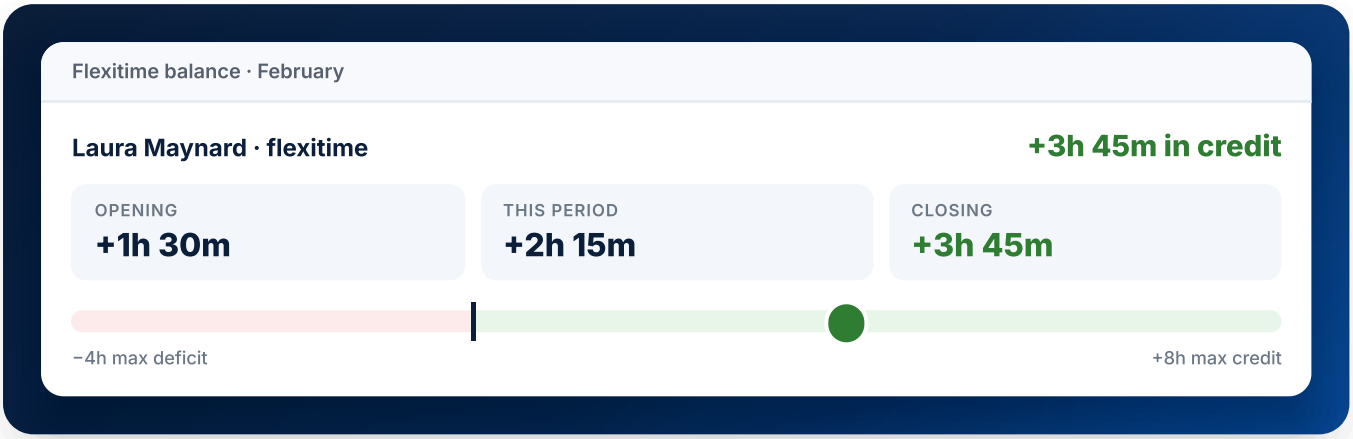
Straight to payroll

Payroll-ready hours flow directly from the terminal to your back office with no rekeying, and integrate with leading payroll systems.

Balance

Flexitime, tracked to the minute.

Balances carry forward each period, capped by your carry-over limits. Anything beyond spills to overtime for approval.

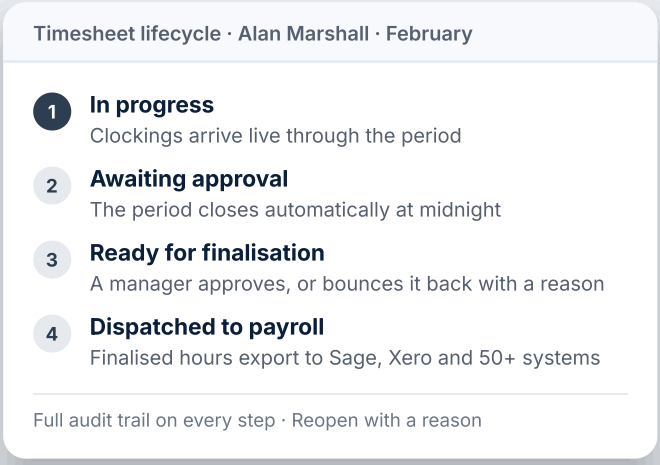


- ✓ Opening balance, accrual and closing balance calculated automatically each period.
- ✓ Carry-over limits cap credit and deficit; the rest spills for approval.
- ✓ Fixed, flexitime and open shifts can mix within one workforce.
- ✓ Core working hours enforced, staff flex around them, not through them.
- ✓ Employees see their live balance in the ESS app.

Approve

From clock-in to payroll, hands-off.

- ✓ Timesheets create themselves at the start of each pay period.
- ✓ Periods close automatically; approvers see only what needs a decision.
- ✓ Rejections go back with a reason, and the fix recalculates instantly.
- ✓ Late clockings and leave changes recalculate affected periods automatically.
- ✓ Monthly, bi-weekly, four-weekly and custom pay periods, per work pattern.



Cost centres

Know what every hour cost, and where it went.

Every clocking lands in a cost centre the moment it is made. Worked time, paid time and labour cost roll up by centre, ready for analysis and for your finance system.



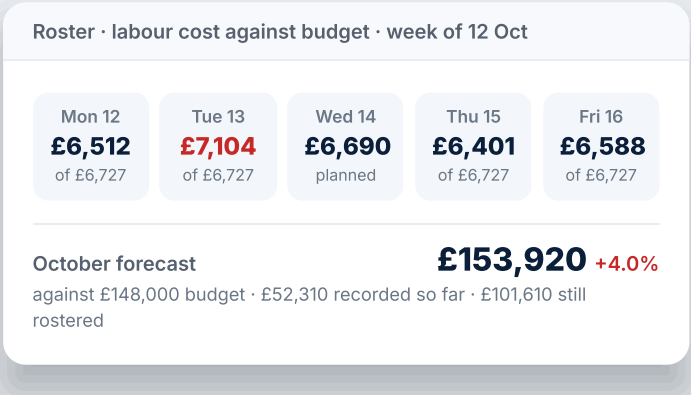
- ✓ Automatic allocation with a clear order of precedence: the employee's choice in the ESS app, then the reader they clocked at, then the rostered centre, then their default.
- ✓ Employees only see the centres on their own pay policy, so a wrong pick is impossible.
- ✓ Managers re-allocate a whole shift or split it into timed intervals; every change records who, when and from what.
- ✓ Analysis by period with week-on-week comparison, drill-down to shifts and people, and an "unassigned worked time" report so nothing slips through.

Labour budgets

See the month heading over budget while there is still time to act.

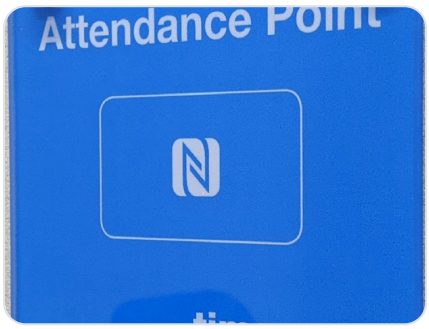
Set a yearly pay budget month by month, by cost centre. The roster shows each day's budget against its cost as you plan, and the forecast adds what is recorded so far to what is still rostered.

- ✓ An alert when a cost centre's forecast heads 5% or more over budget.
- ✓ Ask Queries "are we over budget this month?" and get the answer from the same figures.



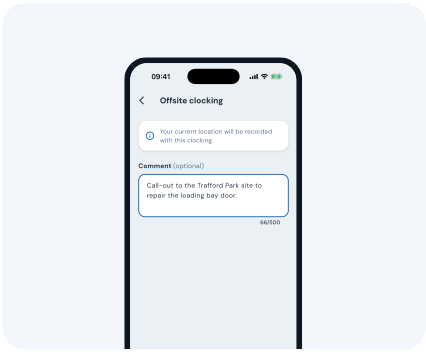
A way to book attendance for every type of business.

Mobile, NFC tag, face authentication, fingerprint or proximity fob. Reliable, secure time capture across every working environment.



timeware® Puck

Low-cost NFC technology for internal or external attendance and assembly points where network connectivity or mains power is unavailable. IP67 rated. Works with the Employee Self-Service app.



Employee Self-Service app

Multifunction attendance and absence app for a mobile or static workforce, with ring-fenced attendance booking. Runs on Android and iOS.



BioStation 3

Face recognition and proximity device with large display. For internal attendance points. IP65 rated.



X-Station 2

Proximity device with large display. For internal attendance points. IP65 rated, PoE for easy installation.



X-Station 2 Fingerprint

Fingerprint and proximity device with large display. IP65 rated, PoE for easy installation.

BioStar Air

Access control

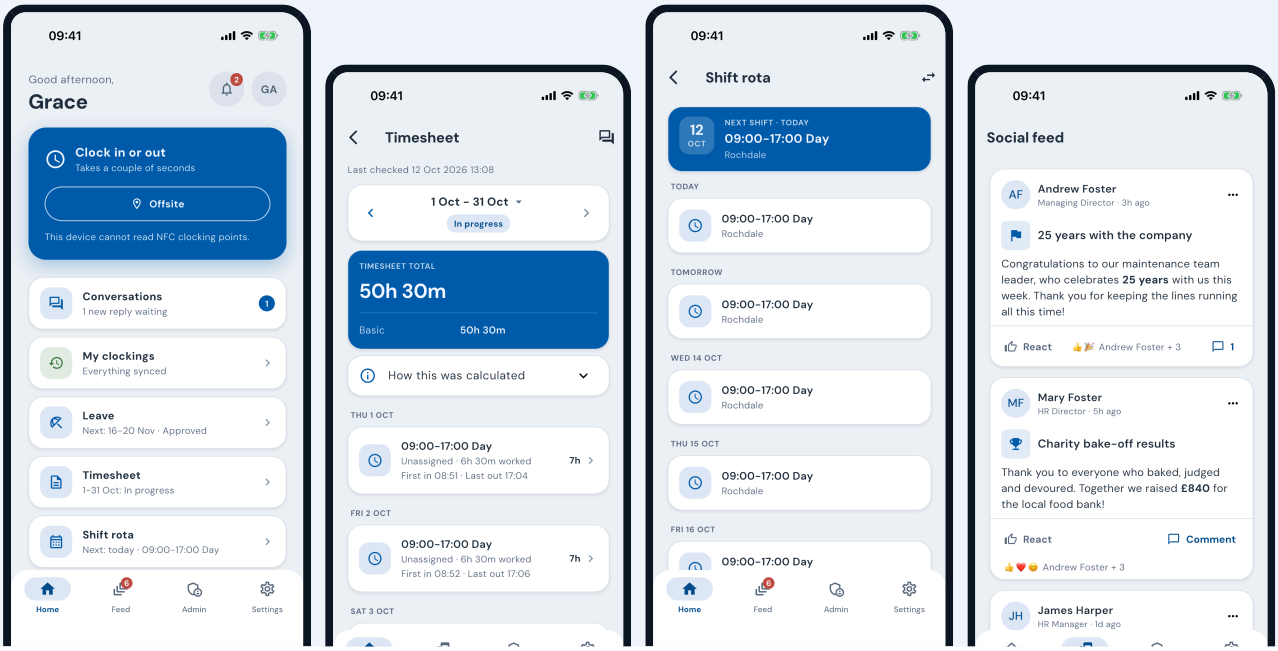
Core feature · Attendance

timeware® has an authorised integration with Suprema BioStar X and BioStar Air, providing advanced access control for doors, barriers and gates. Our access control specialists install quickly and with minimal disruption to your workplace.

Your workforce, connected wherever they are.

The timeware® Employee Self-Service app keeps every member of your workforce connected, informed and engaged. Employees review timesheets, submit leave requests and view shift details, with instant access to leave entitlements, upcoming events and training materials.

Staff can access company documents at any time and pick up available shifts. The Social Feed shares announcements directly with staff, and the Conversation Hub provides a fully audited, GDPR-compliant channel between employees and management.



Key functions

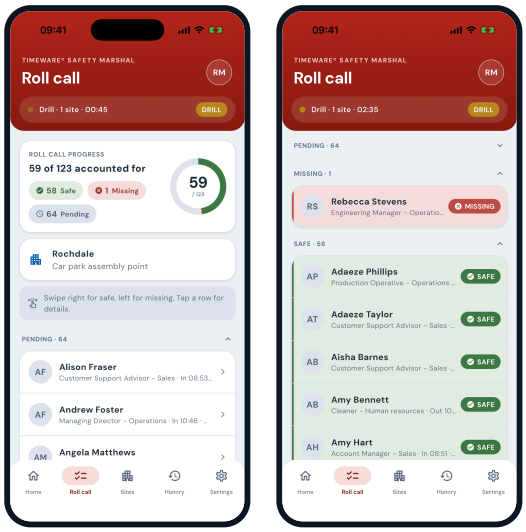
- Timesheets
- Timesheet status
- Leave entitlement
- Leave requests
- Shift rota
- Marketplace
- Documents
- Training matrix
- Conversation Hub
- Upcoming events
- Social Feed
- Messages
- Attendance booking
- Android and iOS

Who is on site, right now.

Real-time visibility of who is on-site, when it matters most. Nominate which attendance and access points count people in or out, connect the fire alarm panel, and Roll Call runs itself.

Drill or incident, started from a phone.

- Marshals start a drill or an incident and the register builds itself from the live roll call: every employee clocked on site and every visitor marked in.
- Swipe right for safe, left for missing. The missing sit at the top, in red, with a one-tap call to their mobile.
- Four ways to mark someone safe: the marshal's app, a tap on the assembly-point Puck, the web board, or the person's own phone.
- Works offline at the assembly point; marks sync when signal returns.
- Every run is measured: time to all-clear and time to clear by area, as evidence for your fire risk assessment.

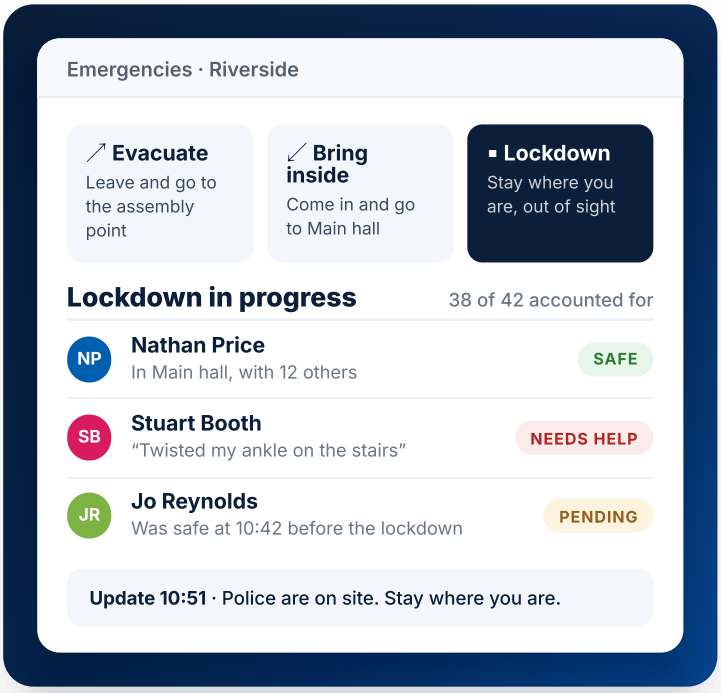


Not every emergency means leaving the building.

Start an evacuation, bring people inside (invacuation) or a lockdown, and change between them as the situation changes. Staff tell you where they are and who is with them, and marshals see every answer live.

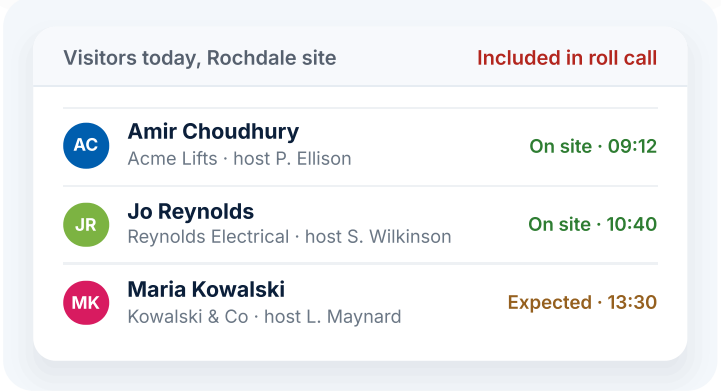
Martyn's Law

The Terrorism (Protection of Premises) Act 2025 asks larger venues to have procedures for evacuating, bringing people inside, lockdown and telling people what to do. timeware® supports all four.



Contractors and guests are on the fire list too.

- Hosts book visitors from the ESS app and mark them in and out.
- Every visitor marked in goes straight onto the register with their company and mobile number.
- Forgotten visits retire themselves, so the board never shows ghosts.

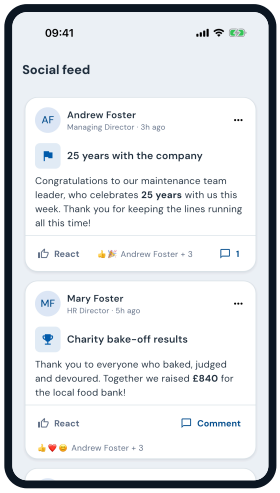


Keep teams connected and engaged.

The Social Feed

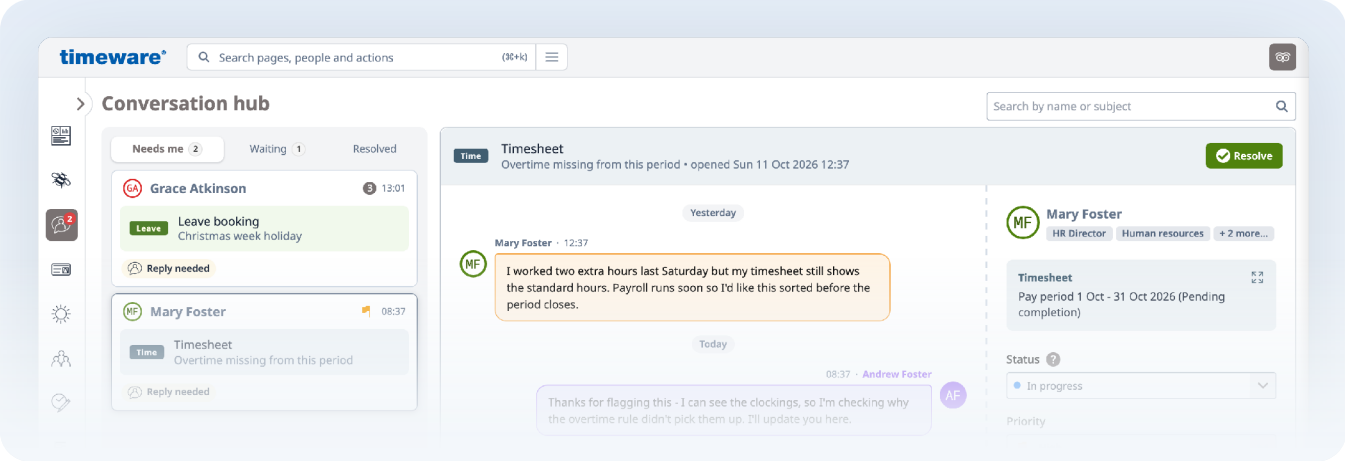
timeware® HRMS's internal communications hub. Managers share updates, recognise achievements, promote events and gather feedback through quick, targeted posts. Images, documents and polls can be added in seconds, while comments and reactions foster genuine two-way communication.

With a mobile-friendly design, employees stay connected wherever they are, reducing reliance on email. It is especially valuable for hybrid and remote teams.



The Conversation Hub

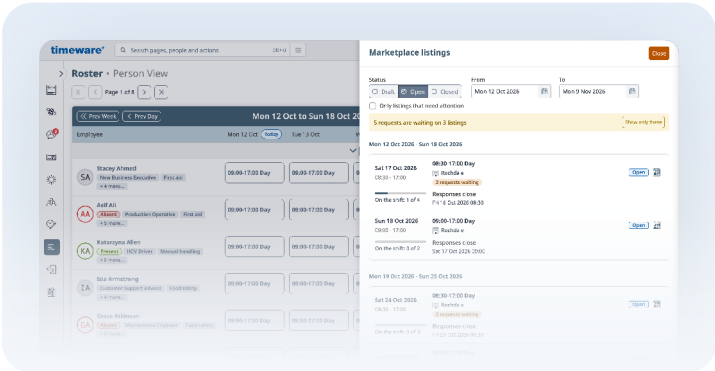
Employees and management handle queries in a secure, fully auditable environment that supports GDPR compliance. Every query, response and update is recorded and easy to find, improving response times and transparency.



The Conversation Hub.

Marketplace

A digital noticeboard for available shifts and overtime, matched to qualified employees and offered through the Employee Self-Service app.



Reports

Insight you can trust.

timeware® HRMS Reports give detailed insight across every feature, from leave and time management to HR, roll call, GDPR and Working Time Regulations. Managers see attendance, overtime and operational trends clearly, so they can boost productivity and control costs.

Holiday balances.xlsx — Sheet1

Department	Employee	Site	Manager	Allowance	Taken	Booked	Pending	Remaining
Finance	Charlotte Barnes	Rochdale	Owen Newman	28	0	0	0	**28**
Finance	Richard Booth	Rochdale	Owen Newman	28	0	7	0	**21**
Finance	Jessica Carr	Rochdale	Graham Evans	28	10	7	3	**8**
Finance	Graham Evans	Rochdale	Andrew Foster	28	12	14	0	**2**
Finance	Anne Hughes	Rochdale	Jessica Carr	28	15.5	10.5	0	**2**
Finance	Marek Kowalski	Rochdale	Jessica Carr	28	10.5	9	0	**8.5**
Finance	Bilal Roberts	Rochdale	Owen Newman	30	0	7	0	**23**

Example of an XLSX report.

Delivered in PDF or Excel format.

Run on demand or scheduled, with automatic delivery to chosen recipients.

Multi-language output, with document type, language and time zone set per report.

Digitally signed, tamper-proof spreadsheets that can be password protected.

Role-based views and clearly identifiable permissions for every report.

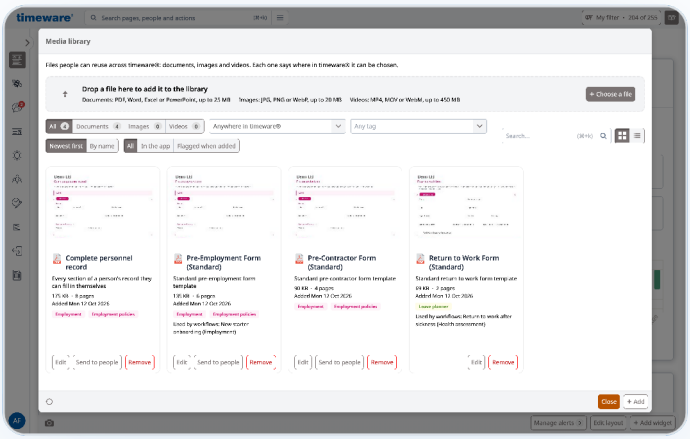
An extensive range of reports, each with clearly identifiable permissions.

Document management

Documents that do the work.

Employees receive documents such as the company handbook through the Employee Self-Service app and acknowledge them, creating a record. Managers create documents like return-to-work forms under preset conditions.

Interactive onboarding forms are completed digitally and consumed straight into the system with no manual data entry. Every document is indexed by AI, so managers can search key phrases across typed and handwritten documents alike.



Workflow

Routine tasks that run like clockwork.

Create workflows for recurring processes such as onboarding, leave approvals or compliance checks. Automate task sequences, assign them to key people and set notifications, with fewer manual follow-ups and no missed steps.

Example onboarding workflow

1
New starter's details are entered into timeware® HRMS.

2
An automated email sends the new employee a secure link to complete onboarding forms.

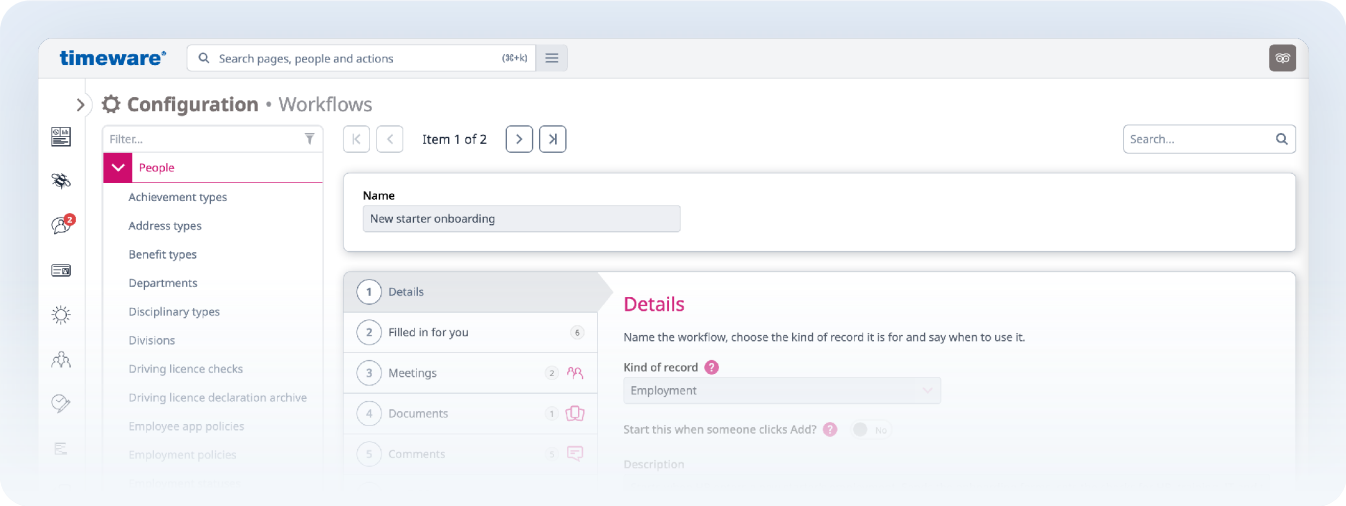
3
Once submitted, HR is notified to verify documents, including right-to-work checks.

4
The system automatically assigns relevant training modules.

5
IT is alerted to set up accounts, such as email and access control.

6
The manager receives a task to schedule welcome meetings.

7
A final review task makes sure every step is complete before the start date.

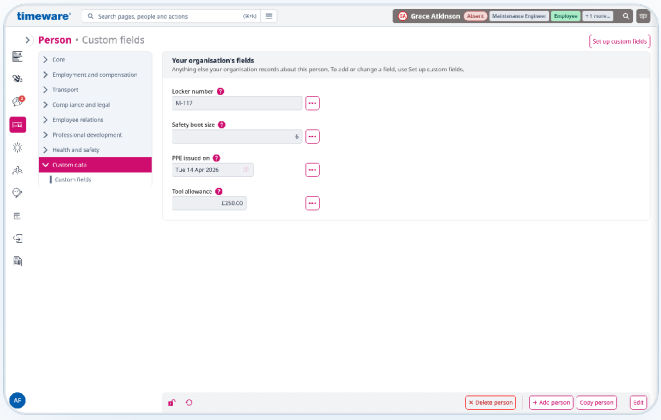


Customisation

A system that works the way your business works.

Every business operates differently. Forms can be tailored so the data you collect aligns precisely with your internal processes, and reports customised to reflect your priorities, whether that is operational efficiency, workforce trends or compliance.

Complex overtime rules can be configured to mirror even the most detailed working agreements, and leave policies shaped to match your entitlement rules and absence procedures. Full multi-language support adapts the system to regional needs across locations.



Custom fields on a personnel record.

Integration

Connected to the systems you already use.

timeware® HRMS integrates with third-party HR, security, visitor management and payroll systems through APIs, so data flows between systems without manual entry.

Security
BioStar 2, Paxton Net2, Genetec, Sensor Access GuardPoint 10, Brivo

Payroll
ADP, IRIS, Pegasus, Sage

HR
BambooHR, HiBob, Access PeopleHR

Visitor
InVentry

Devices
Suprema

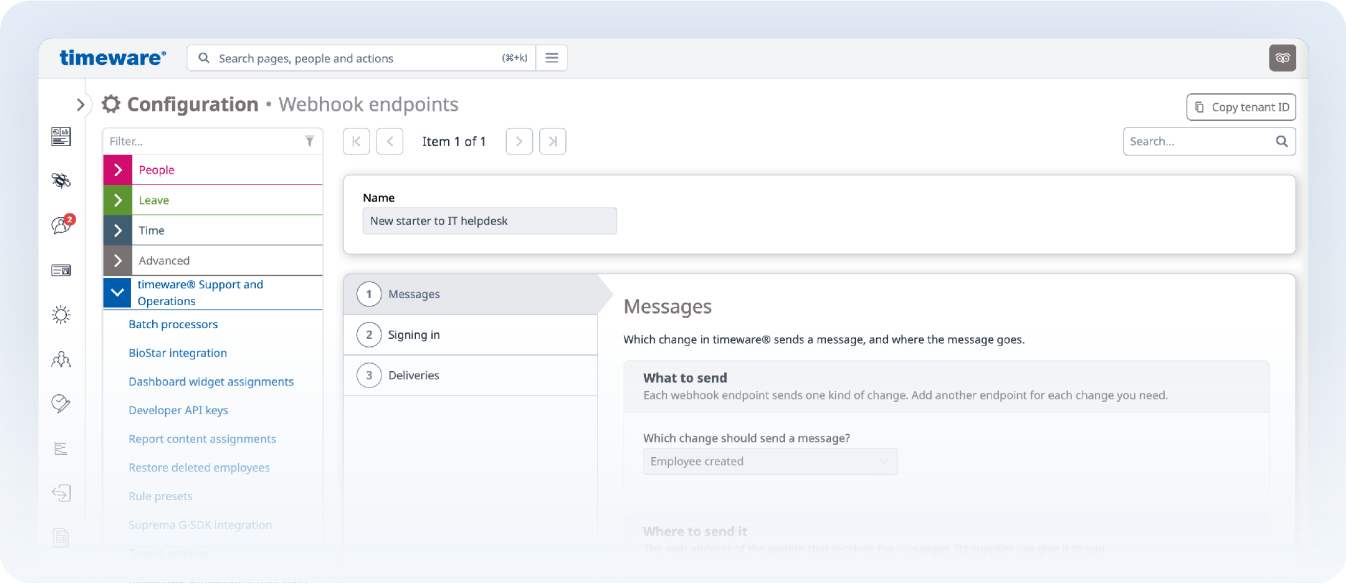
Web applications
Zapier

Developer API and Webhooks

Build on timeware® HRMS.

The Developer API connects timeware® HRMS directly to your own software, enabling custom automations and tailored workflows: synchronise employee data, manage shifts or connect HR and payroll systems.

Webhooks send real-time notifications the moment events happen, such as an employee record being added, so your systems respond immediately and records stay up to date.



Webhook endpoints: an employee created in timeware® HRMS sends a message to your IT helpdesk.

Safeguarding customer data.

At timeware®, security is fundamental to everything we deliver, combining robust controls with over four decades of experience managing workforce and time-related information.

UK-hosted on Microsoft Azure

Enterprise-grade resilience, availability and performance.

MFA and single sign-on

Secure, controlled access for every user.

Encrypted throughout

All data encrypted both in transit and at rest.

Certified compliance

GDPR, ISO 27001 and Cyber Essentials Plus embedded throughout.

BS7858-screened staff

Access limited to authorised personnel, screened annually.

Audit and monitoring

Comprehensive audit trails, regular assessments and continuous monitoring.

The result is a resilient cloud platform that protects your organisation's data while integrating seamlessly into day-to-day operations, so you can focus on managing your workforce rather than your technology.

Security status PROTECTED

- MFA and SSO enabled
- Encrypted in transit and at rest
- UK-hosted on Microsoft Azure
- Audit trail recording

General Data Protection Regulation

GDPR controls that follow your rules.

Rather than enforcing rigid rules, timeware® provides fully customisable GDPR controls. Define how long information is retained for current staff and leavers, and set structured housekeeping rules.

timeware® does not automatically delete personal data. It highlights records that need attention and keeps every action deliberate, traceable and fully audited.

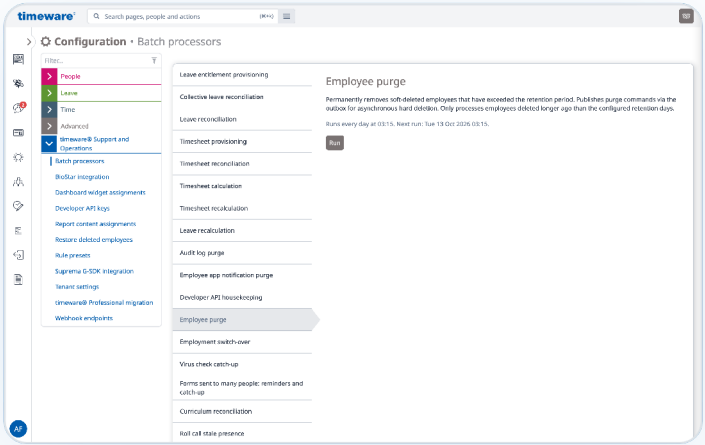
Example housekeeping rules

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

When an employee leaves, remove records of future holidays and medical appointments within 24 hours.

When an employee leaves, disable access to the timeware® apps immediately.

After the statutory period, remove attendance, absence and personal data.



Support from people who know your system.

Once timeware® is implemented, we believe it is our responsibility to make sure your system always runs smoothly. Delegate routine tasks to our support team and focus on what matters to your business.

After configuration and staff training, your account moves to customer care. In the first weeks a dedicated liaison team member engages daily with your timeware® administrator to make sure everything works as it should.

Customer care is made up of two teams under the Head of Customer Care. The Technical Support Team resolves queries, configures your system and carries out annual upgrades. The Customer Liaison Team organises system reviews, regular care calls and timelines, timeware's quarterly magazine.

All configuration of key features, from absence policies to attendance schedules, is handled by the timeware® support team and tailored to your operational needs.

Support hours

8:30am - 5:30pm

Monday to Friday, including bank holidays (excluding Christmas and New Year). Out of hours, use our ticketing system.



Charlotte Kavanagh

Head of Customer Care. Manages the customer liaison and support teams and reports to the Managing Director.



Matt Wilkinson

Head of Support. His team manages approximately 49 scheduled calls each day.

Customer care · Included in the managed service

Efficient change management. Approved change requests fulfilled promptly within an agreed schedule.

Performance optimisation. Regular system performance reviews.

System administration including users, permissions, notifications, policies, reports, exports and dashboards.

Proactive upgrades and training. An annual visit or call to upgrade your software and train on new features.

Free remote training and courtesy calls from the liaison team every six weeks.

timelines magazine for each member of your approved contacts list.

Simple, clear pricing.

A one-off configuration fee tailored to your system. After that, one monthly subscription based on the number of active and archived employees. No hidden costs.

£8 per active person, per month

including the managed service

+ £1 per archived person, per month

leavers' records retained

Included as standard

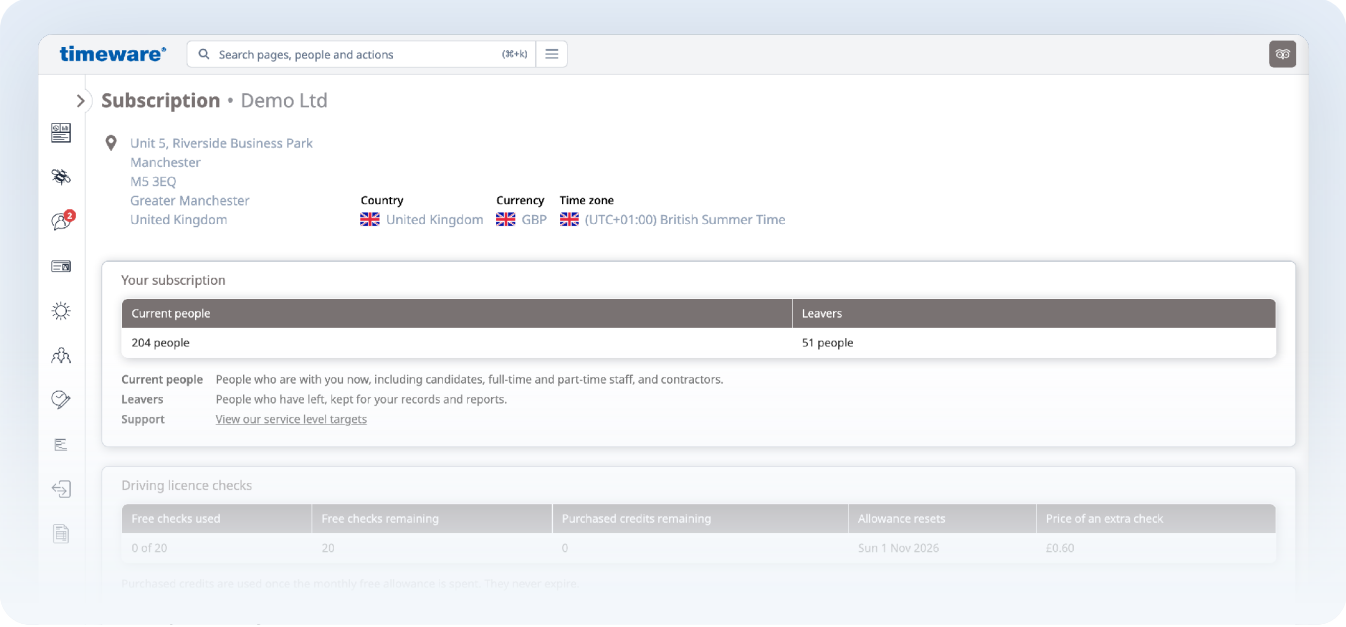
- Managed service and UK support
- All modules and all three apps
- Updates and UK hosting
- Onboarding and data migration
- Unlimited users
- In-person service

No charges for users, devices or core integrations

There are no ongoing charges for users, attendance devices or core integrations. 20 DVLA driving licence checks per month are included, then 60p per check.

You stay in control

Approved administrators adjust active and archived employee numbers directly in timeware® HRMS. The revised monthly cost is shown before any change is confirmed.



Payments are processed securely by Stripe, with any changes reflected in your next scheduled payment.

timeware®

Let's show you how timeware® could work for your team.

Give us a call or drop us an email, and we'll get back to you within one working day.

One company. The software and the hardware.

Unlike most HR providers, we supply, install and support the attendance points too. One supplier, one contract, one team to call.

Call

+44 (0)1706 659368

Email

sales@timeware.co.uk

Web

www.timeware.co.uk

Follow

LinkedIn: timeware UK Ltd · YouTube: timeware UK

timeware UK Ltd

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Company reg. no: 05886806. Registered in England.

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