



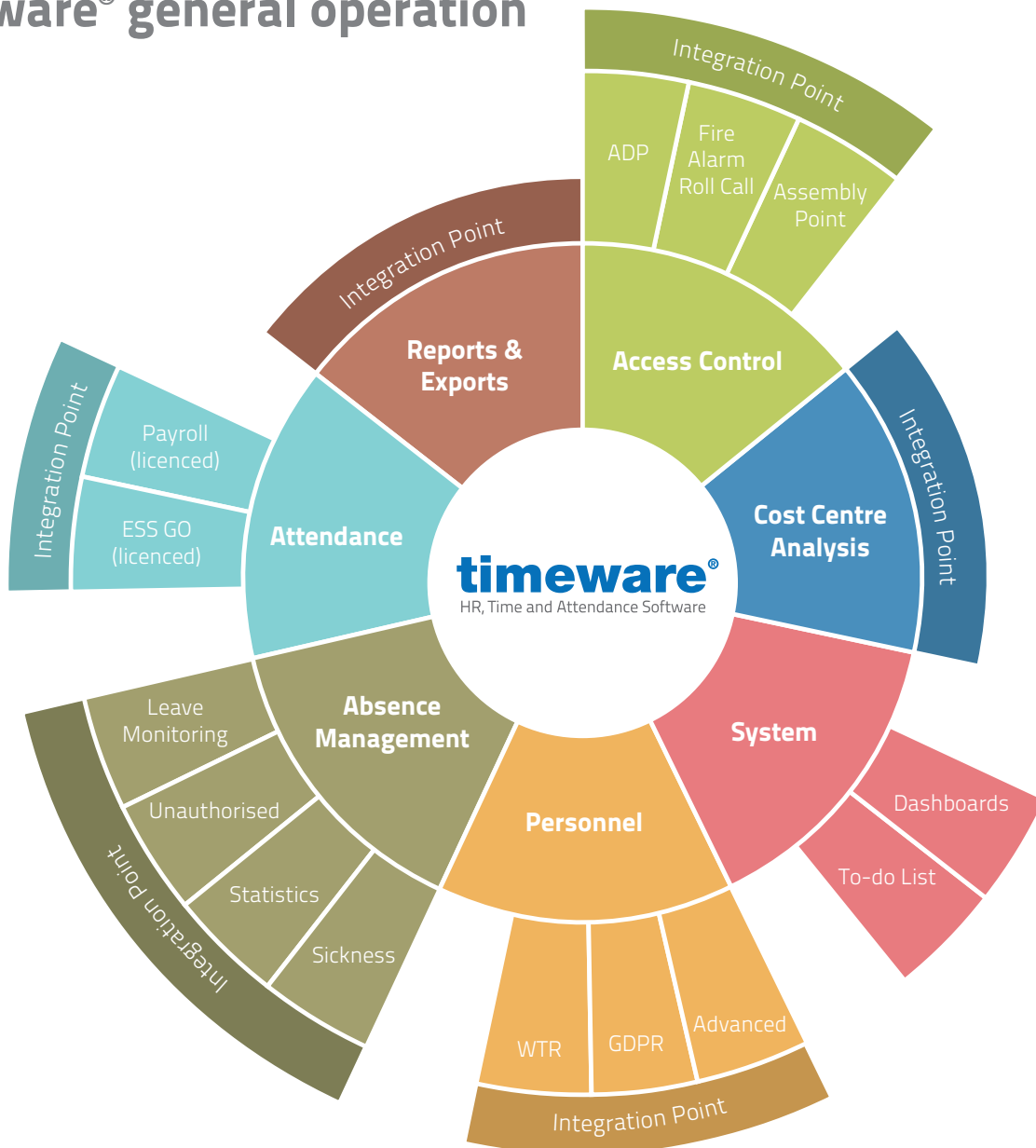
timeware®

HR, Time and Attendance Software

ON PREMISE
SOFTWARE

Training guide:

timeware® general operation



Certificate No:
491342025

Company Name: timeware (UK) Ltd.

Registered Office: 3 Fieldhouse Road, Rochdale,
Greater Manchester, OL12 0AD.

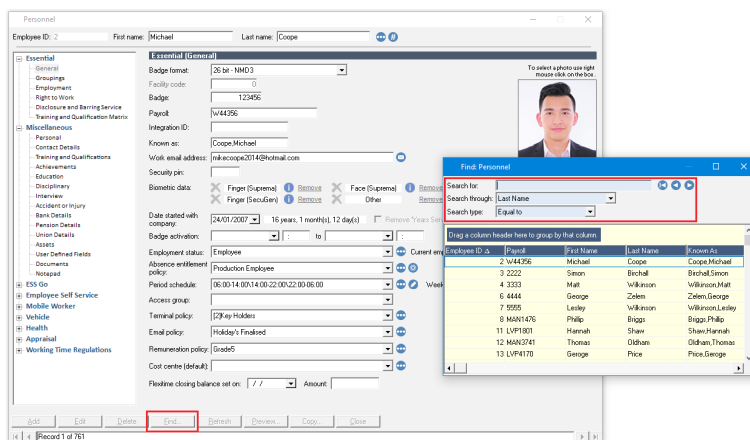
Company Reg. No: 05886806.

Registered in: England.

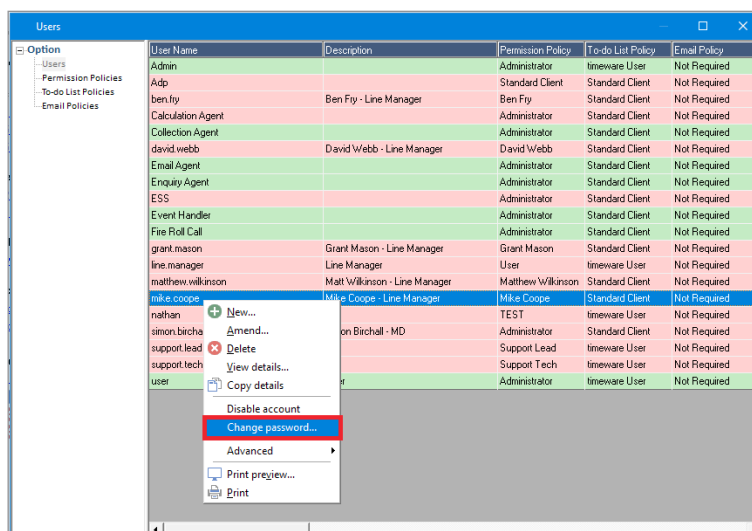
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www.timeware.co.uk
support@timeware.co.uk
+44 (0) 1706 658222

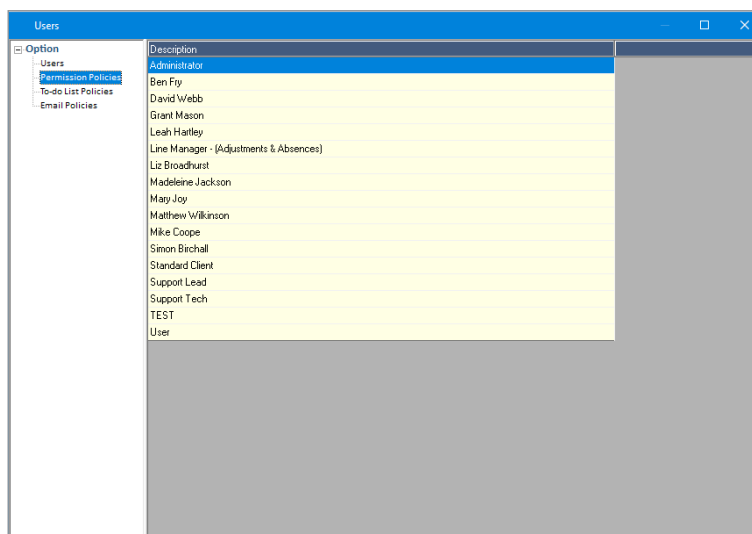
1.1 How to find an employee



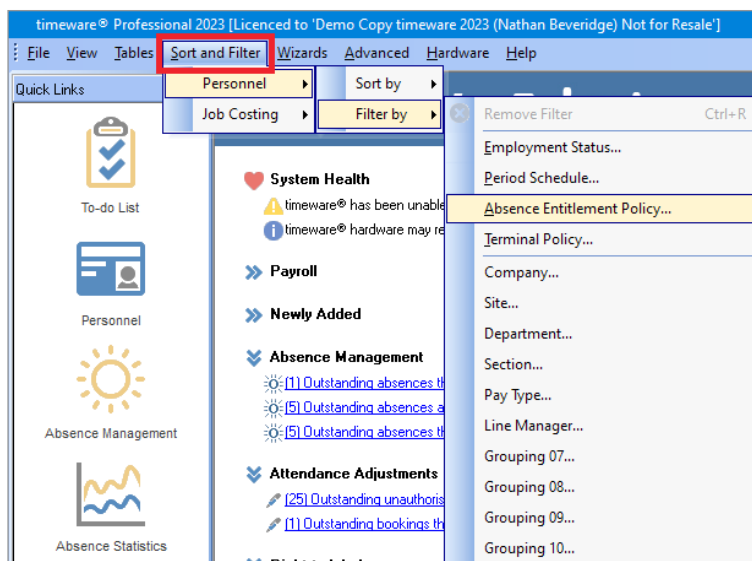
1.2 How to change the password for a user



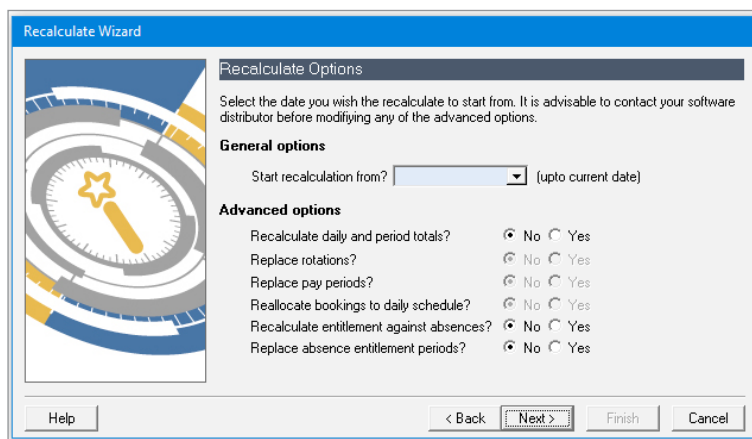
1.3 The policies behind a user and their meaning



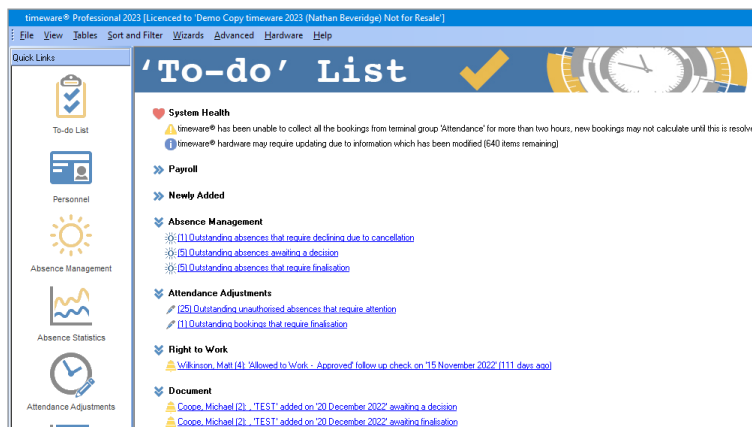
1.4 How to use the sort and filter



1.5 Recalculation Wizard and its meaning



1.6 To-do list items and their meanings



1.7 Historic Data Lockdown

Historic Data Lockdown

Overview

Historic data lockdown is used prevent users amending attendance and absence data once payroll has be ran.

What does this screen do?

This screen lets you specify an up to date (inclusive) that data will be protected from amendments. This lockdown covers any pay periods that end before (inclusive) the protection date. This lockdown can be overridden with a password (leave blank to allow no override).

Settings

Lockdown data? ☐ No ☒ Yes

Protect data up to?

09/02/2023

 (inclusive)

Override password:

xxxxxxxx

Override confirmation:

xxxxxxxx

Cancel

Ok