

## Module: m/02/110

*'Adding a timeware® personnel record...'*



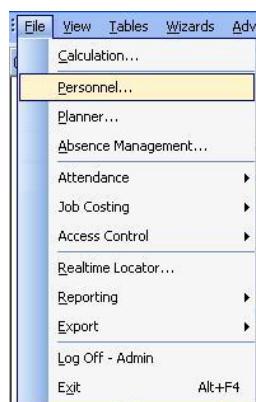
If recently added people are unable to make a booking at an attendance terminal or are unable to gain entry through an access terminal, please ensure that the above settings have been entered correctly. If the problem persists, please contact your timeware® administrator or ultimately, timeware® support on +44 (0)1706 658222



1. To access the timeware® personnel, select the Personnel Quick link,



or, select File, then Personnel...





2. The personnel screen will appear at the record last viewed by the user.

A screenshot of the timeware Personnel application window. The window title is "Personnel". At the top, there are fields for "Employee ID: 305", "First name: Nathan", and "Last name: Price". The main area is titled "General (Essential)". It contains various data entry fields: "Badge: 7934956", "Known as: Price, Nathan", "Biometric data: Finger (Remove), Hand (Remove)", "Date started with company: 01/01/2009, 2 years, 10 month(s), 23 day(s)", "Badge activation: [dropdown] to [dropdown]", "Current job: Office manager", "Person status: Employee", "Absence entitlement policy: Standard Holiday Entitlement", "Period schedule: Nathan Price, Week rotation: 1", "Terminal policy: Standard Policy", and "Email policy: [dropdown] / [dropdown] Amount: [dropdown]". On the right, there is a placeholder for a photo with the instruction "To select a photo use right mouse click on the box" and a blue placeholder image. The bottom of the window has buttons for "Add", "Edit", "Delete", "Find...", "Refresh", "Preview...", "Copy...", "Close", and navigation arrows. The status bar at the bottom shows "Record 56 of 58".

Press <Add> to add a new personnel record. All the fields will then turn blue, ready for the new details.

Next, click on the Essential heading.





3. Complete the following fields in the Essential screen:

- a. First name & Last name
- b. Badge number (if applicable)
- c. Date started with the company
- d. Status
- e. Period schedule
- f. Terminal policy
- g. Email policy (if applicable)
- h. Flexitime closing balance date & amount (if applicable)

Personnel

Employee ID: 305 First name: Nathan Last name: Price

**General (Essential)**

Badge: 7934956 Known as: Price, Nathan

Biometric data:    Finger Print Registration Wizard

Date started with company: 01/01/2009 2 years, 10 month(s), 23 day(s)  Remove 'Years Service' from Agenda

Badge activation:  to

Current job: Office manager

Person status: Employee

Absence entitlement policy: Standard Holiday Entitlement

Period schedule: Nathan Price Week rotation: 1

Terminal policy: Standard Policy

Email policy:

Flexitime closing balance set on: // Amount:

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 56 of 58

Next, click on the Personal heading.





4. Complete the following fields in the Personal screen:
  - a. Date of birth
  - b. Gender

Employee ID: 305 First name: Nathan Last name: Price

**General (Personal)**

Payroll:   
Title:   
Middle name:   
Date of birth: 25/08/1975 36 years, 2 month(s), 29 day(s)  Remove 'Retirement Age' from Agenda  
Gender:   
Marital status:   
Ethnic origin:   
Religion:   
Nationality:   
Ni. Code:   
Passport no.:   
Visa no.:

**General**

- Essential
- Personal **Personal**
- Contact Details
- Groupings
- Remuneration
- Job Specification
- Bank Details
- Pension Details
- Union Details
- User Defined Fields
- Documents
- Notepad

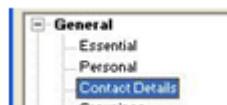
**Personal Information Portal**

- + Vehicle
- + Health
- + Appraisal
- + Working Time Regulations
- + Miscellaneous
- + Secondary Employment

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 56 of 58

Next, click on the Contact Details heading.





5. Complete just one field in the Contact Details screen:
  - a. Email address (if applicable)

Employee ID: 305 First name: Nathan Last name: Price

**General**

- ... Essential
- ... Personal
- Contact Details**
- ... Groupings
- ... Remuneration
- ... Job Specification
- ... Bank Details
- ... Pension Details
- ... Union Details
- ... User Defined Fields
- ... Documents
- ... Notepad

**Personal Information Portal**

- + Vehicle
- + Health
- + Appraisal
- + Working Time Regulations
- + Miscellaneous
- + Secondary Employment

**General (Contact Details)**

Address: 1 Fieldhouse Road  
Rochdale  
Lancashire

Postcode: OL12 0AD

Home and pager number

SMS number: 447595218855 (International format required for SMS services)

E-mail address: nathan.price@timeware.co.uk

Next of kin contact name, telephone no. and relationship:

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 56 of 58

Next, click on the Groupings heading.





6. Allocate the person to the correct, *pre-defined*, groupings in the Groups screen. Remember, if you allocate the person to a group that you are not entitled to view, the person will disappear from your screen.

Personnel

Employee ID: 305 First name: Nathan Last name: Price

<b>General</b> <ul style="list-style-type: none"><li>Essential</li><li>Personal</li><li>Contact Details</li><li><b>Groupings</b></li><li>Remuneration</li><li>Job Specification</li><li>Bank Details</li><li>Pension Details</li><li>Union Details</li><li>User Defined Fields</li><li>Documents</li><li>Notepad</li></ul>	<b>General (Groupings)</b> <p>The fields below are used for grouping employees together. This is mainly for reporting purposes and enquiries.</p> <table border="1"><tr><td>Directorate:</td><td>Administration &amp; Community Services</td></tr><tr><td>Department:</td><td>Building Regulations</td></tr><tr><td>Sub Dept:</td><td></td></tr><tr><td>Location:</td><td></td></tr><tr><td>Category:</td><td></td></tr><tr><td>Grouping 06:</td><td></td></tr><tr><td>Grouping 07:</td><td></td></tr><tr><td>Grouping 08:</td><td></td></tr><tr><td>Grouping 09:</td><td></td></tr><tr><td>Grouping 10:</td><td></td></tr></table>	Directorate:	Administration & Community Services	Department:	Building Regulations	Sub Dept:		Location:		Category:		Grouping 06:		Grouping 07:		Grouping 08:		Grouping 09:		Grouping 10:	
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Grouping 07:																					
Grouping 08:																					
Grouping 09:																					
Grouping 10:																					
<b>Personal Information Portal</b> <ul style="list-style-type: none"><li>Account</li></ul>																					
<b>Vehicle</b>																					
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<b>Working Time Regulations</b>																					
<b>Miscellaneous</b>																					
<b>Secondary Employment</b>																					

Add Edit Delete Find... Refresh Preview... Copy... Close

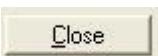
Record 56 of 58



7. Complete the following fields in the PIP account screen:
  - a. User name
  - b. Password
  - c. PIP profile

Next, click <Update> to save the new personnel record. The new person's details will be sent to the relevant timeware® terminals within thirty seconds.

Click <Close> to leave Personnel.





## Notes

Training module: m-02-110 *Adding a timeware® personnel record...*

**timeware®** Certified  
OPERATOR