timeware®

HR, Time and Attendance Software

ON PREMISE SOFTWARE

Training guide:

Basic Personnel
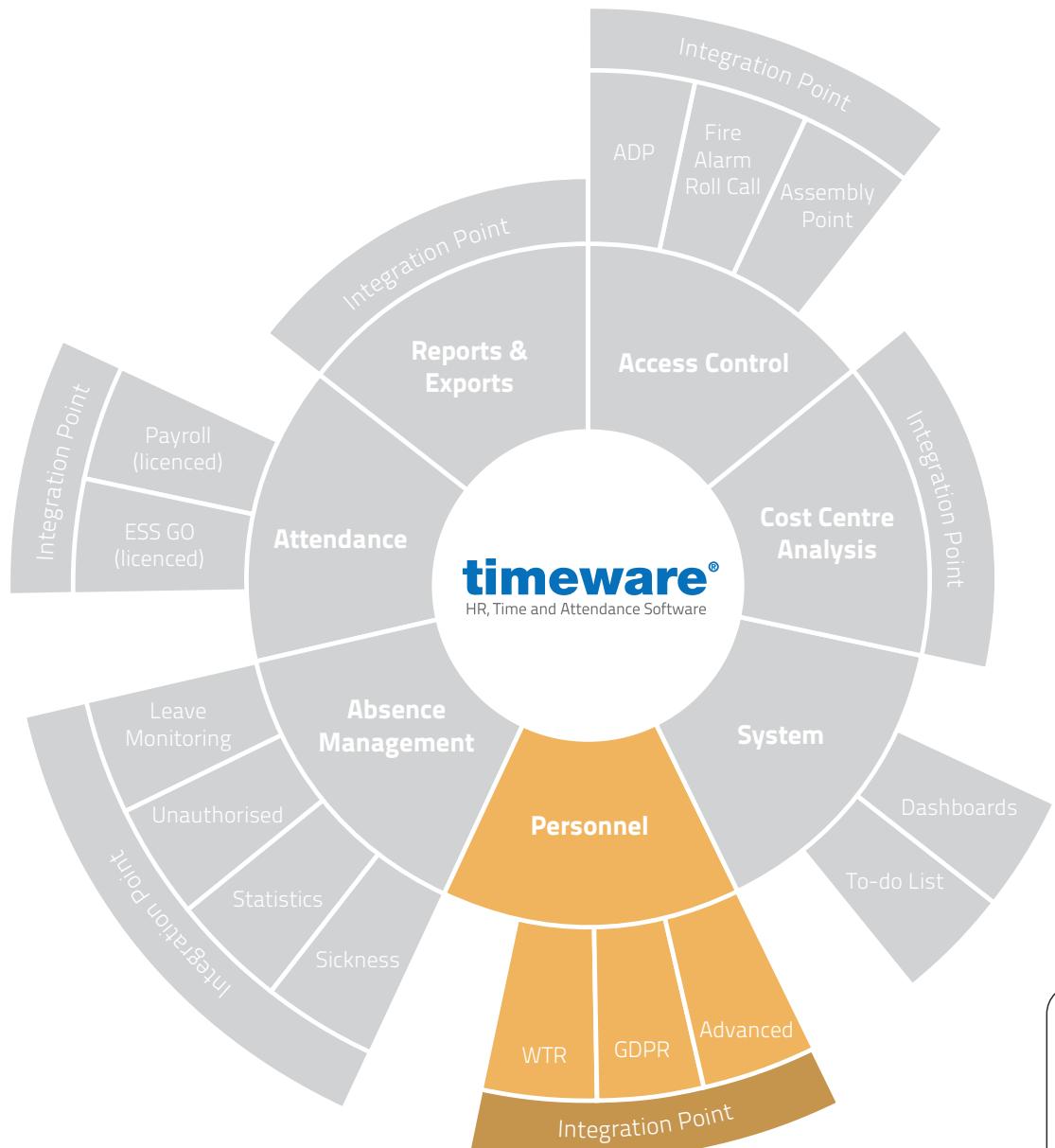
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Reports & Exports · Integration Point · ADP · Fire Alarm Roll Call · Assembly Point · Access Control · Integration Point · Payroll (licenced) · ESS GO (licenced) · Integration Point · Attendance · Cost Centre Analysis · Integration Point · System · Leave Monitoring · Absence Management · Dashboards · Unauthorised · Personnel · To-do List · Integration Point · Statistics · Sickness · WTR · GDPR · Advanced · Integration Point

Integrated Management System
ISO 9001: 2015
ISO 27001: 2022
Citation ISO Certification
REGISTERED
Certificate No: 491342025

CYBER ESSENTIALS PLUS

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Contents

Course	Duration
An introduction to timeware® personnel	Approximately 30 minutes

Adding a personnel record, amending a personnel record and setting an employee as a leaver in timeware® personnel.

Description

Understanding timeware® personnel

Adding a new employee

Making amendments to an existing employee

Setting an employee to a leaver

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

Company Name: timeware (UK) Ltd.
Registered Office: 3 Fieldhouse Road, Rochdale, Greater Manchester, OL12 0AD.
Company Reg. No: 05886806.
Registered in: England.

2

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Understanding timeware® personnel

At the heart of the timeware® system is the personnel database. Before we can look at absence management, attendance, access control or job costing, we need to ensure that the details for each person are accurate.

Everyone on the timeware® system must have a personnel record, whether they are temporary workers or the Managing Director. Without this record the rest of the system cannot function.

▶ YouTube

Link to understanding timeware® personnel

Adding a new employee

1. To access the timeware® personnel, select the Personnel Quick Link,
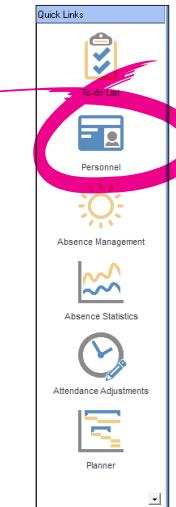
or, select <File>, then <Personnel>…

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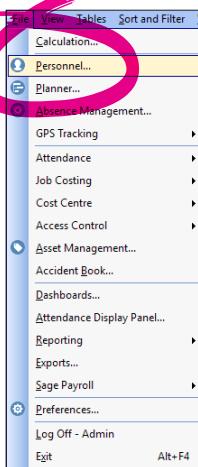
2. The personnel screen will appear at the record last viewed by the user.

Press <Add> to add a new personnel record. All the fields will then turn blue, ready for the new details.

3. Complete the following fields in the General screen:

a. **First and last name**

b. **Badge number**
This is the number on the back of your card / FOB to allow the employee to clock in and out.

c. **Date started with company**
This can be assigned pro-actively and retro-actively i.e. set before or after the employee starts!

d. **Employment status**
This is to define a person's position in the company, whether they are Agency, Employee, Staff or a Leaver. The system can use these to filter if required i.e. in the reports module to filter out leavers etc.

e. **Absence Entitlement Policy**
This defines the person's holiday allowance i.e. 28 days per year. The system gives a running total of absence entitlement based on absences (holidays) booked throughout the year. See Absence Management training guide for more info!

f. **Period Schedule**
This is how a persons working pattern is defined whether they are rotational shift workers, night workers, flexitime workers etc. All of it is configured within the period schedule. For more information, please see the Advanced Attendance training guide!

g. **Terminal Policy/Access Groups**
The Terminal Policy / Access Groups outlines which pieces of timeware hardware can be used (or not used!) e.g. You want employee A to access the Reception Door, but you don't want employee B to. They would both require separate policies to define the access permissions etc! For more information, please see the Advanced Personnel training guide!

4. Allocate the person to the correct, pre-defined, groupings in the Grouping screen. Remember, if you allocate the person to a group that you are not entitled to view, the person will disappear from your screen.

Next, click on the Employment heading in the Essentials section.

5. Right click and press <New>

Complete the following fields;

Reference
The person's job role i.e. Fabrication Manager or Accountant.

Date of Commencement
The date the person started in the selected job role.

Employment status
The person's status within the company i.e. Agency, Staff or Employee etc.

Click <Ok>.

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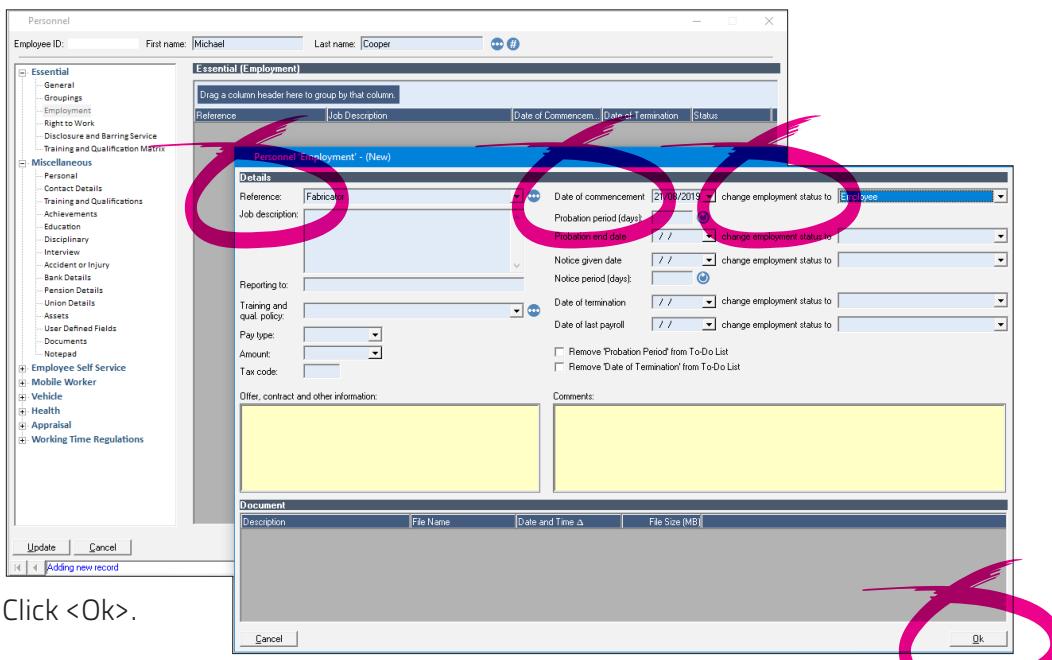
Making amendments to an existing employee

1. To access timeware® personnel, select the Personnel Quick Link,

or, select <File>, then <Personnel>...

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2. The personnel screen will appear at the record last viewed by the user.

Press <Find> to show list of all timeware® records.

Double click on the relevant employee record to open in personnel screen.

3. Click on <Edit> and begin modifying the required fields.

11

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4. Next, click <Update> to save the personnel record. The person's details will be sent to the relevant timeware® terminals within thirty seconds.

Click <Close> to leave Personnel.

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Setting an employee to a leaver

The act of deleting a personnel record removes all data for the person, including historic bookings and absences. Everything associated with that person gets removed! With this in mind, we strongly recommend against deleting personnel records – instead we recommend modifying the person's status to leaver. We will never delete an employee even if requested by you the customer to do so.

Link to setting an employee to a leaver

1. To access timeware® personnel, select the Personnel Quick link,

or, select <File>, then <Personnel>…

2. The personnel screen will appear at the record last viewed by the user.

Press <Find> to show list of all timeware® records.

Double click on the relevant employee record to open in personnel screen.

3. Click on <Edit> and navigate to Employment in the Essential section

15

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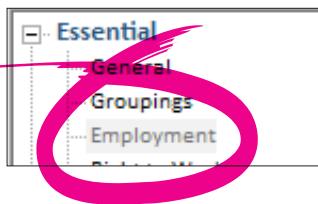
Right click on current employment record and then <amend>.
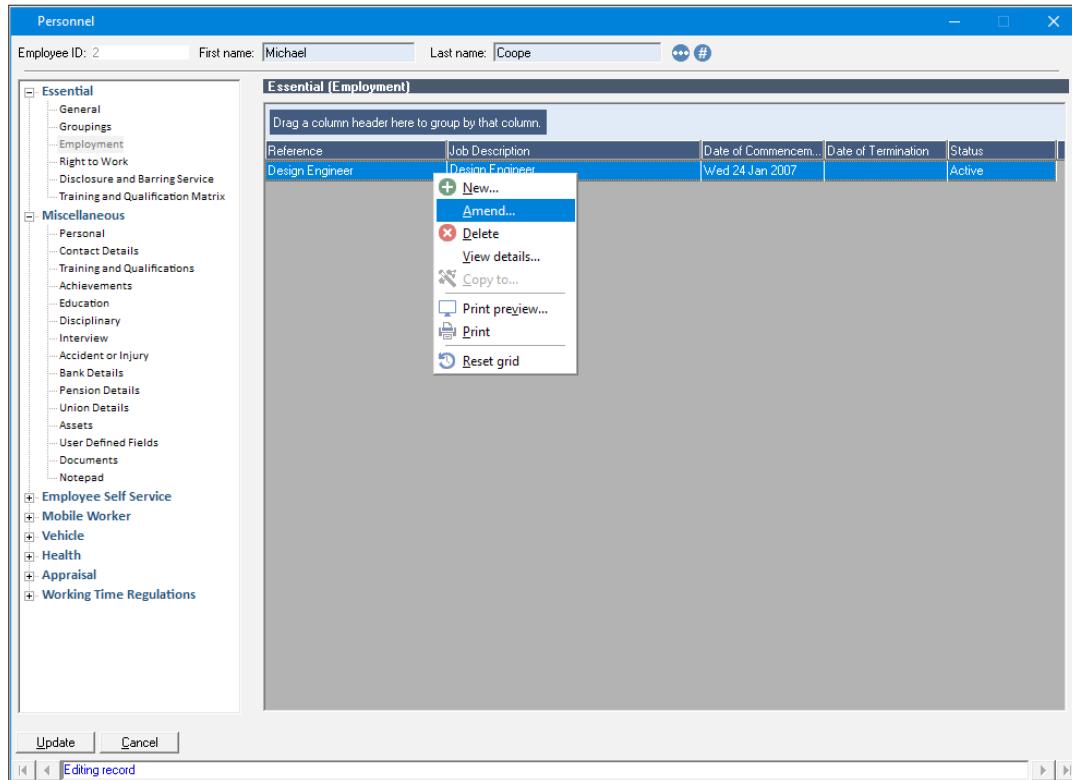
4. Add a date of termination and change employment status to leaver.

Click <Ok>.

Then click <Update>.

5. Once we reach the employees termination date, the system will automatically change the employee to a leaver

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18

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