

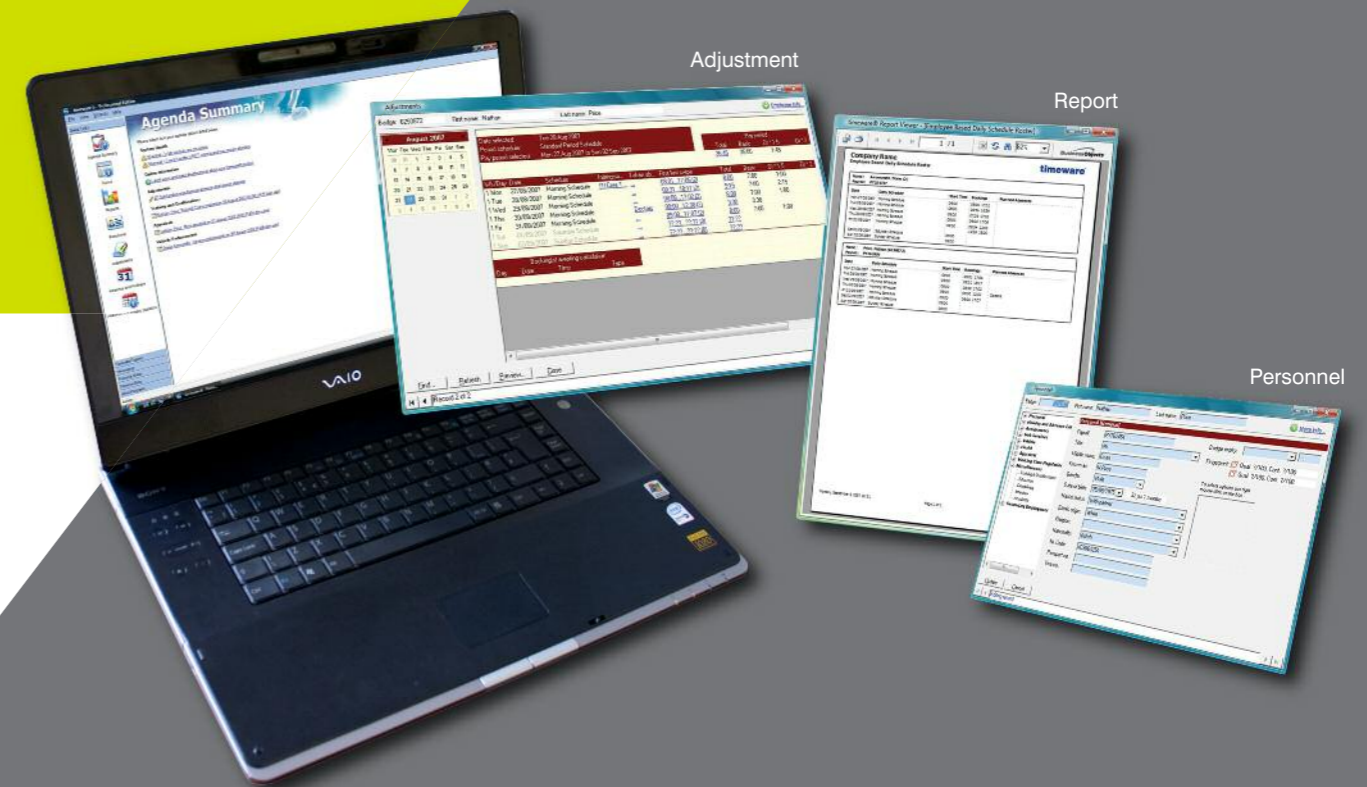
THE COMPLETE  
TIME AND  
ATTENDANCE  
SOLUTION FOR  
YOUR COMPANY

**timeware<sup>®</sup>** (UK) Ltd

TIME MANAGEMENT SOLUTIONS

# INTRODUCTION

timeware® is recognised as the UK's leading specialist in Time Recording, Personnel and Access Control systems. All hardware, firmware and application software is developed in-house by a fulltime development team committed to providing integrated solutions. With over 20 years experience and approximately 6000 installations, timeware® is the obvious choice for your business, large or small.



## What you get from timeware®

- Peace of mind from our experienced and fully qualified support team.
- A truly scalable solution that will expand with your business.
- timeware® is based on a flexible calculation engine that can be customised to suit your company's needs, protecting against future obsolescence.
- Accurate and extensive reporting.
- Customise reports with built in report designer.
- Real-time calculations ensuring your information is always up to date.
- Extensive data import/export features for payroll and other systems.
- Every type of work pattern and schedule can be recorded.
- Automatic calculation of breaks, overtime, absences, allowances, flexi-time etc.
- Individual employee data - hours worked, authorised and unauthorised absences, holidays entitlement.
- Full HR included - data on training, appraisals, pensions, vehicles and health and safety.
- Full Access Control included – restrict access for authorised personnel to specific areas and protect your staff from unwelcome intruders.
- Automatic roll call - vital in a fire or emergency situation.

## What your employees get from timeware®

- Totally accurate reporting of the time they've worked.
- Instant information on the amount of holidays, flexi-time and hours worked using a web based interface (Personal Information Portal).
- Compliance with the European Working Time Directive.



**“How much overtime have I worked?”**  
The powerful calculation facilities within timeware® will provide real-time information on overtime, absences, allowances, flexi-time etc...

**“Is my training up-to-date?”**  
The pro-active agenda will inform the timeware® user of any significant upcoming events such as appraisals or qualification expiry dates etc...



**“How much holiday do I have remaining?”**  
timeware® keeps track of hours worked and absence and holidays, all instantly recorded and available in real-time.

## Integration

timeware® helps to provide maximum value for your business by offering genuine system integration with many other existing systems. For example, timeware® could link into your existing access control system.

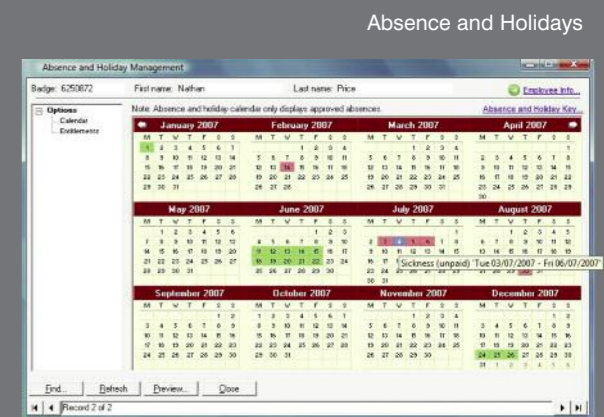
## Real-time information

The system will provide automatic calculations of hours worked, breaks, overtime, holidays, absences and many more in real-time, ensuring your system is always up to date. This provides you with accurate information to help your business operate with maximum efficiency and your employees with the peace of mind that their hours are being calculated correctly. timeware® has an extensive range of standard reports including employee lists, anomalies, attendance, access, audit and payroll interface. You can also produce bespoke reports specific to the needs of your organisation.

timeware® can provide your business with the quickest way to get all the information you need to make those hard business decisions. This powerful yet easy to use system is suitable for all types of organisation, providing real-time access to information at the touch of a button. Developed utilising over 80 years' experience in Time and Attendance, timeware® provides real-time employee tracking with real benefits. If your business depends on your staff working efficiently and delivering on time, then you need to give your company timeware®.

## “Can I have more flexible hours?”

The timeware® software has an extensive range of work patterns and schedules, fixed and flexi shifts and shift rotations, allowing you to efficiently manage your flexible workforce.



Absence and Holidays

# TIMWARE® PROFESSIONAL 2008

## Overview

### Company Size

Medium/Large

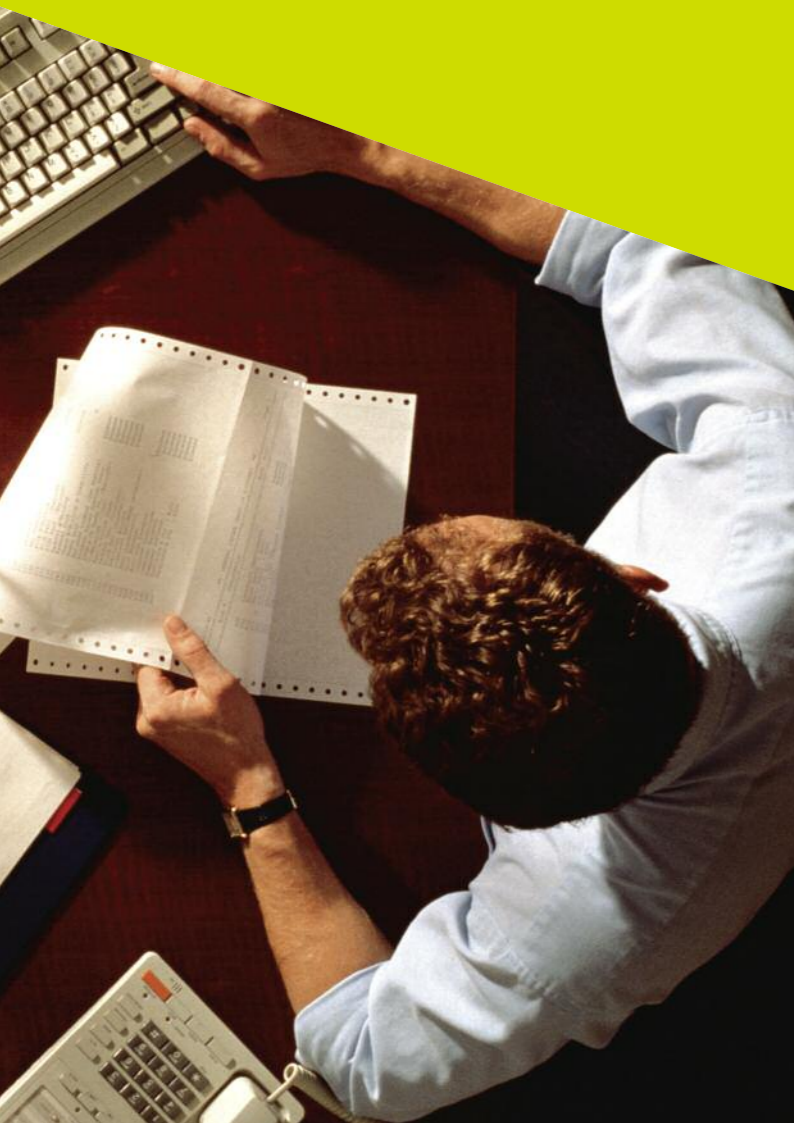
### Number of Employees

Up to 500 - MSDE 2000 (free with product)

Up to 10,000 - SQL Server 2000/2005

### Summary

Simply define each of your daily/weekly work patterns and the easy-to-use software will calculate the most complex of overtime rules. Replace laborious, manual, 'pen-and-paper' calculations with this automated, 'total-hours-worked' solution to improve efficiency and reduce human error. Implementing timeware® will save you time and money.



## Attendance

- Comprehensive flexitime, rotational and shift based features.
- Choose from a wide selection of standard break types, overtime rules and working rules that suit your needs.
- Shift patterns can be modified by using the timeware® script editor to cope with bespoke overtime and attendance rules.
- The pro-active agenda screen lets you know when anomalies such as missed clockings, lateness, absences etc. have occurred.
- Automatically flag overtime etc. so that authorisation is required by managers and administrators.
- Incorporates PIP technology (see below).



## Absence and Holidays

- Comprehensive absence and holiday booking wizards to ensure required information has been entered correctly.
- Detailed statistical information is available while booking absences. This will allow you to keep good staffing levels and ensure that employees cannot take more than their entitlement.
- timeware® can automatically renew your absence entitlements each year, taking into account any days/hours that need to be carried forward from the previous absence year.
- You can set up absence entitlement groups with special rules for new starters and long serving employees.
- Incorporates PIP technology (see below).



## Personnel

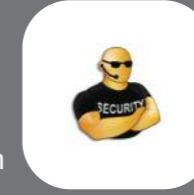
- Comprehensive personnel database.
- Store unlimited training, disciplinary, vehicle details etc...
- Use the personnel wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The pro-active agenda screen lets you know when qualifications, review dates etc. are about to expire.



- User defined fields allow you to hold unlimited amounts of information specific to your company that are not included in the other personnel modules.
- Print blank forms for new starters so that employee information can be easily collected.

## Access Control

- Comprehensive access control features.
- Keep track of your employees with real time monitoring.
- Use the alert centre to be immediately notified of failed entry attempts, doors that are ajar and doors that have been forced. Perfect for security guards and system administrators.
- Keep an archive of all door activity for future reference.
- Quickly disable lost and stolen badges.



## Reporting using Crystal XI

- Generate historical reports over many time periods allowing you to calculate grand totals with ease.
- Quickly filter and narrow down the information on your reports to provide you with exact and focused information.
- Change the appearance of your reports without using any additional report designer software by using the built in appearance settings.
- Hide irrelevant information on your reports with simple appearance settings - saving you paper and making reports easier to read.



## SPECIFICATION SHEET

- Export your reports to many formats including Excel, PDF and HTML for publishing on your corporate internet/intranet sites.
- Email your reports to your colleagues with a choice of various formats.
- Merge employee information with MS Word format templates for letters or contracts.
- Produce charts, graphs and reports from your employee data and export information to MS Office applications. Many different reports and queries are already built in, and you can add your own.

## PIP (Personal Information Portal)

- Give your employees read-only access to their own attendance information and let them check the status of pending absence requests from home or anywhere on your network.
- Allow employees to check how many holidays they have left without them contacting the HR department.
- Employees can add attendance bookings from within the PIP, allowing employees to work from home or clock in using a browser on your network.



## PC Requirements

### Minimum:

Pentium 4 Processor.  
Microsoft® Windows™ 2000 256Mb of RAM.  
Microsoft® Windows™ XP 512MB of RAM.  
Microsoft® Windows™ Vista 1GB of RAM.  
Colour monitor, 800x600 or greater resolution.  
CD-ROM drive.  
Network speed 10/100 Mbps.

### Recommended:

Pentium 4 Processor 1GHz.  
Microsoft® Windows™ 2000 512Mb of RAM.  
Microsoft® Windows™ XP 1Gb of RAM.  
Microsoft® Windows™ Vista 2Gb of RAM.  
200MB of available hard-drive space.  
Colour monitor, 1024x768 or greater resolution.  
CD-ROM drive.  
Network speed 100 Mbps.