

# HR, Scheduling, Time & Attendance, Payroll & Billing Solutions



PeopleHours™ is the ideal solution for large organisations employing thousands of employees over multiple locations.

PeopleHours™ can be deployed for small organisations to large enterprises as a cloud application requiring no hardware or dedicated servers.

# Work Monitor

### Key Benefits

- ◆ Alerts in Real-Time for employee lateness or absence.
- ◆ Monitoring staff alerted by audio visual warning.
- ◆ Can operate in unattended mode with SMS or E-Mail alerts.
- ◆ Staff location tracking
- ◆ Contract compliance alerts
- ◆ Access anywhere via the internet
- ◆ Can be accessed via Smart Phones
- ◆ Attendance and management reports
- ◆ Allows schedule updates
- ◆ Regional or global organisational views

**The ability to monitor staff over many locations is critical for some organisations where up-to-the-minute information is vital. For others the ability to make periodic checks on the deployment of staff is sufficient.**

In either situation Work Monitor allows you to identify lateness and non-attendance of employees and where necessary make changes to ensure proper coverage is maintained.

Work Monitor allows access to real-time status reports from any internet enabled device anywhere. The data gathered by Work Monitor provides accurate time-sheet information which can then be verified and passed to payroll, billing and management reporting systems.

Work Monitor will deliver substantial savings to any organisation that operates a call centre or staff management control room.

The real-time display of information by exception will highlight late or non-attendance of employees allowing for timely management directions to be made.

Branch	Location	Post	Employee	Call	PIN	SIN	Expected Time	Window
Kni	UWE-Bower Ash	Nights	Jones - John	OK	1217	5606	Fri 10/06/11 12:00	11:15 12:00
GM	MOB Walker Inst	Mobile	Sub-Business Wa	OK	3407	0514	Fri 10/06/11 12:00	11:40 12:01
JRC	Bel Gates	Days TG	Gharbi - Jaya B	OK	0008	0007	Fri 10/06/11 12:00	11:45 12:05
Car	Draex - Rubery	days	Terschowitz-Lyn	ON	2106	2104	Fri 10/06/11 12:00	11:55 12:10
BB	Cromer Gardens	W/End Days	Wyde - Mark	OK	0814	1706	Fri 10/06/11 12:00	11:50 12:10
MP	Aston Manor	Days	Mohmood - Fezal	OK	0641	0392	Fri 10/06/11 12:00	11:50 12:10
GM	AM Wolverton Mi	Days	Coffey - Michae	OK	0038	0094	Fri 10/06/11 12:00	11:50 12:10
GM	B Med Centre	Days	Kamaso - Morro	OK	1370	1785	Fri 10/06/11 12:00	11:50 12:10
GM	BK ST Johns	Days	Henderson - T	OK	2043	0819	Fri 10/06/11 12:00	11:50 12:10
GM	GMS Inspectors	Inspector	Bray John	OK	0072	3479	Fri 10/06/11 12:00	11:50 12:10
GM	GMS Inspectors	Inspector	Hughes - Lee	OK	0085	3479	Fri 10/06/11 12:00	11:50 12:10
GM	GMS Inspectors	Inspector	Meechan - Ted	OK	0617	3479	Fri 10/06/11 12:00	11:50 12:10
GM	GMS Inspectors	Inspector	Walker Adrian	OK	2496	3479	Fri 10/06/11 12:00	11:50 12:10
GM	PWC Fawkon Walk	Days	Sub Winstons 1	OK	1112	0629	Fri 10/06/11 12:00	11:50 12:10
GM	Trent Concrete	Day	Sub ASG 1	OK	2567	0008	Fri 10/06/11 12:00	11:50 12:10
GM	Wellington Ind	Days	Hollyoak-Trevor	OK	2227	4040	Fri 10/06/11 12:00	11:50 12:10
UK	SO Leicester	Days	WALTON/TEED	OK	0083	0083	Fri 10/06/11 12:00	11:15 12:15
BK	Lidl Store 214	Officer	Oliviera - Paulo	ON	2244	2737	Fri 10/06/11 12:00	11:15 12:15
BK	Lidl Store 76	Officer	Humpies - Simon	ON	0830	2784	Fri 10/06/11 12:00	11:15 12:15
BK	Lidl Store 95	Officer	Berry - Peter	ON	0404	2785	Fri 10/06/11 12:00	11:15 12:15
BK	LidlStore 1369	Officer	Speyers - Darry	ON	0786	2842	Fri 10/06/11 12:00	11:15 12:15
Gu	SBC Hall Green	Days 5	Rafaqat Mohamme	ON	1412	1199	Fri 10/06/11 12:00	11:15 12:15
Kni	UWE-Bower Ash	Lates	Jalloh - Hassan	ON	0806	5606	Fri 10/06/11 12:00	11:15 12:15
Rel	CVD	Days 2	Alway-Julie	ON	0707	0882	Fri 10/06/11 12:00	11:15 12:15
MS	Teves	Afternoons	Lawrence-Brian	ON	3051	0590	Fri 10/06/11 12:00	11:15 12:15
Alli	Manor House	W/End Days	Vig-Jamil-Ahmed	OK	2778	5319	Fri 10/06/11 12:00	11:45 12:15
Alli	Marie Curie	Days	OM-M Akbar	OK	0605	5313	Fri 10/06/11 12:00	11:45 12:15
Ant	Camelot - Ashwi	Days	Williams-Prince	OK	1588	3040	Fri 10/06/11 12:00	11:45 12:15
BK	Frances Jewelle	Days	Joy Chris	OK	1164	1990	Fri 10/06/11 12:00	11:45 12:15
CJL	Unit 30 Perri	Nights	Raj - Binaya	OK	1143	2856	Fri 10/06/11 12:00	11:45 12:15
Ide	Coleston	Days	Green - Howard	OK	2087	3821	Fri 10/06/11 12:00	11:45 12:15
Kni	BCC-Portway	Days	Harvey - John	OK	3144	0746	Fri 10/06/11 12:00	11:45 12:15
L J	ILG	Days	Worsfold-Sarah	OK	0957	2510	Fri 10/06/11 12:00	11:45 12:15
Ma	S C College	Days	Barrow - Jim	OK	2029	1681	Fri 10/06/11 12:00	11:45 12:15
Pre	Billingham	Early	Siddaway Ron	OK	2340	2720	Fri 10/06/11 12:00	11:45 12:15
Pre	PB York Tower	Days +	Cuthbert - Geof	OK	0532	3228	Fri 10/06/11 12:00	11:45 12:15

# Call Taker

Key Benefits

- ◆ High volume attendance tracking and call taking.
- ◆ Scalable and suitable for small or large workforces.
- ◆ Unmanned call centre facilities
- ◆ Automatic validation of electronic timesheets
- ◆ Validation of staff scheduling
- ◆ Confirm location via CLI matching
- ◆ Real-Time staff attendance capture
- ◆ Highly accurate hours worked recording
- ◆ Ensures contract compliance
- ◆ Increase customer satisfaction
- ◆ Eliminate employee issues.

**For Organisations employing off-site personnel, the ability to monitor and track their movements at different locations is of particular importance.**

Call Taker can receive and process a high volume of calls simultaneously whilst verifying, against the schedule, if the employee is at the right location at the right time.

Using any telephone the employee is able to book on and off duty by simply entering his PIN followed by a site identification number, SIN. When a call becomes overdue the system can optionally make the telephone call to the employee's mobile number or the assignment telephone where a no response will generate an alarm for controller action or deliver electronic notification to other mobile staff via e-mail or SMS.

A full audit trail of all communications is maintained and fully reportable. Where automated escalation of missed call events is used control rooms can operate in fully unmanned mode.

Call Taker uses VoIP technology thereby requiring no hardware whatsoever at the monitoring location. Being a fully internet based software solution the issues traditionally experienced with physical landlines are eliminated with business continuity built in.

Time	Line	Calls	Out	Response	Digits	PIN	SIN	MIN	Employee	Location	Contract	Post	Caller ID
10/06/11 12:09	2	1	<input type="checkbox"/>	ON Taken	27372244	2244	2737		Oliviera - Paulo	Lidl Store 214	BKS Security	Officer	07865413572
10/06/11 12:09	2	2	<input type="checkbox"/>	CHK Taken	03920641	0641	0392		Mohmood - Fezal	Aston Manor	MPR Security	Days	07960182056
10/06/11 12:08	1	1	<input type="checkbox"/>	Hang Up									07515859839
10/06/11 12:08	1	1	<input type="checkbox"/>	Invalid	30401588	1588	3040		Williams-Prince	Camelot - Ashwi			07515859839
10/06/11 12:07	2	1	<input type="checkbox"/>	CHK Taken	06750827	0827	0675		St.Joseph Day	St.Joseph Colle	Showset 247	Days	07960175261
10/06/11 12:03	2	1	<input type="checkbox"/>	CHK Taken	53130605	0605	5313		OM-M Akbar	Marie Curie	Alliance Secur	Days	01883734802
10/06/11 12:02	2	1	<input type="checkbox"/>	CHK Taken	07463144	3144	0746		Harvey - John	BCC-Portway	Knighthawk Secu	Days	01179382388
10/06/11 12:01	2	1	<input type="checkbox"/>	CHK Taken	17060814	0814	1706		Wylde - Mark	Cromer Gardens	BBP Security	W/End Days	07969887834
10/06/11 12:01	2	1	<input type="checkbox"/>	CHK Taken	90214313	4313	9021		Weller- Shane	Alps Electronic	United Kingdom	Days	07889412597
10/06/11 12:01	2	2	<input type="checkbox"/>	DN Taken	27850404	0404	2785		Berry - Peter	Lidl Store 95	BKS Security	Officer	UNAVAILABLE
10/06/11 12:01	1	1	<input type="checkbox"/>	CHK Taken	30401588	1588	3040		Williams-Prince	Camelot - Ashwi	Anchor Security	Days	07515859839
10/06/11 12:00	2	1	<input type="checkbox"/>	Timeout									07889412597
10/06/11 11:59	1	2	<input type="checkbox"/>	CHK Taken	13451408	1408	1345		Simmonds Chris	St Oswalds Park	MOE011	Days	07534222511
10/06/11 11:59	2	2	<input type="checkbox"/>	CHK Taken	27290364	0364	2729		GURUNG - Dudh	WOKINGHAM BC		days	07771728644
10/06/11 11:59	1	1	<input type="checkbox"/>	CHK Taken	32280532	0532	3228		Cuthbert - Geof	PB York Tower	PHB002	Days +	01132359204
10/06/11 11:59	2	2	<input type="checkbox"/>	CHK Taken	35100957	0957	3510		Worsfold-Sarah	ILG	Louis James	Days	07976296221
10/06/11 11:58	1	1	<input type="checkbox"/>	Hang Up									07534222511
10/06/11 11:58	2	2	<input type="checkbox"/>	CHK Taken	30841532	1532	3084		Ogunmoroti - Ad	Thai Fusion	Regency Guardin	Days	07943874398
10/06/11 11:58	2	1	<input type="checkbox"/>	CHK Taken	31531343	1343	3153		Ullah - Sani	Rose And Crown	Regency Guardin	Days	01732462343
10/06/11 11:58	2	1	<input type="checkbox"/>	ON Taken	08820707	0707	0882		Alway-Julle	CVD	Relyon Security	Days 2	01454634898
10/06/11 11:58	2	1	<input type="checkbox"/>	CHK Taken	53192778	2778	5319		Vig-Jamil-Ahmed	Manor House	Alliance Securi	W/End Days	01932231332
10/06/11 11:57	2	1	<input type="checkbox"/>	CHK Taken	06721150	1150	0672		Abdul-Marooof	Phoenix Dem	Twenty Four 7 S	Days	07894008338
10/06/11 11:56	2	1	<input type="checkbox"/>	CHK Taken	16812029	2029	1681		Barrow - Jim	S C College		Days	07912519416
10/06/11 11:55	2	1	<input type="checkbox"/>	ON Taken	28420786	0786	2842		Speyers - Darry	LidlStore 1369	BKS Security	Officer	UNAVAILABLE
10/06/11 11:55	2	1	<input type="checkbox"/>	ON Taken	21042106	2106	2104		Terschowitz-Lyn	Draex - Rubery	Cava Group	days	07918684851
10/06/11 11:54	2	2	<input type="checkbox"/>	CHK Taken	19901164	1164	1990		Joy Chris	Frances Jewelle	BKS Security	Days	07703194649
10/06/11 11:54	2	1	<input type="checkbox"/>	Invalid	21042106	2106	2104		Terschowitz-Lyn	Draex - Rubery			07918684851

# Scheduling with ease

### Key Benefits

- ◆ Wizards guide users through roster creations.
- ◆ Automatic recurrence of rolling roster patterns with or without employee allocations.
- ◆ On the fly compliance checks when staff are allocated to duties or duty details are changed.
- ◆ Warnings where allocations break checks on availability, skills, qualifications, costs, rest periods, hours worked and many more customisable client set conditions.
- ◆ Full audit of all allocations and adjustments by user, time and IP.
- ◆ “Suggest Employee” feature to find best fit for any duty.

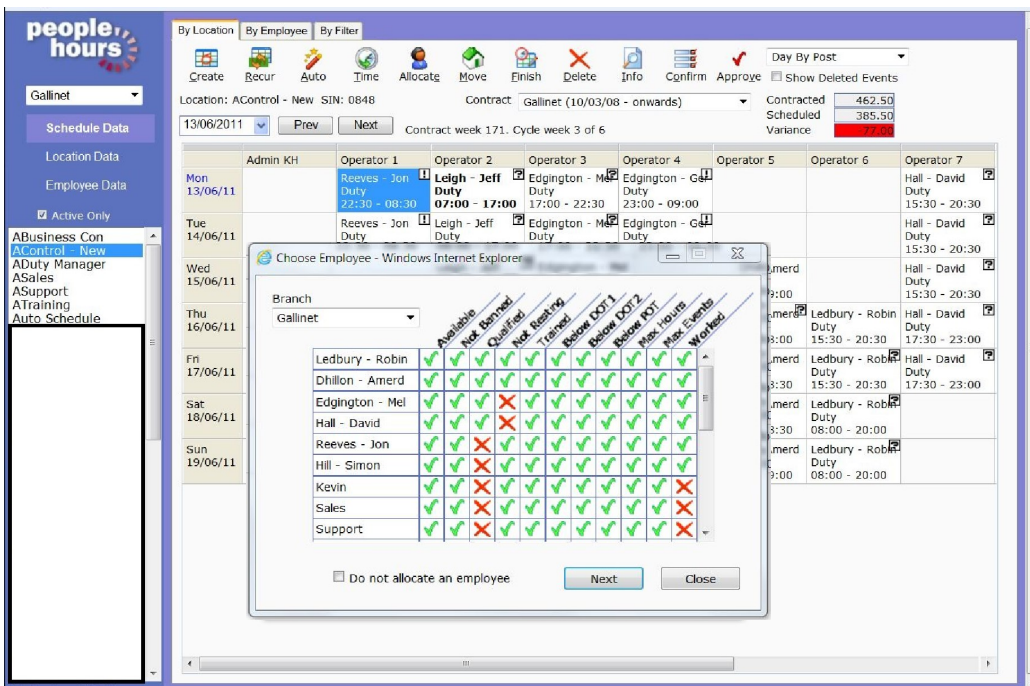
## Create even highly complex schedules with the minimum of effort.

PeopleHours™ is at its core a simple and effective way to create and manage a large workforce with supreme accuracy and the minimum of effort.

The most simple to complex rolling and recurring roster patterns can be created and applied automatically thereafter in accordance with your own working practises. During the Auto Create process any staff allocations that fail any number of compliance checks are flagged for special attention.

## No need to remember or check complex rules

PeopleHours™ knows your rules, who can work when, where and for how long. It knows what special skills are required at specific posts or locations and it knows who is on holiday or sick. The process of creating and publishing the rosters therefore is simplified to the point where anyone can do it without the need for any soft knowledge whatsoever. PeopleHours™ will even suggest the “best fit” when seeking staff for a specific duty requirement taking into account everything from availability to cost to skills required.



# Payroll and Billing

**Key Benefits**

- ◆ Simple rate X hour rules set up in seconds
- ◆ Overtime calculations
- ◆ Skill based premium payments
- ◆ Public or National Holiday rate multipliers
- ◆ Fixed duty length payments
- ◆ Single one-off payments
- ◆ Pay the greater of two rates
- ◆ Different rates for different days
- ◆ Hours required to activate pay component.
- ◆ Approval triggers for any pay component.

**Complex or simple rules to cater for all needs, legislation or union agreements.**

**PeopleHours is able to produce reports detailing gross payroll or invoice values using the duty times that it records from officers booking on and off duty.**

PeopleHours™ is able to produce pay and bill reports by assignment or individual working positions on an assignment using either the scheduled or actual times that the officers have recorded when booking on and off duty.

Using Peoplehours™ removes the need for honour based timesheets or 3rd party calculations using applications like Excel.

The reports can be produced either to paper or transmitted electronically directly in a number of different file formats.

**Billing Details for Branch: Security**

**Customer: All Customers**

**Period: 09/08/2010 To 15/08/2010**



Customer: .Static Guarding

Employee		Duty Start	Duty Finish	Hrs/Units	Rate	Amount
0016	Cl	09/08/2010 17:00	10/08/2010 08:30	15.50	£9.25	£143.38
0016	Cl	10/08/2010 17:00	11/08/2010 08:30	15.50	£9.25	£143.38
0016	Cl	11/08/2010 17:00	12/08/2010 08:30	15.50	£9.25	£143.38
0209	Ge	12/08/2010 17:00	13/08/2010 08:30	15.50	£9.25	£143.38
0209	Ge	13/08/2010 17:00	14/08/2010 06:00	13.00	£9.25	£120.25
0016	Cl	14/08/2010 06:00	14/08/2010 18:00	12.00	£9.25	£111.00
0209	Ge	14/08/2010 18:00	15/08/2010 06:00	12.00	£9.25	£111.00
0016	Cl	15/08/2010 06:00	15/08/2010 18:00	12.00	£9.25	£111.00
0209	Ge	15/08/2010 18:00	16/08/2010 08:30	14.50	£9.25	£134.13

PB Rule Totals  
Location Totals

**Employee Pay Details For Period: 09/08/2010 To 15/08/2010**

**For Branch: Security**



**PIN: 0019**

Location	Event Type	Duty Start	Duty Finish	Paid Hours	Rate	Amount			
Corby	Duty	10/08/2010 18:00	11/08/2010 06:00	12.00	£7.08	£84.96			
Corby	Duty	11/08/2010 18:00	12/08/2010 06:00	12.00	£7.08	£84.96			
Corby	Duty	12/08/2010 18:00	13/08/2010 06:00	12.00	£7.08	£84.96			
Corby	Duty	13/08/2010 18:00	14/08/2010 06:00	12.00	£7.08	£84.96			
Corby	Duty	14/08/2010 18:00	15/08/2010 06:00	12.00	£7.08	£84.96			
Corby	Duty	15/08/2010 18:00	16/08/2010 06:00	12.00	£7.08	£84.96			
<b>Employee Totals</b>				<b>Worked Hours</b>	<b>72.00</b>	<b>Premium Hours</b>	<b>0.00</b>	<b>Amount</b>	<b>£509.76</b>

*\* The data can be imported directly into payroll applications such as Sage*

## Employee Vetting as required by Law

### Lighten your Vetting process with PeopleVet™

PeopleVet™ is an optional Vetting module which guide the user and records the entire vetting process via a visual calendar including:

- ◆ Call history
- ◆ Task reminder
- ◆ Document uploads
- ◆ Document Packs

The screenshot displays the PeopleVet software interface. At the top, there are navigation tabs: Vetting, Documents, Employee Details, HR, Service, and Qualifications. The main area shows employee details for Michael Smith, including PIN, NI Number, and Date of Birth. A 'Vetting Period' section allows setting start and finish dates, target completion date, and maximum gap. Below this is a calendar grid from 2012 to 2017, with cells containing codes like E3, E4, E5, and XX3. A table below the calendar lists vetting references with columns for ID, Name, Start Period, End Period, Verbal Confirmed, and Written Confirmed. An inset window shows 'Reference Details' for Stephen Mills, including address and contact information. At the bottom, a 'Reminder' section shows a list of document uploads with columns for Name, Filename, Document Type, Review date, Modified By, Modified On, Download, File History, and Delete.

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2017	XX3	XX3										
2016	E3	E3	E3	E3	E3	E3	XX3	XX3	XX3	XX3	XX3	XX3
2015	E4	E4	E4	E4	XX1	E3	E3	E3	E3	E3	E3	E3
2014	E5	E5	E5	E5	E1	E1	E1	E1	E1	XX2	XX2	E4
2013	E5	E5	E5	E5	E5	E5	E5	E5	E5	E5	E5	E5
2012		E5	E5	E5	E5	E5	E5	E5	E5	E5	E5	E5

ID	Name	Start Period	End Period	Verbal Confirmed	Written Confirmed
E1	ABC Security	2014#2#1日	2014#9#5日	2017#2#23日	2017#2#23日
E2	G4S	2015#6#1日	2015#11#30日		
E3	G4S	2015#6#1日	2016#6#1日		2017#2#9日
E4	Securitas	2014#12#1日	2015#4#30日		2017#2#23日

Time	Response	User	Reminder
21/03/17 14:01	sending reference in the post. CS.	g-vetting1	22/03/17 14:01

Name	Filename	Document Type	Review date	Modified By	Modified On	Download	File History	Delete
Mark Warner	PR2 - Jose Mauricio	Character	20/03/2017	g-vetting1	21/03/2017	Download	View History	Delete
Diane Perkins	Jose Mauricio Gouve	Employment referer	21/03/2017	g-vetting1	21/03/2017	Download	View History	Delete
Silverstone	Jose Mauricio Gouve	Employment referer	21/03/2017	g-vetting1	21/03/2017	Download	View History	Delete

## PeopleHours ~ Employee Schedule TelMe & Schedule Messaging Services

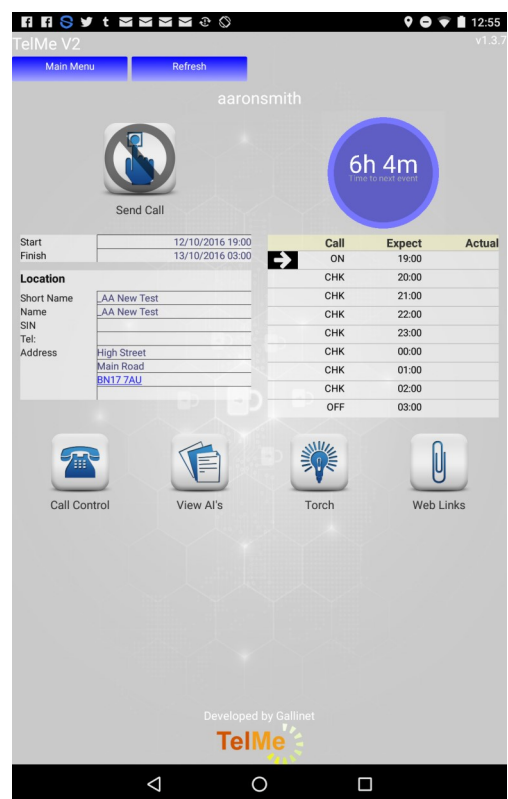
Employee Information Portal and enhanced PeopleHours™ features called “TelMe” for PeopleHours, available for Android and IOS

### The service provides the following features for your employees

- Allows employees to view the following information
  - Past, current and future scheduled duties and events
  - Pay rates for duties optionally detailed if admin allows
  - Holiday entitlement remaining and taken.
  - Messages sent by managers and yes/no response.
  - Next scheduled duty including countdown timer to book on.
  - Easy book ON, OFF and CHECK calls using mobile app.

### The service provides the following features for management

- Geolocation captured when employees make On, Off or Check calls.
- Send rosters to Individual employees, groups or entire workforce via email or SMS.
- Access to features can be disabled on an employee by employee basis if required
- Show / hide pay rates option
- Automated scheduled e-mail report delivery for all PeopleHours™ reports.
- Broadcast messages to Individual, group or all employees and request yes/no Responses
- Read receipts for messages sent from within PeopleHours™.
- Management reports to track usage / messages sent
- Upload and store documents against employees or assignment locations



## SaaS ~ Software as a Service

### Key Benefits

- ◆ Work anywhere, anytime, via the internet.
- ◆ Low cost implementation.
- ◆ Total support of systems.
- ◆ Seamless upgrade process.
- ◆ Only pay for what you use.
- ◆ Automated backup and disaster recover.
- ◆ Fast and efficient deployment.
- ◆ Reduced costs through on-line training.
- ◆ System and IT knowledge requirements eliminated.
- ◆ User friendly and 24/7 access to system and data.
- ◆ PDA and Smart phone access.

### Lighten your IT workload with PeopleHours™

PeopleHours™ is supplied as a hosted solution, or SaaS, Software as a Service, removing the hassle of installing, managing, and supporting it. We provide secure access over the internet to PeopleHours™ running on servers in our remote data centres. Our team of experienced experts look after the software, hardware, backups, security and user support for you—leaving you more time to manage your business and your customers.

### Anywhere, Anytime Access

Users can access PeopleHours™ from any PC connected to the internet. They can work anywhere at anytime with quick and secure access over the internet. The result—greater productivity and convenience whether at the office or at home. Specific functionality also exists for smartphones and PDA's allowing access in the field.

### An Enterprise-class solution without the price tag.

Our managed hosting solution helps you keep costs under control. You avoid upfront hardware and software expenditure and ease the support and maintenance burden on your IT department. You only pay for what you use, keeping costs predictable and manageable. Customers no longer need to worry about upgrade headaches, we do them for you. The easy scalability offered by PeopleHours™ makes adding and supporting users effortless as your company grows.

### Reliability and security

With our managed hosting service your data is protected within our data centres. Full user authentication sophisticated firewall technology and hourly database mirroring ensures data backup.

Focus on business uptime not downtime and benefit from enterprise security protection.





### Schedule view by Location

people hours

By Location | By Employee | By Filter

Location: A Bigger Site SIN: 8877 Contract: Test Demo (01/08/08 - onwards)

05/11/2012 | Prev | Next | Contract week 224, Cycle week 1 of 1

	Cleaner	CCTV Operator	Gate House	Security Office	Site Manager
Mon 05/11/12	Jones - smither Duty 20:00 - 22:30	dave Duty 07:00 - 19:00		Billy Day Duty 13:00 - 08:00	Pedro Alvis Duty 09:00 - 17:00
Tue 06/11/12	Jones - smither Duty 20:00 - 22:30	dave Duty 07:00 - 19:00	UNALLOCATED Duty 07:00 - 20:00	Billy Day Duty 13:00 - 08:00	
Wed 07/11/12	Jones - smither Duty 20:00 - 22:30	dave Duty 07:00 - 19:00		Billy Day Duty 13:00 - 08:00	Pedro Alvis Duty 09:00 - 17:00
Thu 08/11/12	Jones - smither Duty 20:00 - 22:30	dave Duty 07:00 - 19:00	UNALLOCATED Duty 07:00 - 20:00	Billy Day Duty 13:00 - 08:00	
Fri 09/11/12	Jones - smither Duty 20:00 - 22:30	dave Duty 07:00 - 19:00		Jesse Oldfield Duty 13:00 - 08:00	Pedro Alvis Duty 09:00 - 17:00
Sat 10/11/12			UNALLOCATED Duty 07:00 - 20:00	Jesse Oldfield Duty 13:00 - 08:00	
Sun 11/11/12				Jesse Oldfield Duty 13:00 - 08:00	Pedro Alvis Duty 09:00 - 17:00

Contracted 205.50  
Scheduled 276.50  
Variance 71.00

### Schedule view by Employee

people hours

By Location | By Employee | By Filter

Employee: Jones, Jones PIN: 0130

Show Month: 06/11/2012 | Prev | Next | November 2012

Mon	A Bigger Site Cleaner 29 20:00 - 22:30	A Bigger Site Cleaner 05 20:00 - 22:30	A Bigger Site Cleaner 12 20:00 - 22:30	A Bigger Site Cleaner 19 20:00 - 22:30	A Bigger Site Cleaner 26 20:00 - 22:30	A Bigger Site Cleaner 03 20:00 - 22:30
Tue	A Bigger Site Cleaner 30 20:00 - 22:30	A Bigger Site Cleaner 06 20:00 - 22:30	A Bigger Site Cleaner 13 20:00 - 23:00	A Bigger Site Cleaner 20 20:00 - 22:30	A Bigger Site Cleaner 27 20:00 - 22:30	A Bigger Site Cleaner 04 20:00 - 22:30
Wed	A Bigger Site Cleaner 31 20:00 - 22:30	A Bigger Site Cleaner 07 20:00 - 22:30	Sickness 14 18:00 - 06:00	A Bigger Site Cleaner 21 20:00 - 22:30	A Bigger Site Cleaner 28 20:00 - 22:30	A Bigger Site Cleaner 05 20:00 - 22:30
Thu	A Bigger Site Cleaner 01 20:00 - 22:30	A Bigger Site Cleaner 08 20:00 - 22:30	A Bigger Site Cleaner 15 20:00 - 22:30	A Bigger Site Cleaner 22 20:00 - 22:30	A Bigger Site Cleaner 29 20:00 - 22:30	A Bigger Site Cleaner 06 20:00 - 22:30
Fri	A Bigger Site Cleaner 02 20:00 - 22:30	A Bigger Site Cleaner 09 20:00 - 22:30	A Bigger Site Cleaner 16 20:00 - 22:30	A Bigger Site Cleaner 23 20:00 - 22:30	A Bigger Site Cleaner 30 20:00 - 22:30	A Bigger Site Cleaner 07 20:00 - 22:30
Sat		Non Work 10 19:00 - 07:00		Non Work 24 19:00 - 07:00	Training 01 19:00 - 07:00	Non Work 08 19:00 - 07:00
Sun		Non Work 11 19:00 - 07:00		Non Work 25 19:00 - 07:00	Training 02 19:00 - 07:00	Non Work 09 19:00 - 07:00

### Schedule view by Location

By Location | By Employee | By Filter

Create Recur Auto Time Allocate Move Finish Delete Info Confirm Approve Show Deleted Events

Employee By Day

Location: A Bigger Site SIN: 8877 Contract: Test Demo1 (01/08/08 - onwards)

Contracted: 205.50  
Scheduled: 336.50  
Variance: 131.00

05/11/2012 Prev Next Contract week 224. Cycle week 1 of 1

	Mon 05/11/12	Tue 06/11/12	Wed 07/11/12	Thu 08/11/12	Fri 09/11/12	Sat 10/11/12	Sun 11/11/12
UNALLOCATED		Gate House Duty 07:00 - 20:00		Gate House Duty 07:00 - 20:00			
Billy Day	Security Office Duty 13:00 - 08:00	Security Office Duty 13:00 - 08:00	Security Office Duty 13:00 - 08:00	Security Office Duty 13:00 - 08:00			
dave	CCTV Operato Duty 07:00 - 19:00	CCTV Operato Duty 07:00 - 19:00	CCTV Operato Duty 07:00 - 19:00	CCTV Operato Duty 07:00 - 19:00	CCTV Operato Duty 07:00 - 19:00		
Jesse Oldfield						Security Office Duty 13:00 - 08:00	Security Office Duty 13:00 - 08:00
Jones - smither	Cleaner Duty 20:00 - 22:30	Cleaner Duty 20:00 - 22:30	Cleaner Duty 20:00 - 22:30	Cleaner Duty 20:00 - 22:30	Cleaner Duty 20:00 - 22:30	Non Work 19:00 - 07:00	Non Work 19:00 - 07:00
Pedro Alvis	Site Manager Duty 09:00 - 17:00	Dudley Site A Duty 19:00 - 04:00	Site Manager Duty 09:00 - 17:00	Dudley Site A Duty 19:00 - 04:00	Dudley Site A Duty 19:00 - 04:00	Dudley Site A Duty 19:00 - 04:00	Site Manager Duty 09:00 - 17:00
	Dudley Site A Duty 19:00 - 04:00		Dudley Site A Duty 19:00 - 04:00				Dudley Site A Duty 19:00 - 04:00
Withers - Bill						Gate House Duty 07:00 - 20:00	

### Customizable Employee Qualifications

Details Service HR Holiday Sickness Terms Qualifications Locations Private TellMe

Save Delete

Employee: Aaron, Aarnlow PIN:0724

Start Date:

End Date:

Reference:

**SIA verification is now available!**

It is possible to check SIA qualifications directly against the SIA website, once this is enabled there is an automated weekly check for each branch which highlights any problems and sends the result to an email address that you specify.

Automated SIA verification is a service provided by a third party and as a result incurs an additional charge. If you are interested in this service please contact Gallinet or click on the button.

Qualification	Start Date	End Date	Reference	
Appraisal	01/01/10	01/05/13	Marked at 82%	Select
Authorised Driver	01/01/06	19/12/08		Select
Conflict Management				Select
Equal Opportunities				Select
Fire Marshal			Passed	Select
First Aider	01/09/11	01/09/12	Lic Number	Select
ID Card Holder	01/04/12	01/04/13	Issued by M Smith	Select
Internal Auditor			Detail	Select
Leave to remain in UK		25/12/11	Visa Ref 567890	Select
Lift Rescue				Select
SIA Door Supervisor	07/02/12	07/02/13	555148451515	Select
SIA Security Officer	01/01/08	01/01/10	8785679053489374	Select
Stats & Pats				Select

Available Qualifications

- Assessed Employee
- BIPTD Qualified
- CSCS Card Holder
- Depot TA
- DIS Stage 1
- DIS Stage 2
- DIS Stage 3
- Driving License
- Drugs Awareness
- Health and Safety at v
- HSE Comp
- Human Rights Act
- Interviewing and Place
- LDN
- LU Entry Permit
- LUCAS
- NASDU Qualified

<- Add ->

### Training & Work Record

Details Service HR Holiday Sickness Terms Qualifications **Locations** Private TelMe

#### Employee Location Detail

Employee: Aarnlow Aaron PIN:0724  
Date Last Worked 21/10/2012 05:00

#### Previous Work History

Premises	First Date Worked	Last Date Worked	Hours Worked	Shifts Worked
Dudley Site A	25/10/2012	25/10/2012	8	1
aaaaa test	16/04/2012	21/10/2012	78	7
A Bigger Site	08/11/2010	19/10/2012	342	27
_AA New Test	02/05/2011	30/03/2012	92	11
Total length :			520	46

#### Employee Bans

SIN	Site	Reference	Start	Finish
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Branch:  Location:  Reason:  From:

#### Employee Training

	SIN	Name
<input type="button" value="Remove"/>	2716	West Bromwich
<input type="button" value="Remove"/>	674	galliTest
<input type="button" value="Remove"/>	833	aaaaa test
<input type="button" value="Remove"/>	5329	ABC Engineering
<input type="button" value="Remove"/>	8877	A Bigger Site

### Tele-protect setup

Details Escalation Contracts Posts Qualifications **TimeCapture** Notification Private TelMe

Location: A Bigger Site SIN: 8877

Contract:  Select a Contract, then select a Post to view its details

Post:

Time Capture device:

Employee Create Enabled

Auto Allocate Enabled

Overdue OFF call visible

Call Window: Before  After

Multi Take:

Overdue action: Alarm  Take  Outbound

Outbound Telephone:

	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Mon	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
Tue	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
Wed	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
Thu	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
Fri	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
Sat	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
Sun	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK
(PH)	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK	CHK

Add New Call Time  or  hours at  minutes past

Apply to all cells

### Record Employee Holidays

Details Service HR Holiday Sickness Terms Qualifications Locations Private

New Save Delete

Employee: Asim, Muhammad PIN:1320  
 Employee Service: 14/11/11 - onwards  
 Holiday Year Start Date: 01/01/12  
 Entitled Days: 28.00  
 Carried Forward Days: 0.00

Year Start	Year Finish	Entitled Days	Pro Rata Days	Accrued Year -To-Date	Carried Forward Days	Total Days	Planned Days	Remaining After Planned	Taken Days	Remaining After Taken
01/01/2012	31/12/2012	28.00	28.00	24.01	0.00	28.00	23.00	5.00	23.00	5.00
01/01/2011	31/12/2011	28.00	3.68	0.00	0.00	3.68	0.00	3.68	0.00	3.68

**Scheduled Holidays For Current Holiday Year**

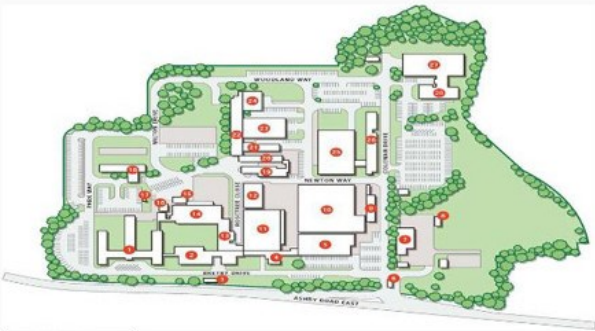
Description	Start Date	Finish Date
Holiday	09/01/2012	09/01/2012
Holiday	10/01/2012	10/01/2012
Holiday	16/01/2012	16/01/2012
Holiday	17/01/2012	17/01/2012
Holiday	23/01/2012	23/01/2012
Holiday	24/01/2012	24/01/2012
Holiday	30/01/2012	30/01/2012
Holiday	31/01/2012	31/01/2012

### Maintain Location details

Details Escalation Contracts Posts Qualifications TimeCapture Notification Private TelMe

New Save Delete

Location: A Bigger Site  
 SIN: 8877 Next Free SIN  
 Branch: \_1A Demo  
 Customer: .Keyholding & Patrol  
 Name: A Bigger Site  
 Short Name: A Bigger Site  
 Telephone: 01384-237 333  
 Address Line 1: Main Road  
 Address Line 2: Main Town  
 City: Main City  
 County: West Midlands  
 Post Code: wv14 9ep



Edit Links

[client@cianet-email.com](mailto:client@cianet-email.com)  
[www.clients-web-address.com](http://www.clients-web-address.com)  
 Off Site Document storage link  
 Assignment Instructions  
 Risk assessment

Active only

Contact Name	Position	Contact Method	Phone/Email	Primary Contact	Active	
Mr Client	Boss	Phone	07970-118 999	No	Yes	<span>Select</span>

Is Primary Contact  Is Active  
Add Update