timeware®
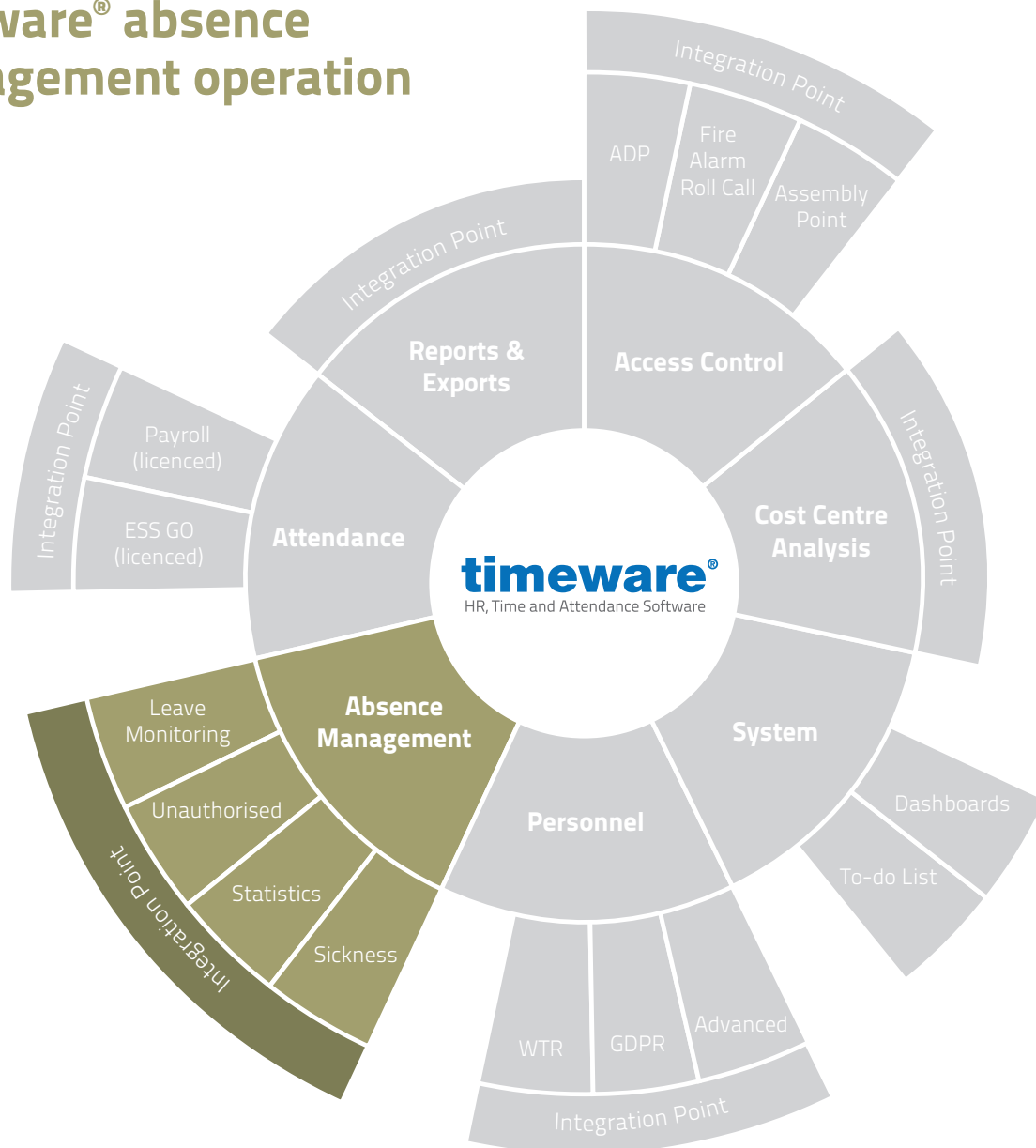
HR, Time and Attendance Software

ON PREMISE SOFTWARE

Training guide:

timeware® absence management operation

Integration Point

- ADP
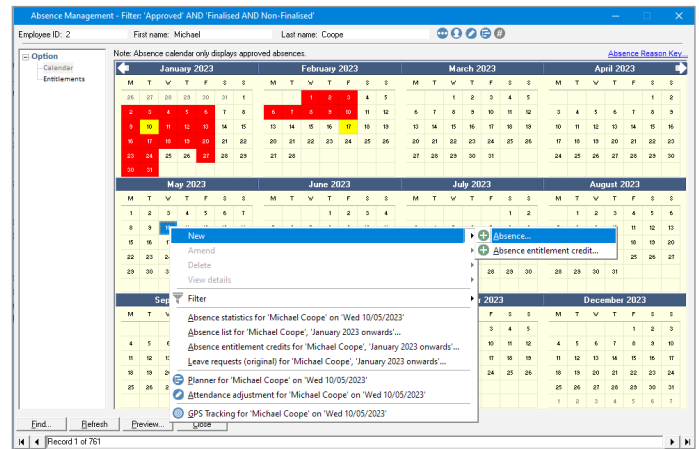- Fire Alarm Roll Call
- Assembly Point

Access Control

Integration Point

Reports & Exports

Integration Point

Payroll (licenced)

ESS GO (licenced)

Attendance

Cost Centre Analysis

Integration Point

timeware®
HR, Time and Attendance Software

System

Leave Monitoring

Absence Management

Dashboards

To-do List

Unauthorised

Statistics

Personnel

Integration Point

Sickness

WTR

GDPR

Advanced

Integration Point

Citation ISO Certification
Integrated Management System
ISO 9001: 2015
ISO 27001: 2022
REGISTERED

Certificate No:
491342025

CYBER ESSENTIALS PLUS
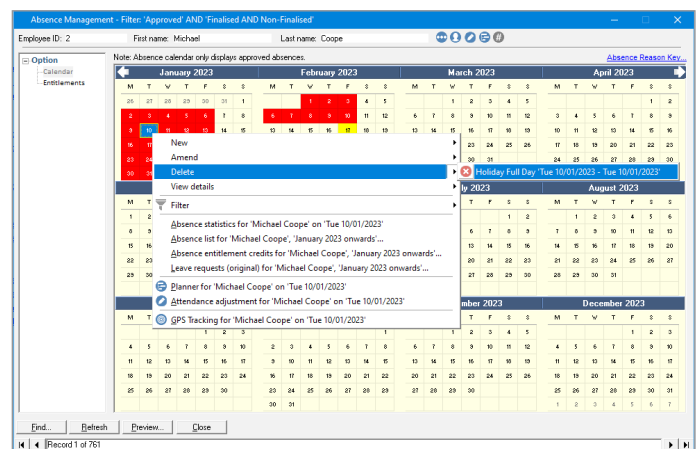
Duration approximately:
1.5-2 hours

3.1 How to create a new absence
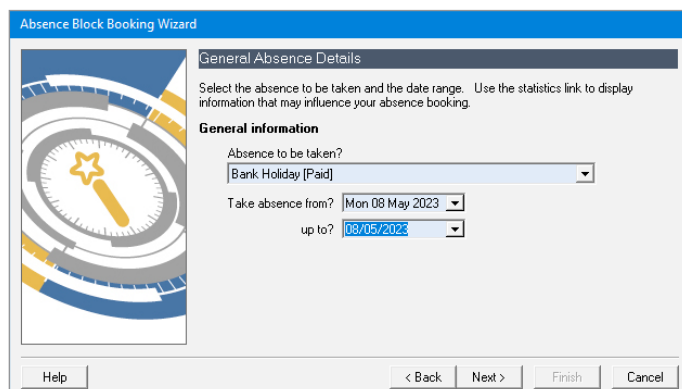
3.2 How to amend an existing absence
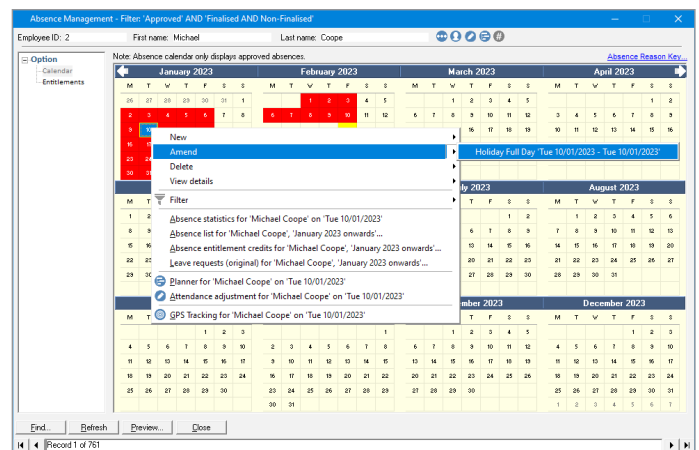
3.3 How to delete an absence

3.4   How to create block bookings
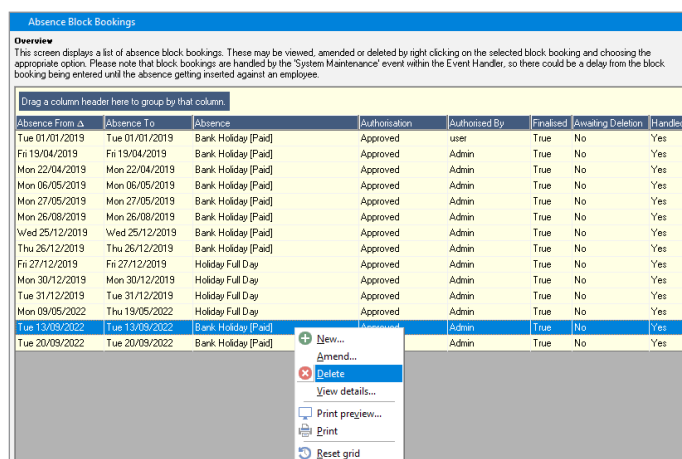
3.5   How to remove a block booking

3.6   How to view an employee's holiday entitlement

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HR, Time and Attendance Software

Test 1

Please complete the following:

Book a Full day Holiday for Matt Wilkinson for 17th – 21st July this year.

Book a Full day sickness for Michael Coope for 22nd August this year.

Add a block booking for the Support department for 21st December this year.

Add a holiday for Michael Coope for 7th June this year. This holiday has been approved but needs to be finalised by Simon.

Add a 2-day credit to Matt's entitlement as he worked over the weekend.

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