

Module: m/02/501

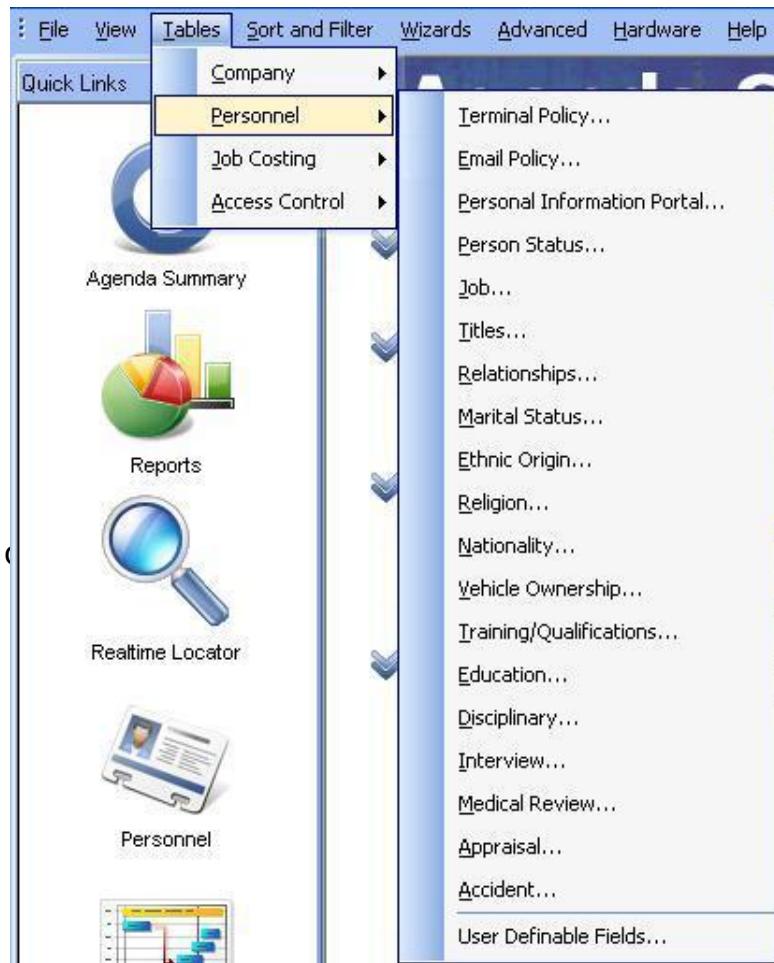
'Preparing your timeware® system: personnel...'



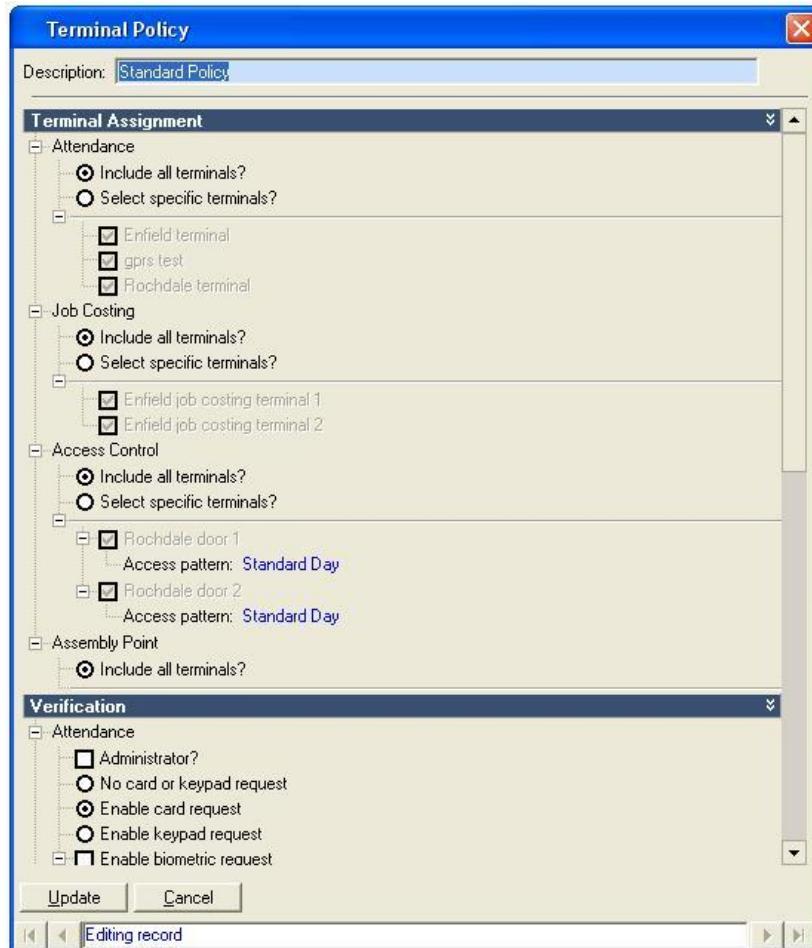
The following module should be completed for every timeware® installation.



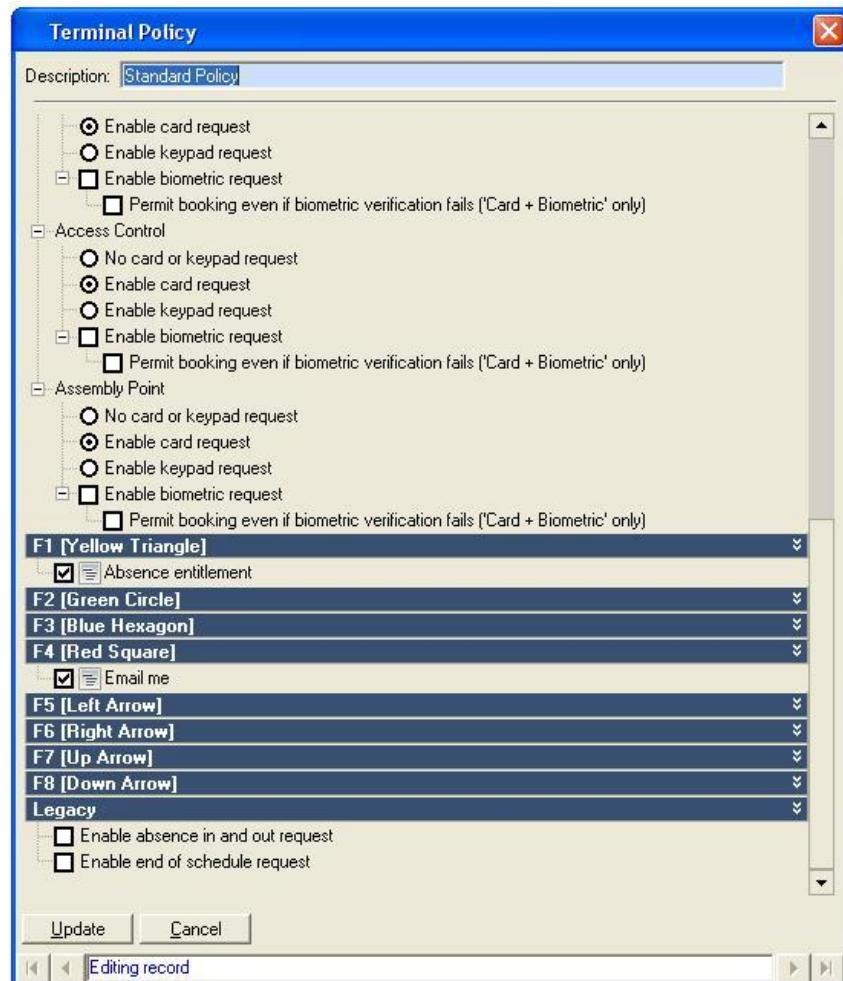
1. To prepare timeware® personnel, select the Tables menu then Personnel.



2. The Terminal Policy determines the features that are available to a person at the terminal. For example, on an attendance terminal, should a person type their badge number into the terminal or should they use their fingerprint or card?



The terminals covered are Attendance, Job Costing, Access Control and Assembly Points.



There are four pre-defined terminal policies:

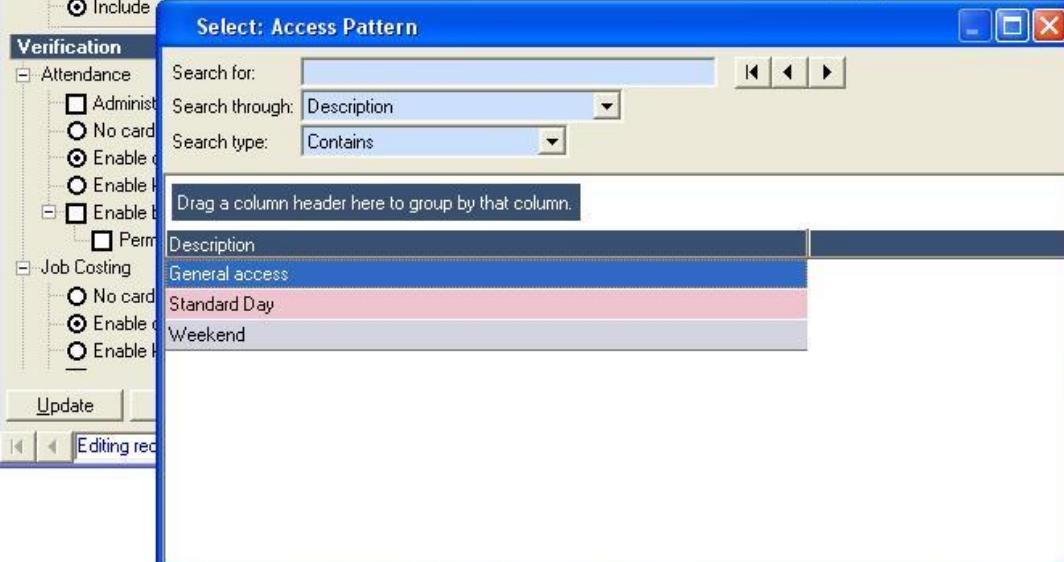
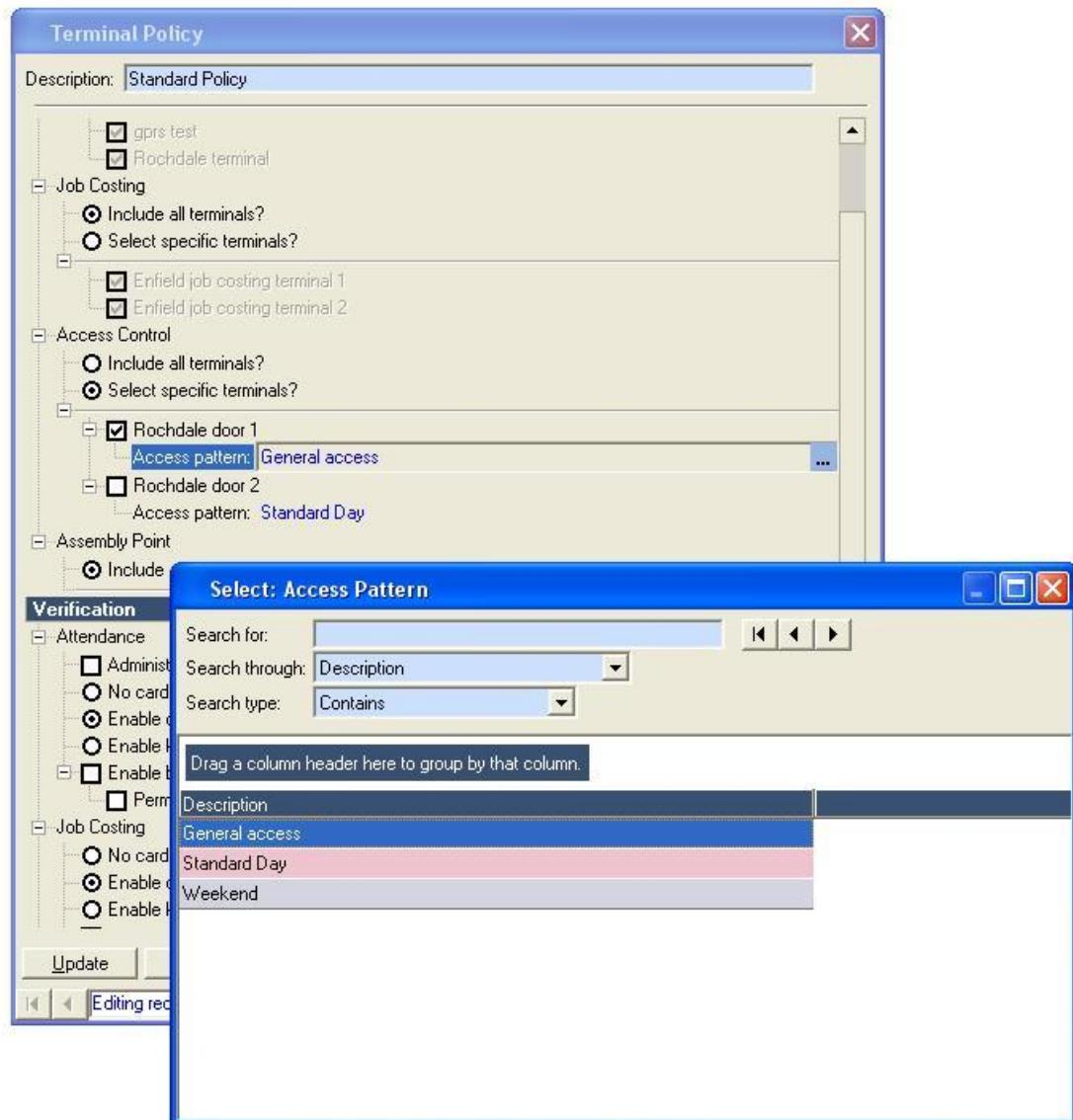
- Biometric (disallow failures)
- Biometric (allow failures)
- Card/fob
- Keypad

Additional policies may be added by the user.

Special notes for access terminals

When configuring each of the access terminal, the user can determine which of the pre-defined access pattern may be used.

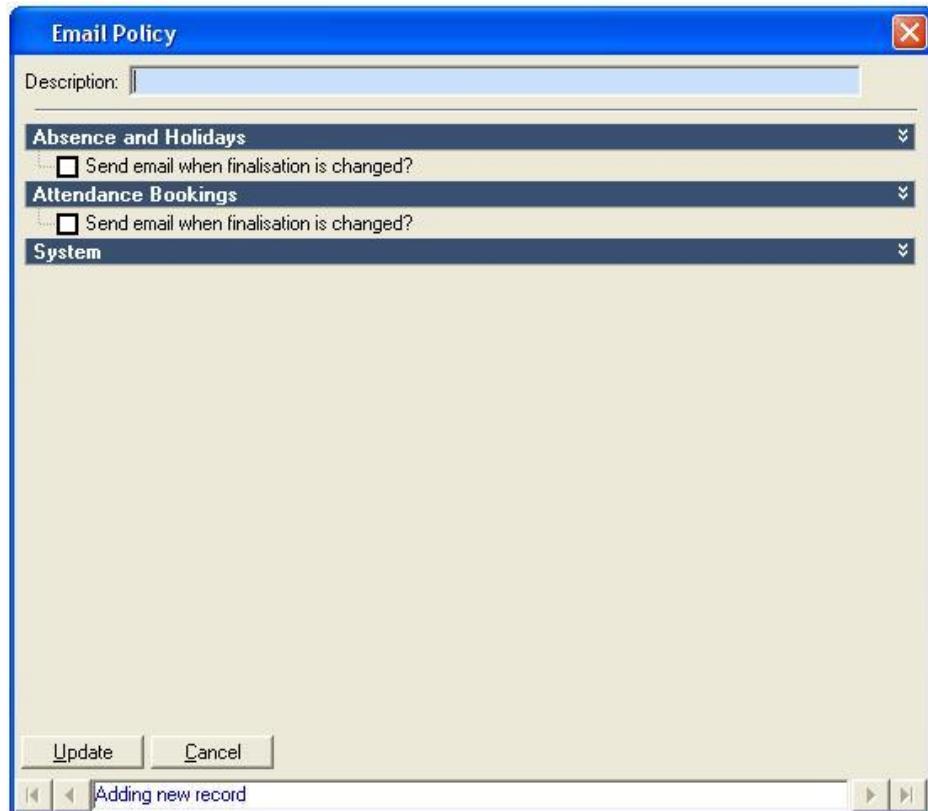
It is recommended that the access patterns are created *before* completing the terminal policies.





3. The Email Policy determines whether an email should be sent to the person when:

- a. An absence request is finalised by a Manager
- b. A manually entered booking (through the PIP) is finalised by a Manager.



There are two pre-defined Email policies:

- a. Receive finalisation Email
- b. Do not receive finalisation Email

Additional policies may be added by the user.



Remember for the Email features to work, the timeware administrator must have configured the Email setup in Advanced Options, (module m-01-035).



4. The Personal Information Panel (PIP) profile determines what features a person can access when using the PIP.

Personal Information Portal

Description:

No restrictions
 Restrict access to 'Personal Information Portal' (PIP)

Attendance Bookings

Attendance bookings...
+ Allow real time booking?
+ Allow missed booking?
+ Allow pair of missed bookings?
+ Allow lunch bookings?
+ Display rates

Absence and Holidays

Absence and Holidays...
+ Submit absence?
+ Current absence year (report)

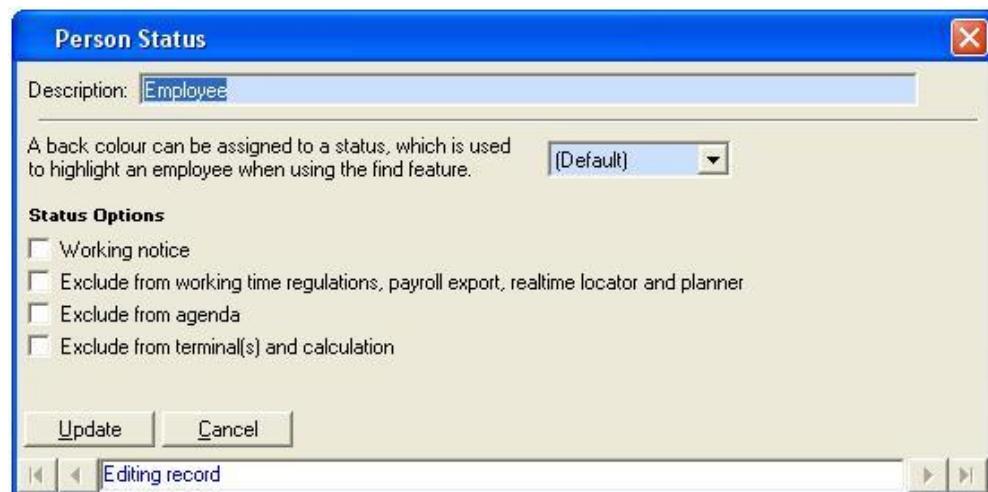
There are three pre-defined PIP profiles:

- Attendance only
- Absence only
- Attendance & Absence

Additional profiles may be added by the user.



5. The Person Status may be used to categorise employees. It is mainly used to highlight leavers, to exclude people from the agenda, to exclude people from the terminal and calculation.



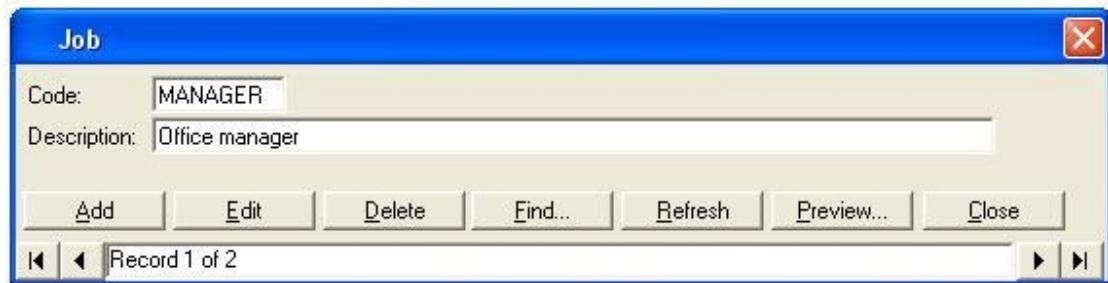
There are six pre-defined Employee Status:

- a. Full-time employee
- b. Part-time employee
- c. Working notice
- d. Exclude from reports, payroll export, realtime locator and planner
- e. Exclude from agenda
- f. Exclude from terminal and calculation

Additional profiles may be added by the user.



6. The Job Code & Description are used in the Personnel, Job Specification screen.



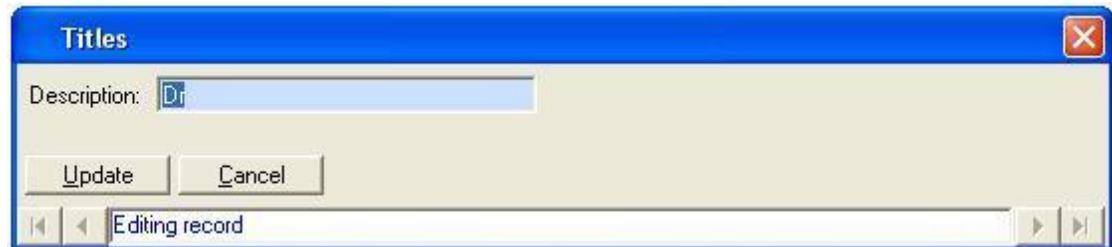
There are two pre-defined job descriptions:

- a. Manager
- b. Administrator

Additional job descriptions may be added by the user.



7. Titles are used in the Personnel, personal screen



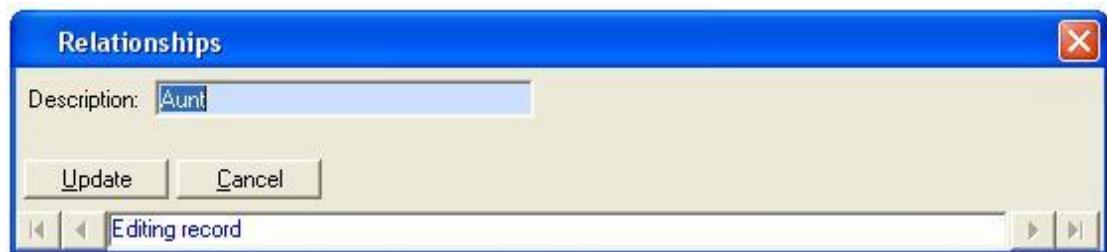
There are seven pre-defined titles:

- a. Mr.
- b. Mrs.
- c. Ms.
- d. Master.
- e. Dr.
- f. Sir
- g. Prof.

Additional titles may be added by the user.



8. Relationships are used in the Personnel, Contact Details screen.



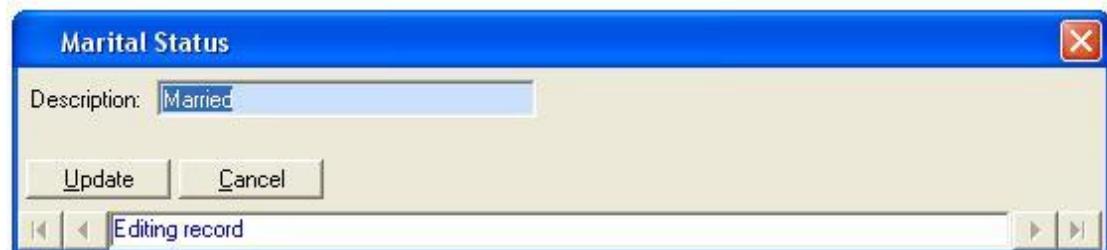
There are six pre-defined relationships:

- a. Husband
- b. Wife
- c. Son
- d. Daughter
- e. Aunt
- f. Uncle

Additional relationships may be added by the user.



9. Marital Status is used in the Personnel, Personal screen.



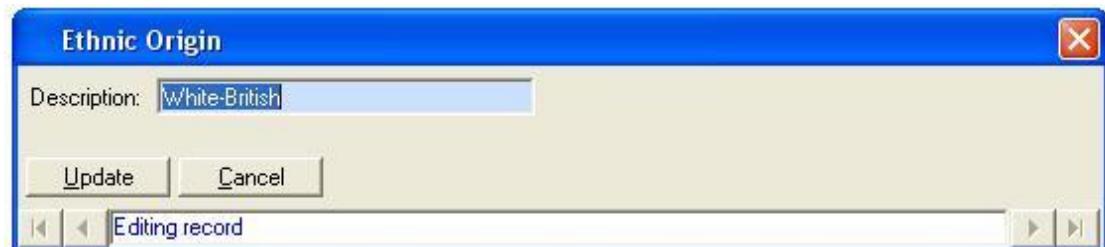
There are four pre-defined Marital Status:

- Married
- Single
- Divorced
- Separated

Additional marital status may be added by the user.



10. Ethnic Origin is used in the Personnel, Personal screen.

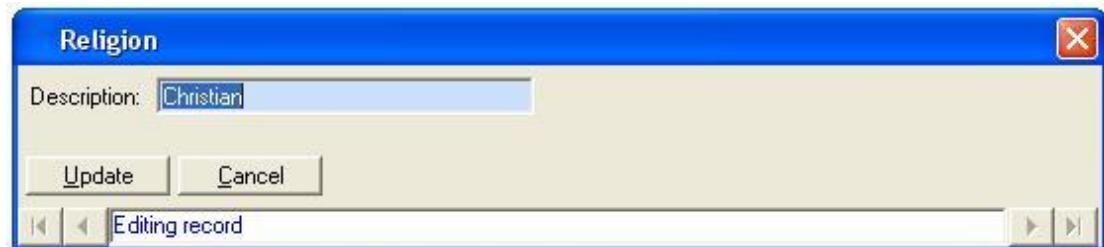


There are a number of pre-defined ethnic origins:

Additional ethnic origins may be added by the user.



11. Religion is used in the Personnel, Personal screen.

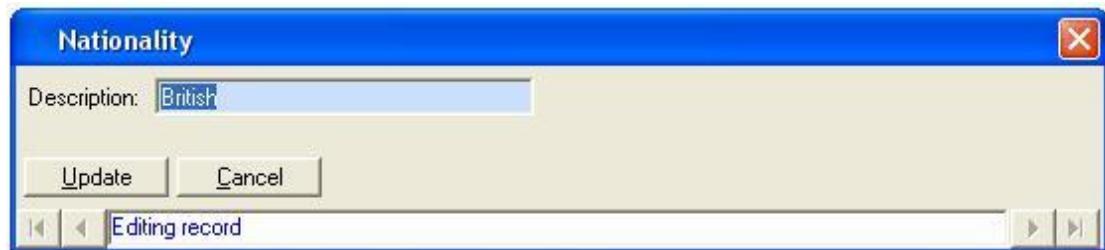


There are a number of pre-defined religions:

Additional religions may be added by the user.



12. Nationality is used in the Personnel, Personal screen.

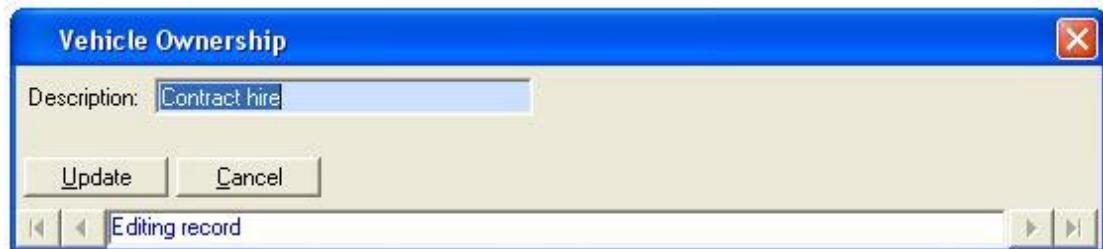


There are a number of pre-defined nationalities.

Additional nationalities may be added by the user.



13. Vehicle Ownership is used in Personnel, vehicle, general.



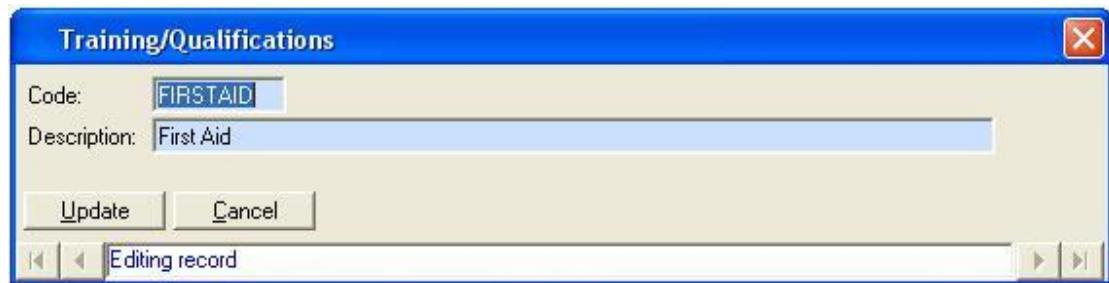
There are three pre-defined vehicle ownerships:

- a. Contract hire
- b. Leased
- c. Purchased

Additional vehicle ownerships may be added by the user.



14. Training/Qualifications are used in the Personnel, Miscellaneous, Training/Qualifications screen.

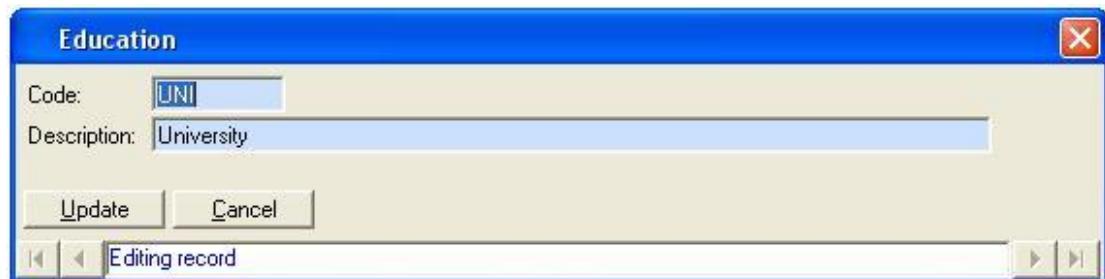


There are a number of pre-defined training/qualifications.

Additional training/qualifications may be added by the user.



15. Education codes are used in the Personnel, Miscellaneous, Education screen.

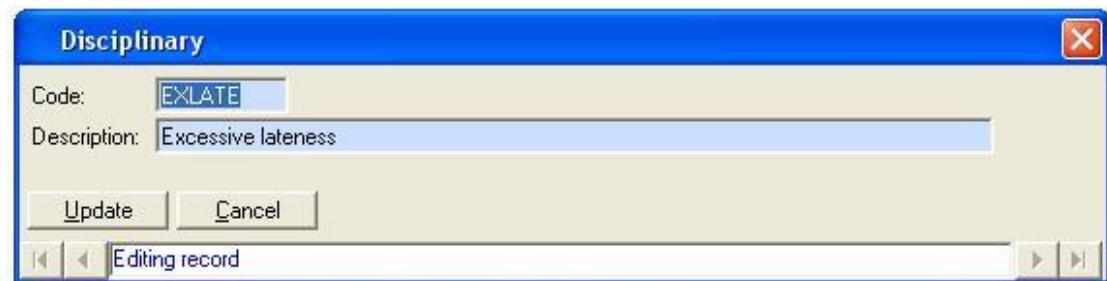


There are a number of pre-defined education codes.

Additional education codes may be added by the user.



16. Disciplinary codes are used in the Personnel, Miscellaneous, Disciplinary screen.

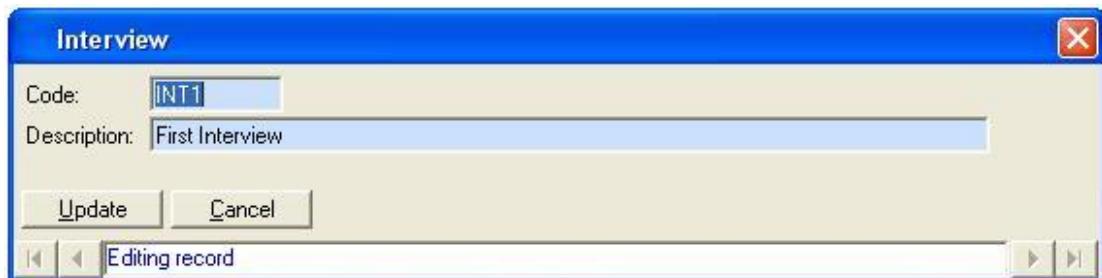


There are a number of pre-defined disciplinary codes.

Additional disciplinary codes may be added by the user.



17. Interview codes are used in the Personnel, Miscellaneous, Interview screen.

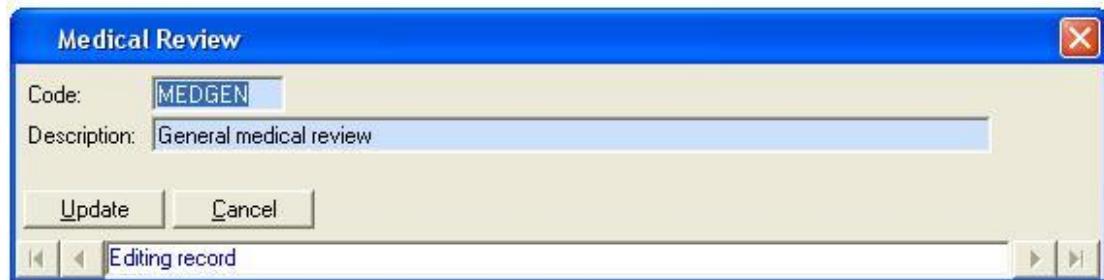


There are a number of pre-defined interview codes.

Additional interview codes may be added by the user.



18. Medical Review codes are used in the Personnel, Miscellaneous, Medical Review screen.

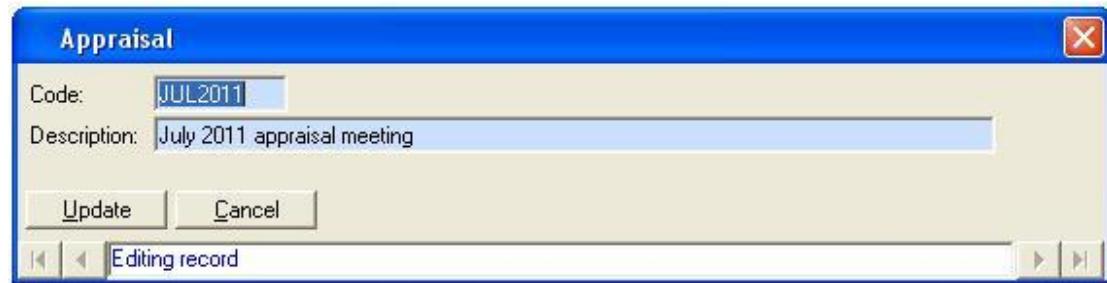


There are a number of pre-defined medical review codes.

Additional medical review codes may be added by the user.



19. Appraisal codes are used in the Personnel, Miscellaneous, Appraisal screen.



There are a number of pre-defined appraisal codes.

Additional appraisal codes may be added by the user.



20. Accident codes are used in the Personnel, Miscellaneous, Accident screen.

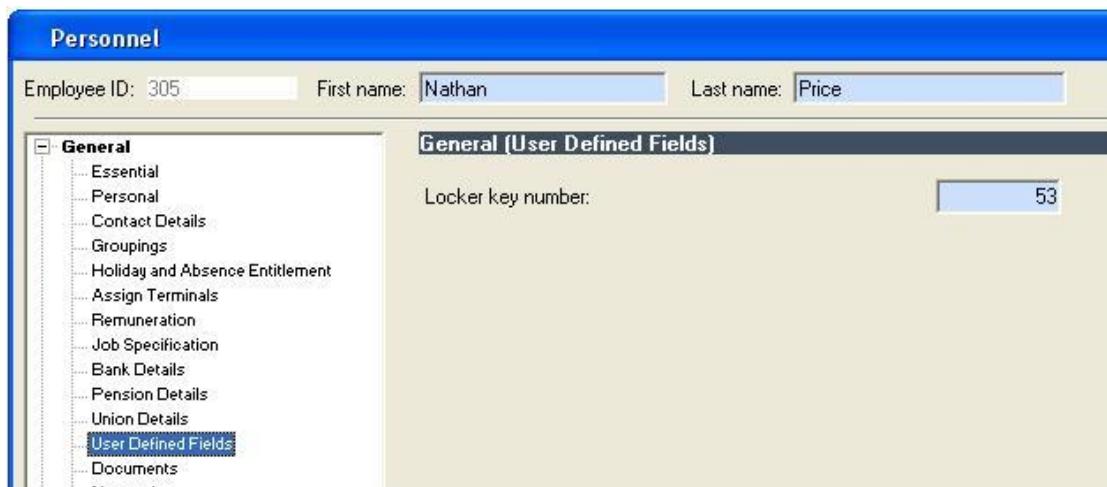
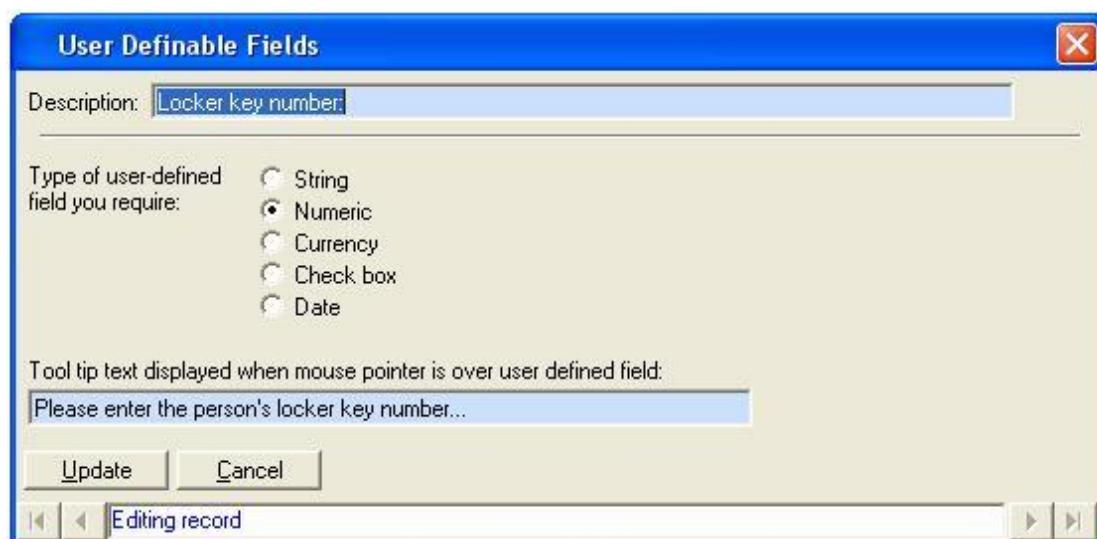


There are a number of pre-defined accident codes.

Additional accident codes may be added by the user.



21. User Defined Fields are used in the Personnel, General, User Defined screen. UDFs are used to define fields for data that are not covered elsewhere by the system. For example, if a company requires to log each person's locker key number, a UDF can be created to store this information.



Multiple UDFs may be created by the user.



Notes

Training module: m-02-501 *Preparing your timeware® system:
personnel...*

timeware Certified
OPERATOR