


North East Time Recorders Limited

INFINITY

TIME AND ATTENDANCE SYSTEM

Infinity 2015 Personnel



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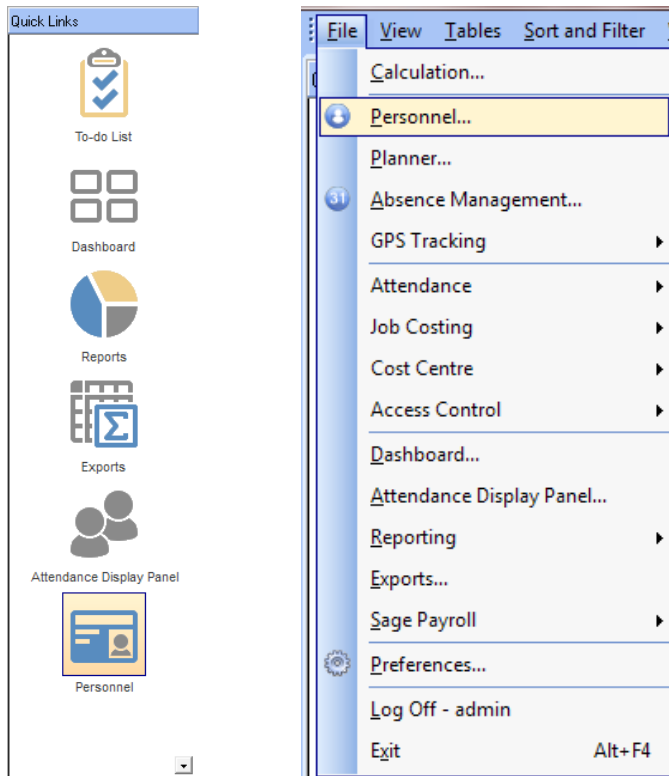
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What is Infinity Personnel?

At the heart of the Infinity Professional system is the personnel module. This module provides a wide range of facilities enabling management to record and monitor each employee's personal information from their date of employment until leaving the organisation.



Although the personnel module is extremely comprehensive, only one of the screens contains information which is essential if management wish to include the staff member in the attendance, access and job costing modules. This means that companies wishing to 'quick-start' an Infinity solution do not have to utilise the others features immediately – they simply 'grow-into' the system as required.

The screenshot shows the 'Personnel' window for employee Bradley Holt. The 'General (Essential)' section contains the following information:

- Employee ID: 15
- First name: Bradley
- Last name: Holt
- Badge: 14832363
- Payroll: [Redacted]
- GPS IMEI: 011412001297849
- Known as: Holt, Bradley
- Security pin: 2914
- Biometric data: Finger (checked), Other (unchecked), Finger Print Registration Wizard
- Date started with company: 01/08/2011, 3 years, 0 month(s), 20 day(s)
- Badge activation: Mon 01 Aug 2011 08:30 to [Redacted]
- Current job: Field Technician
- Person status: EMPLOYEE
- Absence entitlement policy: TIMEWARE 20 DAYS
- Period schedule: 08:30 - 17:30 Monday to Friday (40 Hours), Week rotation: 1
- Terminal policy: SECURITY PIN AND BIO
- Email policy: EMAILS (ABSENCES)
- Remuneration policy: BRADLEY HOLT
- Cost centre (default): [Redacted]
- Flexitime closing balance set on: / / Amount: [Redacted]

At the bottom of the window are buttons for 'Add', 'Edit', 'Delete', 'Find...', 'Refresh', 'Preview...', 'Copy...', and 'Close'. The status bar at the bottom indicates 'Record 9 of 16'.

A quick summary of the features....

General

Essential – Contains important information vital for certain parts of the system.

Personal - Details relating to the employee.

Contact Details – Contact information for the employee.

Groupings – Settings to separate employees into departments/locations etc.

Job Specification – Display the job role for the employee.

Bank Details – Banking details useful for payroll purposes.

Pension Details – Pension scheme information.

Union Details – Details for the employees Union.

User Defined Fields – A section for unique company requirements.

Documents – Attach documents you might require into Infinity.

Notepad – Any notes against the employee you may need to put in.

(Example screen: Personal)

The image displays two overlapping screenshots of the Personnel software interface. The top screenshot shows the 'General (Personal)' tab, and the bottom screenshot shows the 'General (Contact Details)' tab. Both screenshots show a sidebar with a tree view of categories and a main form area with various input fields.

General (Personal) Screenshot:

- Employee ID: 15
- First name: Bradley
- Last name: Holt
- Title: Mr
- Middle name: [Empty]
- Date of birth: 14/06/1994 (20 years, 2 month(s), 7 day(s))
- Gender: Male
- Marital status: With partner
- Ethnic origin: White
- Religion: Protestant
- Nationality: British
- Ni. Code: [Empty]
- Personnel no.: [Empty]

General (Contact Details) Screenshot:

- Employee ID: 15
- First name: Bradley
- Last name: Holt
- Address: 3 Fieldhouse Road, Rochdale
- Postcode: OL12 0AD
- Home and pager number: 01706 658 222
- SMS number: [Empty] (International format required for SMS services)
- E-mail address: support@timeware.co.uk
- Next of kin contact name, telephone no. and relationship: [Empty]

(Example screen: Contact details)

Employee Self Service

Account – User details for the ESS (Employee Self Service).

Personnel

Employee ID: 15 First name: Bradley Last name: Holt

Employee Self Service (Account)

User name: bradley holt **Note:** Password must be entered to make this a valid account.
Password: timeware
ESS policy: No Restrictions

General

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

Employee Self Service

- Account

Vehicle

- Registered to Demo Licence 2015 (Not for Resale)

Hea

App

Vor

Mis

Upd:

User Name: bradley holt
Password: *****
 Remember my user name
(We don't recommend using this on a shared computer.)

Registered to Demo Licence 2015 (Not for Resale) Welcome Joe Bloggs ! [Log Out]

Friday, 6 February 2015

ESS Employee Self Service

Absence Management

Holiday entitlement (01 Aug 2014 to 31 Jul 2015)

- Holiday taken
- Holiday booked
- Holiday remaining

Attendance

Pay Period (Mon, 02 Feb 15 to Sun, 08 Feb 15)

Daily Hours

Day	Basic	OT
Mon 2	8	4
Tue 3	8	4
Wed 4	8	4
Thu 5	8	4
Fri 6	8	4

Period Hours

Rate of Pay	Basic	OT
Basic	40	0
OT	0	16

- Submit a booking
- View your timesheet
- View your rota

Mobile View:

4:20 PM

Absence Management

Holiday Entitlement (01 Aug 2014 to 31 Jul 2015)

- View your entitlement
- Who's having time off?
- Request time off
- Cancel a request for time off

Attendance

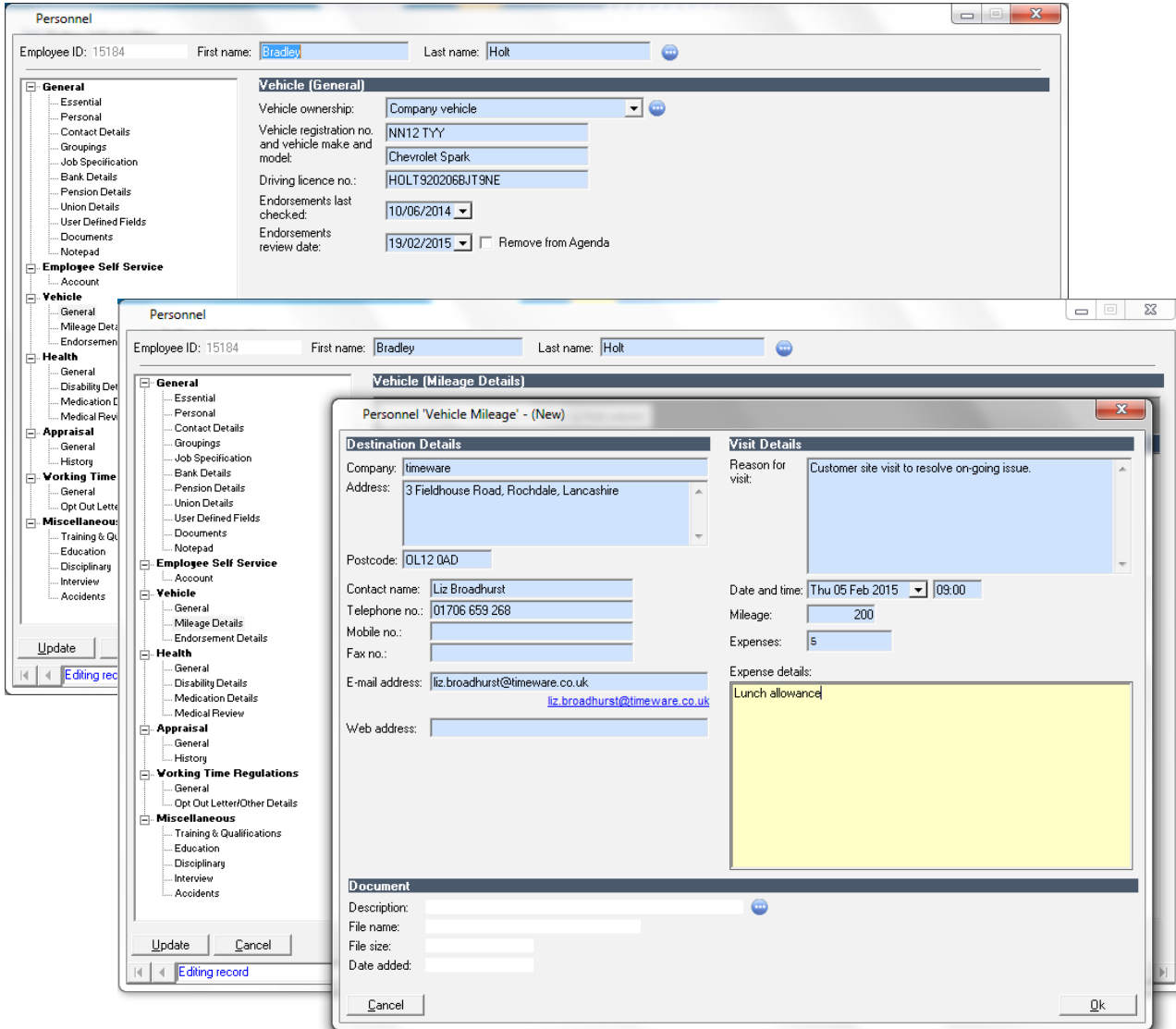
Pay Period (Mon, 08 Oct 14 to Sun, 12 Oct 14)

Vehicle

General – Vehicle details for the employee.

Mileage Details – Company mileage details for offsite workers.

Endorsements – Any vehicle endorsements against the employee.



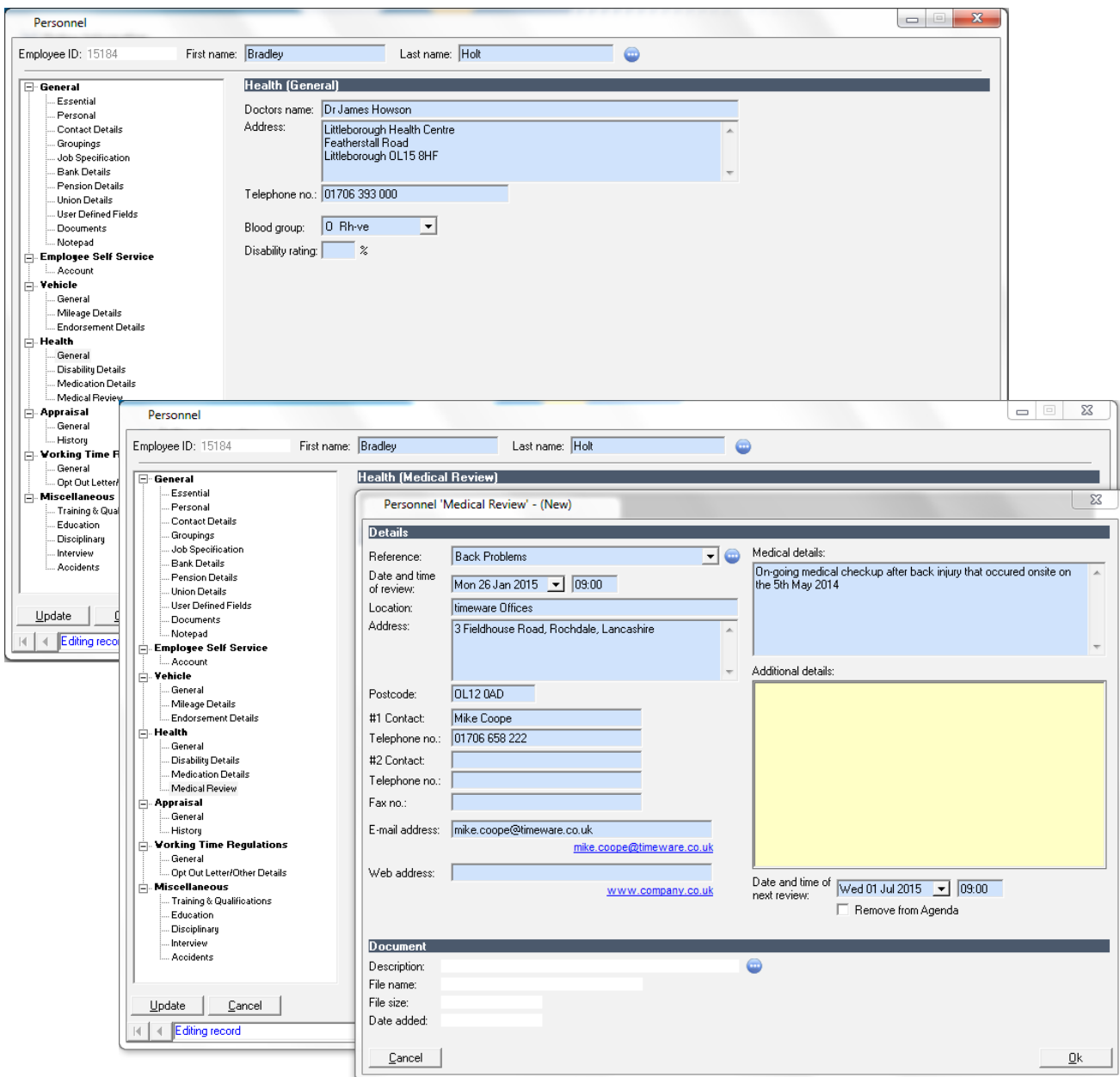
Health

General – Health relating details like blood type and doctors contact details.

Disability Details – Any disability information that may need to be assigned to the employee.

Medical Details – Medication details that may need to be known about.

Medical Review – A section for reviewing the health of staff.



Appraisal

General – Annual appraisal details for employees.

History – Past appraisals with all the details for the employee.

The screenshot shows a software window titled "Personnel 'Appraisal' - (New)". The window is divided into several sections:

- Details:**
 - Reference: Support Appraisal
 - Date and time of appraisal: Thu 06 Feb 2014 09:00
 - Description: Annual Appraisal with Bradley Holt
 - Persons overseeing: Mike Coope & Liz Broadhurst
 - Additional details: Appraisal carried out onsite
- Comments:** Next appraisal due 06/02/2015
- Document:**
 - Description: Appraisal
 - File name: Bradley Holt Appraisal.docx
 - File size: 0. MB
 - Date added: Fri 06/02/2015

Buttons for "Cancel" and "Ok" are located at the bottom of the window.

Miscellaneous

Training & Qualifications – Create qualifications and attach documents to the employee.

Education – Educational qualifications relevant to the employee.

Disciplinary – Any disciplinary information against the employee.

Interview – Interview information for the employee.

Accident - Any accidents that have occurred with the employee.

The screenshot displays the Personnel software interface with two overlapping windows for creating records for employee Bradley Holt (Employee ID: 15184).

Personnel 'Disciplinary' - (New)

Details

Reference: Excessive lateness

Date and time of incident: Mon 02 Feb 2015 10:00

Location: timeware Offices

Persons involved: Bradley Holt

Persons overseeing: Mike Coope & Liz Broadhurst

Action taken: Verbal Warning issued due to excessive lateness

Expiry date: Wed 27 May 2015 Remove from Agenda

Description of incident: 6th instance of lateness. Verbal warning issued

Personnel 'Accident' - (New)

Details

Reference: Serious accident

Date and time of accident: Tue 12 Aug 2014 16:30

Location: timeware Offices

Persons involved: Bradley Holt

Persons overseeing: Mike Coope & Liz Broadhurst

Action taken: Ambulance called and taken to hospital.

Description of accident: Bradley fell down the stairs carrying a box.

Document

Description:

File name:

File size:

Date added:

Personnel Notifications

Notifications and the 'To-Do' list...

Many of the sub-screens within the personnel module allow information to be flagged on the To-Do list. This facility is usually date-driven.

The screenshot shows a software interface for managing personnel training. The main window is titled "Personnel 'Training and Qualifications' - (New)". It contains several fields for course details, including reference, title, description, dates, and costs. A blue arrow points from the "Qualification expiry date and time" field (Sat 07 Feb 2015 09:00) to the "To-do" list. The "To-do" list is a sidebar with a blue header and contains several categories: Online Information, Newly Added, Attendance Adjustments (with 37 outstanding items), Retirement, and Training and Qualifications. The Training and Qualifications section has a bell icon and a notification: "Hunt, Lauren (15028): 'First Aid Training' expires on '07 February 2015 09:00' in (1 days)".



Documents

Documents such as qualifications may be scanned and stored within Infinity against an individual's personal record.