timeware®
HR, Time and Attendance Software

ON PREMISE SOFTWARE

Meeting with the timeware® technician

CYBER ESSENTIALS PLUS

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

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Registered in: England.

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timeware®
HR, Time and Attendance Software

timeware® Software Installation:

- Server specification information.
- SQL version information.
- Number of PC's that require timeware software.
- Users that require timeware access.
- What drive of the server will timeware & SQL be installed.
- Name & IP information of both SQL Server and timeware Server.
- What version of SQL are we installing or is going to be installed by the customer?
- Server Backup information.
- Customer to back up or timeware?
- When to run the backup if timeware organising.

BioEnrolment:

- Employee's that require enrolment
- Shift patterns
- Languages of staff for language enrolment cards (English, Welsh, Hungarian, Polish,Ukrainian, Romanian, Urdu, Punjabi, Latvian, Armenian)
- Location of enrolment
- Enrolment Schedule.

Hardware Installation

- Device name (customer choice).
- Static IP address, Subnet Mask & Gateways that timeware® can programme into the devices.
- Location of devices (including pictures)
- Network point confirmation.
- Will people be using 3rd party proximity cards (if not using biometrics) or timeware® equipment.

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Personnel

- Main Contact for day to day running of the Personnel module
- Are we required to import personnel from another system into timeware?
- Subheadings you may like to use within personnel module.
  - Number of employees
  - Employee Information
  - Personnel import from another system/CSV
  - Groupings
  - Employment record
  - GDPR
  - Training records Disciplinary records Qualifications
  - Is a payroll number required

ESS Go

- ESS Go Policy and what is required / permitted for the employee to use.

Absence Management

- Is absence management required?
- Main Contact for day to day running of the Absence Management module
- Bradford factor
- Entitlement Information
- Absence Reason information
- Absence Reasons required
- Return to work policy

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Attendance

- Is Attendance monitoring required?
- Main Contact for day to day running of the Attendance module
- What to show on the To-Do List
- Shift Patterns / Shift Rules

Access Control

- Is timeware® managing employee access?
- Information we are required to bring into timeware®.

Fire Alarm Roll Call

- Is the customer using the timeware® Fire Alarm link?
- Fire monitoring system information
- Fire monitoring hardware
- Email addresses for report receival
- Printer information for automatic printing

Reports / Exports

- Any existing Reports we may need to be aware of
- Any existing Exports we may need to be aware of

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Payroll Integration

- Is payroll integration required?
- Payroll frequency
- Is an export required for payroll that we may not natively integrate with?

Project Commissioning

- When on site, our technician will need
  - Access to the server either via technician's laptop (internet access to be provided and remote desktop details) if this is not viable, a workstation to be provided by the customer, with connection to the server enabled & configured.
  - All contacts to be available for general enquiries.

User Training

- Training location and requirements
- Type of training
- Attendees
- Dates & times of training sessions

Post Installation

- Location of meeting
- Time & Date of meeting
- Contacts to attend meetings

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