timeware®
Time and Attendance Software

ON PREMISE SOFTWARE

Training guide:
Cost Centre Analysis
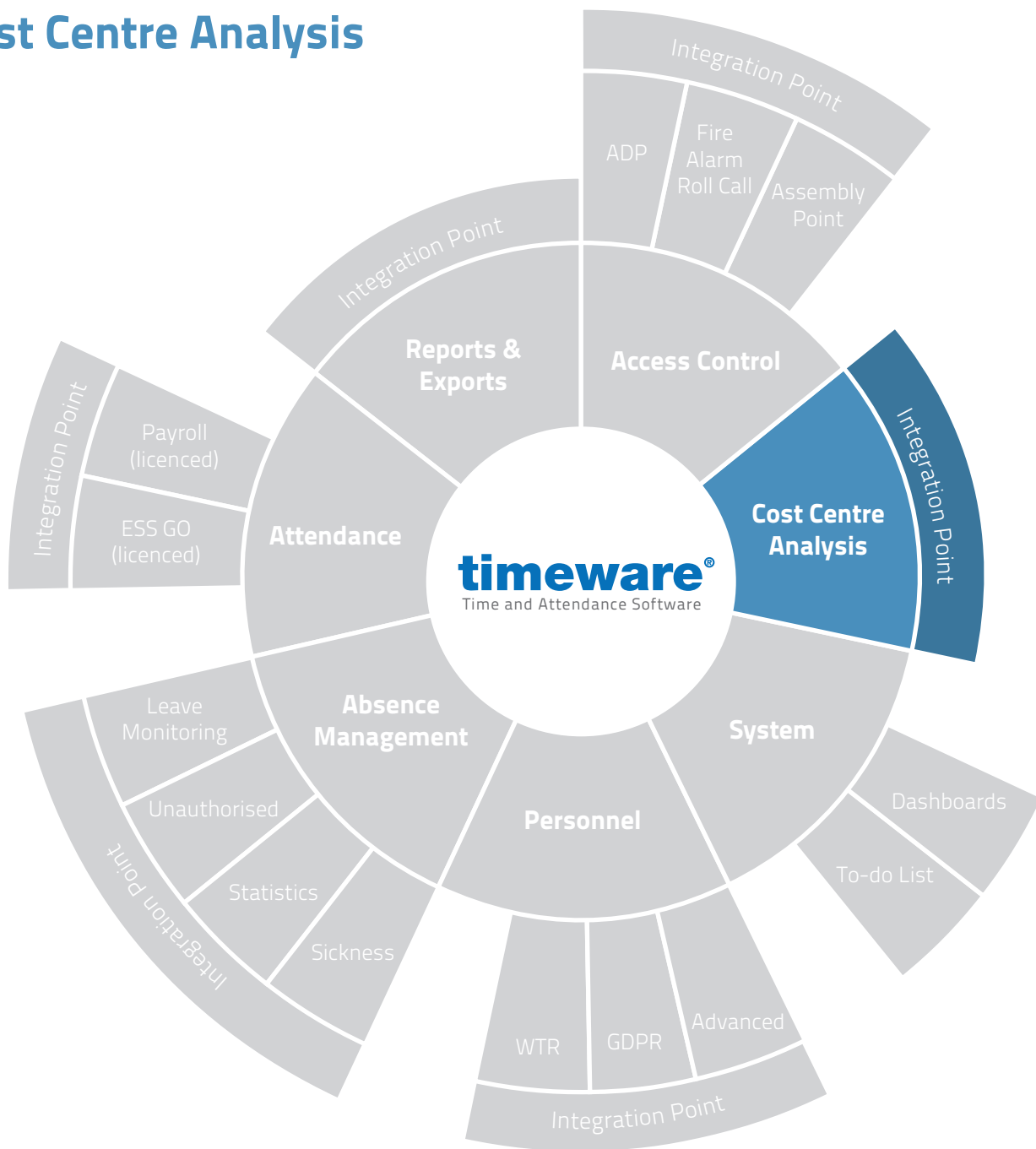
Integration Point
ADP
Fire Alarm Roll Call
Assembly Point
Integration Point
Reports & Exports
Access Control
Cost Centre Analysis
Integration Point
Payroll (licenced)
ESS GO (licenced)
Integration Point
Attendance
timeware®
Time and Attendance Software
System
Dashboards
To-do List
Leave Monitoring
Absence Management
Personnel
Unauthorised
Statistics
Integration Point
Sickness
WTR
GDPR
Advanced
Integration Point

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Understanding cost centre analysis

timeware® cost centre covers the cost centre adjustment screen and the cost centre anomalies presented on the "To-do" list summary.

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Cost centre adjustments

1. To enter the cost centre adjustment screen, select the File menu, Cost centre and then Adjustments.
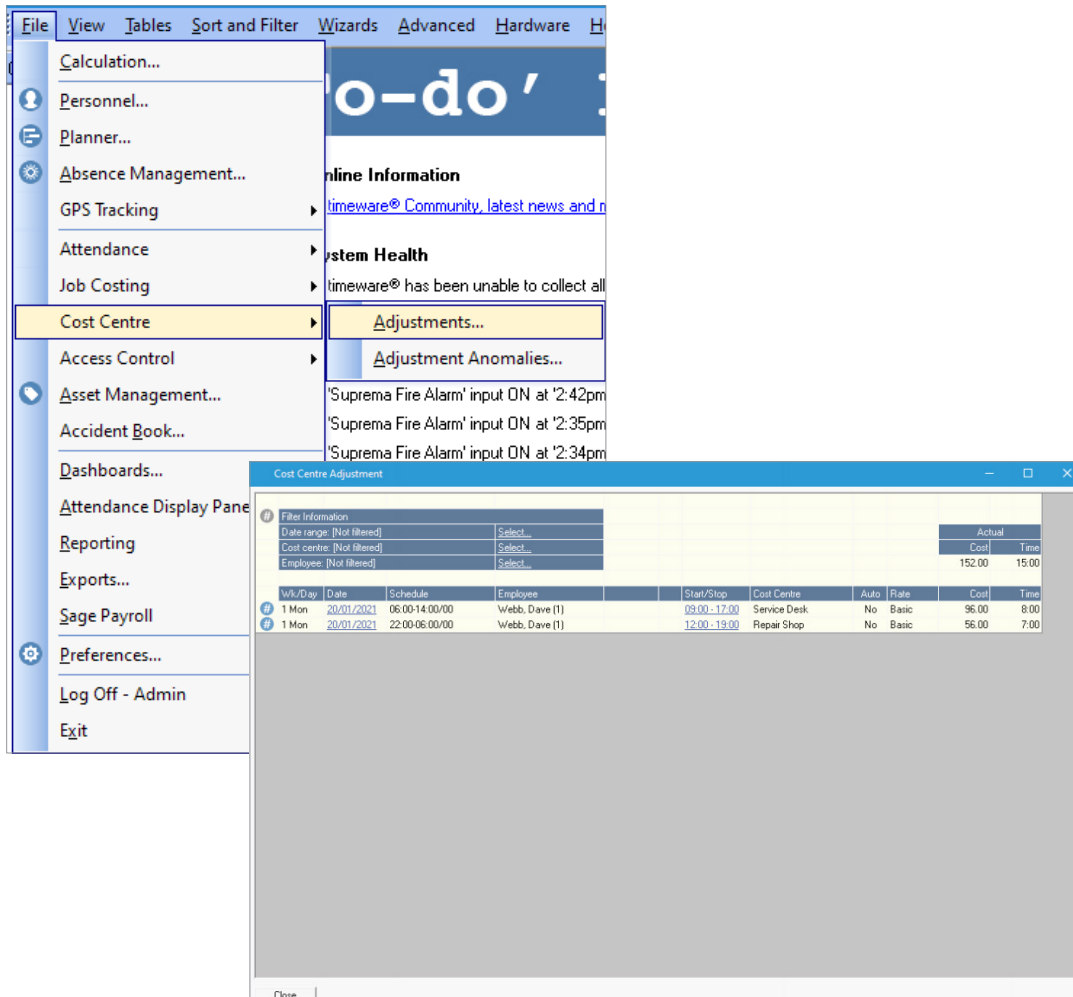
2. The filter area allows the user to 'narrow-down' the data area.

3. Once the correct filter has been selected, the data area displays all related information:

The user can add or amend information by selecting the times in the 'Start/Stop' columns.

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Cost centre anomalies

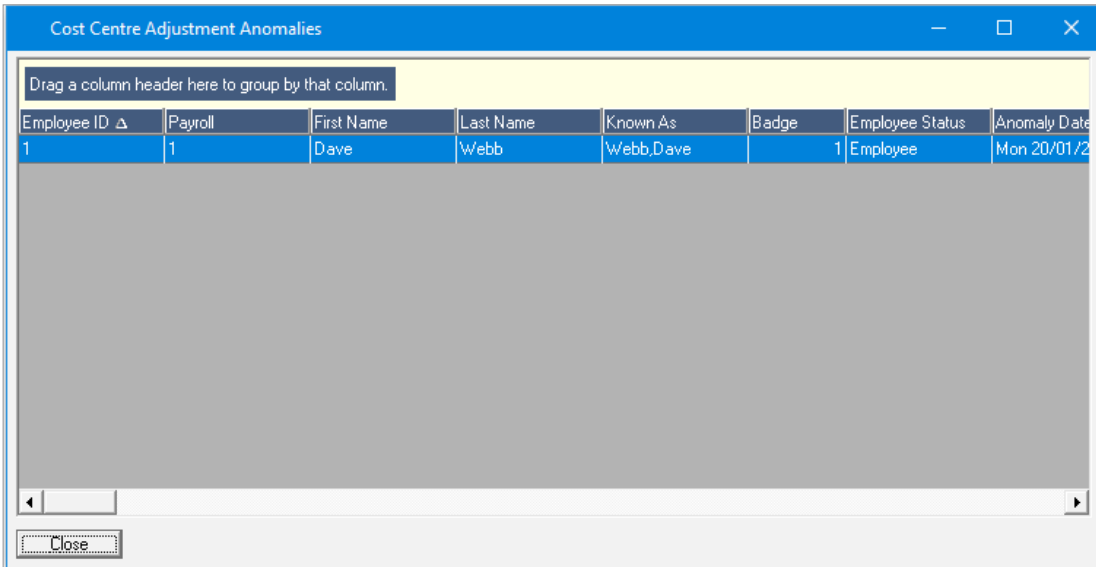Cost centre anomalies usually relate to incorrect data entered via the timeware® cost centre terminal.

1. To enter the cost centre anomalies screen, select the File menu, Cost centre and then Adjustments.
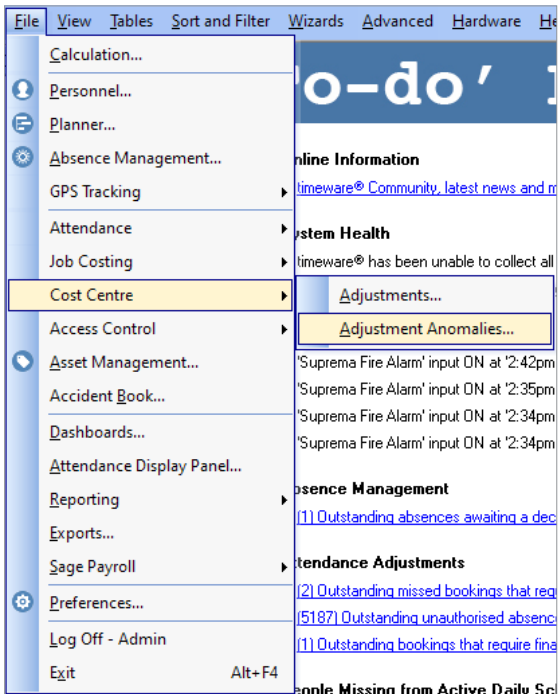
Or, select the "To-do" list item:

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2. All cost centre anomalies are then displayed.
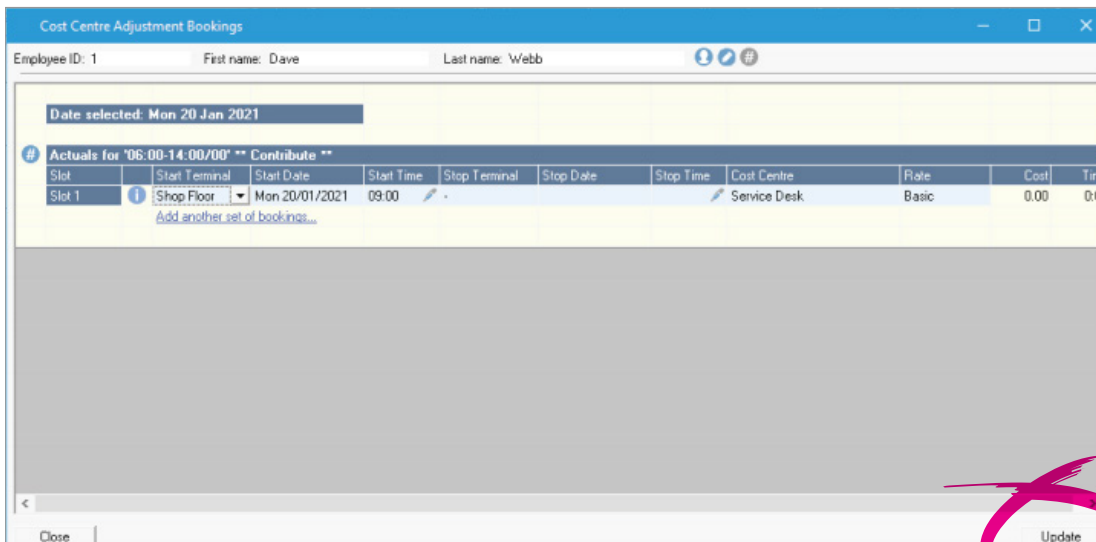
3. The user can double-click on a record to correct the relevant data.

4. Finally, click on <update> to save the amended record.