

The Premium Upgrade for Timeware 5 Time & Attendance System



Access-to-Time

What's New:

- The new Daily Tasks screen enables users to see at a glance what tasks are awaiting their attention and gives them instant access just by clicking on the item needing attention.
- Several new features enable the user to make more use of the system including the new mini-breaks feature to deal with multiple short-paid breaks and the new larger, user-friendly icons.
- If you don't use Access Control via Timeware yet, monitoring and controlling access to various building entrances and exits has never been simpler. With Premium it can be fully integrated, allowing one easy-to-use package to cover both requirements. You can control car park barriers, and gates as well, if you need to.
- Some screens now appear automatically maximised for easier use. (Minimum Screen Resolution is now 1024 x 768)
- The report screen is increased in size to make it easier to use.

New Toolbar – now with more user-friendly icons



Outstanding Tasks and Information

- There are sections for direct access to Daily Corrections, Unauthorised Absences, Infringements needing attention and information on Planned Absence and Qualification Expiration. Single clicks of the mouse enable the user to go directly to the task required.

Roll Call

- The system keeps a live Roll Call listing so that the user can see at a glance who is clocked in and who is booked on an absence – especially useful if you need to know where people are right now!

Name	Date	In	Out	Absence
John Smith	31/01/08	13:48		
Julie Brown				
Andrew Beaven	31/01/08	14:32*		
James Green				
Kevin Evans				
Andrea Jarvis				
Englebert Robespierre				HOL
Albert Schrodingner	31/01/08	14:03		
Eistein Albert				
Benjamin Franklin				SICK

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The Premium Upgrade for Timeware 5 Daily Tasks Screen



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Corrections Outstanding

- Here the user can easily see who has corrections to be made to their times. Clicking on the employee's name takes the user directly to the Daily Corrections screen. On completion of the employee's record, the user is taken straight back to the Daily Tasks screen to see the next item requiring attention.

1 Corrections Outstanding

Andrew Beaven

One Click!

Attendance daily corrections - (Browse mode)

Daily correction information

Badge: 00003 Paylink: 03
 First name: Andrew Department:
 Last name: Beaven Group:
 NI Code: NI/00003 Weekly sched: OFFICE Office

Term no.: 0001 Daily schedule: [Automatic]

Term no.	Day	Date	Time	Swipe type
0001	Thu	31/01/2008	07:28m	Auto
0001	Thu	31/01/2008	13:34m	Auto
0001	Thu	31/01/2008	14:32m	Auto

Daily sched. code: 91730
 Assign. date: Thu 31/01/2008
 Assign. time: 09:00

Calculation message:
 Unrenew number of badge swipe times

View: Personnel with corrections or All personnel

Close Search for... Recalculate Delete Create Save

Unauthorised Absences – who hasn't booked absence?

- Direct single click access to those employees who have an Unauthorised Absence – this enables the user to make sure they have accounted for all their employees' time using just one click to get to each example.

14 Unauthorised Absences

30/01/08 - John Smith
 30/01/08 - Julie Brown
 30/01/08 - Andrew Beaven
 29/01/08 - John Smith
 29/01/08 - Andrew Beaven
 29/01/08 - Julie Brown

One Click!

Absence adjustment - (Edit mode)

Adjustment information

Badge: 00001 Paylink: 01
 First name: John Department:
 Last name: Smith Group:
 NI Code: NI/00001 Weekly sched: OFFICE Office

Selected date: Wed 30 Jan 2008 Absence to be taken: **UNAUTH'D (non-scheduled) absence**

Absence type
 Absence gets processed through person's daily schedule assignment(s) for the selected day(s) or Absence time taken gets processed through the selected daily schedule or Absence time taken gets inserted at a specific rate

Absence start time: [9:00] Absence duration: [8:30] Rate: [Rate 00]

If the absence is worked then:
 Process absence time with current settings or Insert time worked time at specified rate (only adjusts period total) Contribute to overtime period

If the absence is worked then remove the absence? Yes No

Absence rates (Divisible)

Number of days to save absence across:	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Does this include rest days? Yes No

Cancel Close Save

Infringements – who has them?

- See at a glance which employees have infringements! Click through to make any adjustments to their time by overriding the daily totals or daily schedule if required.

3 Infringements

31/01/08 - Julie Brown
 31/01/08 - John Smith
 28/01/08 - Julie Brown

One Click!

Attendance adjustment - (Edit mode)

Adjustment information

Badge: 00002 Paylink: 02
 First name: Julie Department:
 Last name: Brown Group:
 NI Code: NI/00002 Weekly sched: OFFICE Office

Selected date: Thu 31 Jan 2008 Daily schedule: 9-1730 OFFICE 0900 - 1730

Terminal Time Terminal Time
 In: [0001] [9:05] (h) Out: [0001] [13:34] (m)

Contribute to overtime period

Override daily rates

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	4:15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Does this include rest days? Yes No

Cancel Save

Planned Absences – who is due to be absent?

- See at a glance, which employees have absences booked! Click through to make any adjustments required.
- If you are a manager of a group, you can use it as a reminder about who is going to be absent in your team in the next 30 days.

5 Planned Absences

31/01/08 - Englebert R
 31/01/08 - Benjamin Fr
 11/02/08 - John Smith
 12/02/08 - John Smith
 13/02/08 - John Smith

One Click!

Absence adjustment - (Edit mode)

Adjustment information

Badge: 00001 Paylink: 01
 First name: John Department:
 Last name: Smith Group:
 NI Code: NI/00001 Weekly sched: OFFICE Office

Selected date: Mon 25 Feb 2008 Absence to be taken: **BOOK (to be taken)**

Absence type
 Absence gets processed through person's daily schedule assignment(s) for the selected day(s) or Absence time taken gets processed through the selected daily schedule or Absence time taken gets inserted at a specific rate

Absence start time: [9:00] Absence stop time: [17:30] Daily schedule: 9-1730 OFFICE 0900 - 1730

If the absence is worked then:
 Process absence time with current settings or Insert time worked time at specified rate (only adjusts period total) Contribute to overtime period

If the absence is worked then remove the absence? Yes No

Absence rates (Divisible)

Number of days to save absence across:	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Does this include rest days? Yes No

Cancel Close Save

Daily Tasks Screen continued, and Other new features



Access-to-Time

Qualification Expiration – whose certificates are going to expire soon?

- You can see at a glance which employees have qualifications that are about to expire! Click through to make any adjustments required.
- You can also use this feature for things like First Aid and Fork Lift Truck certificates, or to remind you about employee appraisals.

The screenshot shows a window titled "2 Qualification Expiration" with a list of qualifications: "04/02/08 - Andrew Be..." and "12/02/08 - Benjamin F...". A red arrow points from the list to a detailed form titled "Personnel 'training/qualifications' - (Amend mode)". The form contains fields for Reference code (FA1D First Aid), Course title and description (First Aid Level One, Introduction to first aid), Business name and address (FA Training Ltd, Anyarea, Anytown, AB1 2Z), Contact names and numbers (Bill Murray, Joan Ennemy), Fax number, E-mail address, Web site URL, Further related courses (First Aid Level Two), Cost of course (129.00), Additional costs (35.00), Description of additional costs (Travel Expenses), Dates of attendance (04/03/2007), Equipment needed (None), Qualifications and experience gained (FA01), Participants feedback on course (Good course, now I know what I need to know), and Qualification expiry date and time (04/03/2008 21:30).

Time & Date and BST/GMT Setting

- A more user-friendly BST/GMT setting screen means less chance of errors.

The screenshot shows a "Time and date" window with two sections. The first section, "BST/GMT time changes", has a table:

	Date	Time	change to	Date	Time
BST	30/03/2008	2:00		30/03/2008	3:00
GMT	26/10/2008	3:00		26/10/2008	2:00

The second section, "Set terminal time and date", shows "PC time and date : 22:03:40 Thursday, 31 January, 2008" and "Terminal information : -" and "Action : -". Buttons for "Close" and "Set time and date" are at the bottom.

Bradford Factor Report

- The system calculates the Bradford Factor which is a measure of absenteeism calculated from the duration and frequency of absences.
- A new report shows the latest calculation of the Bradford Factor for each employee for the date range and absence codes specified.

The screenshot shows a "Bradford factor" report for "Thursday 14 February 2008". The "Date range :-" is "Tue 01/01/2008 to Wed 31/12/2008". The report lists the following data:

Name	Score
Albert Einstein	.00
Benjamin Franklin	1.00
Heather Stevenson	81.00

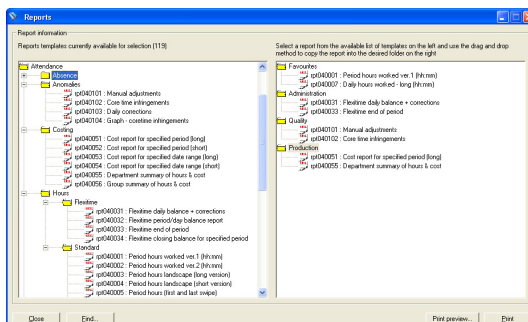
Larger Report Selection Screen and features you may not be using...

A 2 T

Access-to-Time

Report Selection Screen

- Changes have been made to the screen layouts to take advantage of more modern high-resolution monitor screens. These include the maximising of the Adjustments screen and increasing the size of the reports screen shown here.
- Don't forget that you can customise the layout of the Adjustments screen to suit your requirements – move and resize the columns to show your most important data without having to scroll!



Biometric Handscan Terminal

- You can now upgrade to the latest Ingersoll Rand Handscan Terminal. This industry-standard biometric terminal eliminates 'Buddy Clocking' and there are no badges or fobs that can be lost. Go to www.a2t.co.uk/terminals to find out more...

What your system is capable of...

Software features:

- Ideal solution for companies with up to 500 employees
- Personnel Management screen
- Absence booking with user-definable absence codes
- Block booking of statutory absences
- Comprehensive reporting module
- Up-to-the-minute roll call facility
- Attendance Display Panel – with notify-on-return function
- Multiple rates of pay
- Definable company, department and group categories
- Daily and weekly schedule templates
- Wizards to help you create additional working patterns
- Rotations up to 28 weeks in length
- PC-based Virtual Terminal
- Multi-level password protection
- Compatible with Windows 2000, XP and Vista

Hardware features (see options):

- Large 2-line, 16-character backlit display
- Communications via RS232 or TCP/IP
- Integrated relay for bell ringing
- Mag-stripe or proximity reader (ISO track 2 standard)
- Additional input for any ISO track 2 compatible reader
- Badges or fobs
- Access Control Terminal

Options:

Proximity Terminal



Mag-Swipe Terminal



Proximity Fobs



Handscan Terminal



Access Controller



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