

WORKFORCE TIME AND PAYROLL

What we offer your business

Workforce time and payroll for employers in the United Kingdom. Choose **PIN + Payroll + Rota**, **FOB + Payroll + Rota**, or **Payroll + Rota only**. The subscription is a **fixed monthly price**, paid by **direct bank transfer**. We attend **in person** to install the agreed sites. Hardware is prepared only if paid in advance.

DOCUMENT

Business presentation

AUDIENCE

Owners and operations

EDITION

August 2026

01 The problem we replace

Many sites still share a code on a whiteboard, then rebuild the week in Excel on Friday. Hours go missing, breaks are guessed, and payroll cannot prove what happened at the gate.

Paper and shared codes

One PIN for the whole crew.
Anyone can clock for anyone. There is no private record of who actually stood at the tablet.

Friday reconstruction

Managers spend the end of the week guessing missed clock-outs.
Accounts cannot trust the file they are given.

No proof for inspection

When an inspector or a wage dispute arrives, there is no named trail of times, sites and devices.

02 Three packages — what you can choose

Every organisation runs in exactly one mode. All three include weekly rota and payroll Excel. You choose how staff prove who they are — or whether they clock at a wall device at all.

PIN + Payroll + Rota

Shared Android tablet or phone at the gate, locked with Fully Kiosk. Staff pick an action, then enter a private 6-digit PIN. Payroll uses real gate times minus unpaid breaks on the kiosk. Best for most sites. iPhone and iPad are not supported.

FOB + Payroll + Rota

Same kiosk and rota, but staff tap an NFC key fob (13.56 MHz) instead of typing a PIN. Payroll is gate to gate. Best where you already issue fobs or cards.

Payroll + Rota only

No wall kiosk. Managers plan the week; payroll pays saved shift lengths minus unpaid break minutes on the rota. Best for office-planned hours with no gate clock.

One mode per business. Do not mix PIN buttons and fob taps in the same organisation. You can change mode later — tell staff the same day.

03 What you receive in every package

On site — SmartClock kiosk (PIN or FOB)

Where you choose a kiosk package: a full-screen clock on an Android tablet or Android phone at the gate, reception or site office, locked with Fully Kiosk. Clock-in follows the published rota. The same device can show weekly hours. It works with a network connection and without one. Not used in Payroll + Rota only.

In the office — manager dashboard

From a browser, managers switch Live Floor, Weekly Rota, and Payroll & Audit. They Save Rota, Send to Mail, review exceptions, and export payroll or punch logs. A day manager sees only their site's day people. A night manager sees night people at every site. Only the head manager sees the whole business and the compliance log on Live Floor.

3

PACKAGES TO CHOOSE

No app

STAFF DO NOT INSTALL ANYTHING

Excel

PAYROLL AND AUDIT FILES

6 years

RECORDS KEPT, THEN REMOVED

04 How a business starts

1 You sign and pay by bank transfer

Sign the subscription agreement. Pay the first **fixed monthly fee** by **direct bank transfer** to the account in the contract. If you want us to prepare tablets, phones, NFC fobs, Fully Kiosk licences or mounts, that hardware charge must clear first — we do not order hardware on credit.

2 We install everything in person

We come to the agreed sites. For PIN or FOB packages we pair each Android tablet or Android phone, lock Fully Kiosk, and pair NFC fobs if you chose FOB. Skip the wall device for Payroll + Rota only. iPhone and iPad are not supported. You need power, Wi-Fi or mobile data, and someone on site for the visit.

3 You add people

Add each person in the dashboard — we can do the first ones with you on the install day. In PIN mode hand them their 6-digit PIN. In FOB mode pair an NFC fob. In rota-only mode there is no kiosk clock. No staff app to install.

05 Who can see what

ROLE	WHO THEY ARE	WHAT THEY CAN DO
HEAD MANAGER	Owner or operations director	Whole organisation. Hire anyone, including managers. Payroll, any timesheet exception. Only this role reads the compliance log.
DAY MANAGER	Day-shift site supervisor	Own site only. Day staff and day managers there, plus Relief. Adds day employees and Relief. Rotas and mail: those people, and the head if they are on the week. Cannot create managers.
NIGHT MANAGER	Night-shift supervisor	All sites, night people only, plus Relief. Adds night employees and Relief. Rotas and mail: night people, Relief, and the head if they are on the week. Cannot create managers.
RELIEF	Cover across sites in one company	Neutral — no home site and no day/night band. Day and night managers can add them and put them on any site rota. They clock only on that organisation's tablets.
DAY / NIGHT EMPLOYEE	Front-line staff	No dashboard. Clock on any paired tablet in the organisation from ten minutes before their saved shift. Clock out at any of those sites. View own weekly hours.

A head manager in one company cannot open another company's records. A day manager cannot see night staff. A night manager cannot see day staff. When a PIN is later given to a new hire, it cannot unlock someone else's old timesheet.

06 What staff do at the tablet (PIN or FOB)

Clock In / Clock Out

Starts and ends a shift. The system blocks the wrong sequence — for example clocking out when they never clocked in, or clocking in twice.

Take Break / Finish Break

Break minutes are tracked separately and taken out of net payable hours on the payroll sheet.

Weekly hours

Staff can check Monday to Sunday hours and a week total on the same device. If a manager later corrects a missed clock-out, the hours update at once.

Works if the network drops

Valid PINs and already-paired fobs still work offline. Unknown credentials are rejected on the device. Entries wait and upload when the signal returns.

07 Weekly rota the office publishes

Managers build Monday to Sunday on one board. A day manager works their own site; a night manager can pick any site. Put people on shifts, mark leave, then Save Rota so staff can clock. Send to Mail emails people in that manager's day or night scope, plus Relief and the head if they are on the selected days. Choose a week, a month or from/to — they receive every shift in that period, not only the week on screen.

The maker

The working copy. A reminder stays on screen until you Save Rota: these changes are not live on the kiosk. Staff do not clock against a draft.

The published board

After Save Rota, this is the version clock-in uses. Edit the maker, then Save Rota again so the new times go live. Send to Mail is how people receive the email; it is not required for clock-in.

One email per person, covering the week, month or dates you selected. Not a second "rota sent" note to managers. People with no email on file are listed on the dashboard so you can tell them in person.

08 Clock-in follows the published week

Not more than ten minutes early

The kiosk opens the shift ten minutes before the published start. Earlier than that is refused.

Must be on that week

If they are not on the published rota, clock-in is refused. Staff and Relief can use any paired tablet in the same organisation, not another employer's kiosk. Clock-out is allowed at any of those sites.

09 Relief staff and leave

- **Relief** belong to the organisation, not one site. They have no day/night band. Day and night managers can add them and put them on any site rota.
- They may clock on any paired tablet of that same organisation. They cannot use another organisation's kiosk.
- Leave sits on the week board so you do not double-book someone who is off. A week with only leave can still be saved. Leave is not included in MarosHub payroll.

10 From the Monday gate to Friday payroll

WHEN	WHAT HAPPENS
Before the week	The day or night manager builds Monday to Sunday, then Save Rota so staff can clock. Send to Mail can cover that week, a month or a date range. People in their scope who are on those dates get their shifts and a site PDF. Clock-in follows that saved rota.
Each shift	Staff clock in from ten minutes before the saved start on any paired tablet in the organisation, take breaks, and clock out at any of those sites — only if they are on the saved week.
2 hours past scheduled end	An open shift with no clock-out appears in Exceptions. A day or night manager in that person's scope enters the real finish time. Only the head manager can open the audit log.
Pay week	The head manager opens Payroll & Audit, presses Payroll, and downloads the professional Excel or a Sage / Xero / BrightPay file: employee, site, rate, hours and pay. Net hours and pay are live Excel formulas.
Inspection	Press Audit on the same tab. Set date and time filters. The export shows names, times, locations and devices. It does not show PINs.

Safe to send to accounts. PINs are never included in Excel. Currency shows as £. Column headings are in English. Records are kept for six years, then permanently removed.

11 United Kingdom pack

- Dashboard and tablet in English.
- Money in pounds sterling. Working day and week follow London time, including British Summer Time.
- Payroll wording for UK employment standards. Audit exports carry a GDPR notice.
- You remain the employer and the data controller. MarosHub is the software provider only — not a payroll bureau, accountant or employment adviser.

12 What we do / what you do

Included in the subscription

Hosted software, your isolated company space, head manager account, English dashboard and kiosk, weekly rota with Save Rota and Send to Mail, payroll and audit Excel, six-year record keeping, support for setup questions, and **in-person installation** of the sites named in the contract.

Your responsibility

Power, Wi-Fi or mobile data, a responsible person on site for the install visit, handing PINs or fobs privately, checking hours before you pay staff, labour-law compliance, and a monthly **direct bank transfer** of the fixed fee. No staff app. No iPhone or iPad kiosk. No card payments on our side.

Hardware if you want it. We can prepare Android tablets, Android phones, NFC fobs, Fully Kiosk licences and mounts — but only after that hardware charge has cleared by direct bank transfer. If you do not pay for hardware in advance, you supply your own compatible devices in time for the visit.

How you pay. A **fixed monthly price** — not per employee, punch or hour. Pay by **direct bank transfer only** (standing order, Faster Payments or BACS) to the MarosHub account named in the contract. No card, cash, PayPal or payment link. Access continues while that payment arrives.

13 The controls behind the product

Signed manager sessions

A successful login lasts 12 hours. Knowing a username is not enough to act as that manager.

Passwords and PIN attempts

Passwords are stored in encrypted form. Repeated failed logins lock the account. Clock attempts from one address are limited.

Each person sees only their scope

A request from another company is refused. Day and night managers cannot create or edit other managers. Only the head manager reads the compliance log.

Tablets must be paired

Without the pairing code a new device cannot download the PIN list and cannot clock offline.

14 Who it is for

- **Security, facilities and care** — guards, porters, cleaners and carers on a shared terminal.
- **Hospitality and construction** — fast shift changes and poor signal. Staff still clock. Hours reach payroll.
- **Multi-site operators** — one head manager over every location; a day manager on their own site; a night manager who sees night people at every site.

15 Next step

We walk you through the tablet, the manager dashboard and a sample payroll workbook for the United Kingdom. If you proceed, you sign the subscription agreement, send the first fixed monthly fee (and any hardware charge) by direct bank transfer, and we attend in person to install. Staff can clock the same day we pair the first device.

Contact

maroshub@yahoo.com

Dashboard and kiosk addresses are given privately after you subscribe.

Ask us to prepare

Which package (PIN, FOB or rota-only), number of sites, whether you want us to supply hardware (paid in advance), headcount, and whether you also operate in Bosnia and Herzegovina (BiH pack available separately).