FlexTime

FINDING THE WAY BACK....

- We are now in a further phase of uncertainty.

Great news about vaccine possibilities is being tempered by the effects of the sheer length of the various shut-downs.

- FlexTime has been busily working away on adding new features to our VisionTime system to support you and your staff during this difficult period. This is while also thinking ahead to 2021 and what challenges there might be.

- Further new options are in now plan, with some features becoming less relevant, to then be replaced by others, as the nature of understanding changes.

VT @HOME

VT@Home

FlexTime

- Designed to support you and your employees in working from home.

- employees can record the following at PCs, Tablets and Mobiles:

- if at home, mobile, or at workplace
- their work tasks
- visits to other worksites, dentist etc

Also:

- all can view who is available in real-time; Pop-up messages as/he clocks on/off

Working At Home

FlexTime

Reports

Activity and Clockcard Reports updated in SC and MC.

Maxol Ltd

Activity Report, Printed on : 06/07/2020 10:58:23

Page 1

Selection Criteria
Date Range 06/06/2020 - 19/06/2020 *Selected Groups - 0*
Selected Employees - 1

Date	Day	Arrive	Depart	Worked	Home Worked	Target	Value	Description	Total	Balance
					4 [redacted] Catherine					
19/06/2020	Fri	10:25H	11:00H							
		11:20H	12:20H							
		12:55H	16:00H							
								Infringement 11:20		
								Infringement 11:00		
								Infringement 16:00		
								Late		
				4:40		7:15			-2:35	-595:50
18/06/2020	Thu	17:00H	17:29H							
		17:29	17:53							
				0:24	0:29	7:15			-6:22	-593:15
17/06/2020	Wed	18:16H	18:18H							
		18:18	18:23B					ETB:17/06/20-18:45 Reason		
		18:37B	18:37H							
				0:05	0:02	7:15			-7:08	-586:53

VisionTime (c) FlexTime 1998 - 2020

Clockcard Report, Printed on : 06/07/2020 10:59:56

Selection Criteria
Date Range 06/06/2020 - 06/07/2020 *Selected Groups - 0*
Selected Employees - 1

Date	Clockings	Clocked	Home Worked	Corrections	Total	Target
	4 [redacted] Catherine					
22/06/2020 Monday	17:08(i) 17:10(o)	0:02	0:00	0:00	0:02	7:15
19/06/2020 Friday	10:25(iH) 11:00(oH) 11:20(iH) 12:20(oH) 12:55(iH) 16:00(oH)	0:00	4:40	0:00	4:40	7:15
18/06/2020 Thursday	17:00(iH) 17:29(oH) 17:29(i) 17:53(o)	0:24	0:29	0:00	0:53	7:15
17/06/2020 Wednesday	18:16(iH) 18:18(oH) 18:18(i) 18:23(oB) 18:37(iB) 18:37(oH)	0:05	0:02	0:00	0:07	7:15
	Total	0:31	5:11	0:00	5:42	29:00

Shows "H" Beside Clockings

Shows "H" Beside Clockings

Bookings Report, Printed on : 06/07/2020 11:55:48

Selection Criteria
Date Range 06/06/2020 - 19/06/2020

Date	Day	Arrive	Term.	Login Info	Depart	Term.	Login Info	Worked	Home Worked	Total	Code	Reason
[redacted] Catherine												
19/06/2020	Fri	10:25	992	:1	11:00	992						
19/06/2020	Fri	11:20	992		12:20	992						
19/06/2020	Fri	12:55	992		16:00	9999						
19/06/2020	Fri										101	Infringement Infringement
19/06/2020	Fri										101	Infringement Infringement
19/06/2020	Fri										101	Infringement Infringement
19/06/2020	Fri										102	Late Late
19/06/2020	Fri								4:40	-2:35		
18/06/2020	Thu	17:00	992	:1	17:29	992	:1					
18/06/2020	Thu	17:29	992	:1	17:53	992	:1					
18/06/2020	Thu							0:24	0:29	-6:22		

Home and office working Report, Printed on 06/07/2020 10:49:29

Selection Criteria
Date Range 06/06/2020 - 06/07/2020

Date	Name	Work from home	Work from office	Non clocking
06/06/2020	HR Administrator	No	No	Yes
07/06/2020	HR Administrator	No	No	Yes
08/06/2020	HR Administrator	No	No	Yes
09/06/2020	HR Administrator	No	No	Yes
10/06/2020	HR Administrator	No	No	Yes
11/06/2020	HR Administrator	No	No	Yes
12/06/2020	HR Administrator	No	No	Yes
13/06/2020	HR Administrator	No	No	Yes
14/06/2020	HR Administrator	No	No	Yes
15/06/2020	HR Administrator	No	No	Yes
16/06/2020	HR Administrator	No	No	Yes
17/06/2020	HR Administrator	No	No	Yes

Presence Panel
For Use By HR or Super User

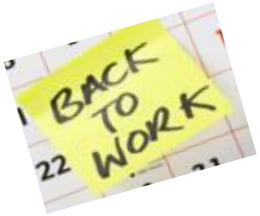
FlexTime

New Features To Support You

FlexTime

Meanwhile, if working back at the workplace…

FlexTime



SOCIAL DISTANCING

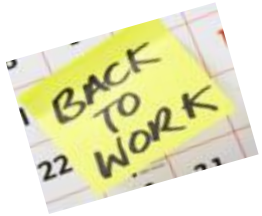
DP No.1 06:00 - 14:30
DP No.2 06:00 - 13:30
DP No.3 08:30 - 17:00
DP No.4 22:00 - 06:00
DP No.5 22:00 - 05:00
DP No.6 14:00 - 22:00
DP No.7 17:00 - 01:00
DP No.8 07:00 - 15:30
DP No.9 15:00 - 23:30
DP No.10 14:00 - 21:30
DP No.11 16:30 - 01:00
DP No.12 12:00 - 19:30
DP No.13 15:30 - 00:00
DP No.14 14:30 - 23:00
DP No.15 08:30 - 16:00
DP No.16 23:30 - 08:00
DP No.17 19:00 - 02:30
DP No.18 22:30 - 07:00
DP No.19 18:00 - 01:30

Reason Codes

Absenteeism
Annual Leave

Adelu Adebola	2403733	1678	Production	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off
Aniol Hubert	835416	1333	Production	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Antanas Varpiotas	24555	1681	Production	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off
Banaszek Adrian	835418	1370	Production	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Baranowski Grzegorz	835314	1114	Production	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Becla Mateusz	835423	1358	Production	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.2 06:00 - 13:30	Day Off
Bielecka Aneta	2401846	1329	Production	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Blachowicz Kamil	2389169	1605	Production	DP No.4 22:00 - 06:00	DP No.4 22:00 - 06:00	DP No.4 22:00 - 06:00	DP No.4 22:00 - 06:00	DP No.5 22:00 - 05:00	Day Off
Blake Monica	2393472	1645	Quality	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Bogdiun Jurij	835353	1271	Production	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.2 06:00 - 13:30	Day Off
Bogdiun Raisa	835347	1214	Production	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Bogdiun Sabina	1050672	1496	Production	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.1 06:00 - 14:30	DP No.2 06:00 - 13:30	Day Off
Boland Anthony	2403713	1648	Production	DP No.4 22:00 - 06:00	DP No.4 22:00 - 06:00	DP No.4 22:00 - 06:00	DP No.4 22:00 - 06:00	DP No.5 22:00 - 05:00	Day Off
Boniek Malgorzata	2394885	1598	Production	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off
Boosey Terry	2389147	1551	Production	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off
Bordovski Edmund	2265423	1497	Machine Shop	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.3 08:30 - 17:00	DP No.2 06:00 - 13:30	Day Off

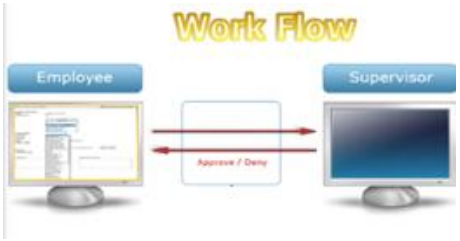
A Rostering programme to plan distances between Staff



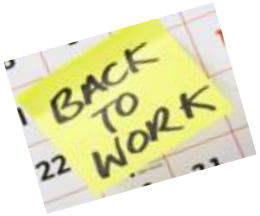
Some organisations need employees to request **before** they can visit the workplace

So we have enhanced the request process in the VisionTime calendar console to allow for this and for supervisor approval too

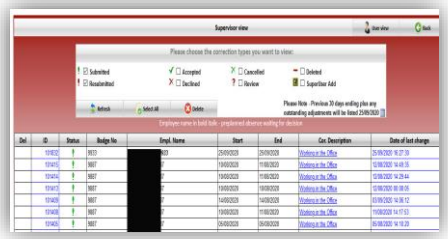
This is effectively managing future presences



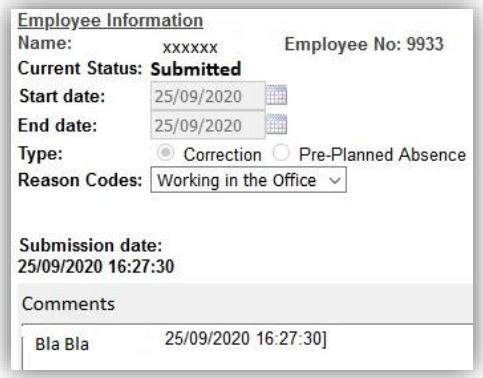
The Request Process Before Employee Can Visit The Workplace



Request Folder
(records all transactions)



Employee's Request



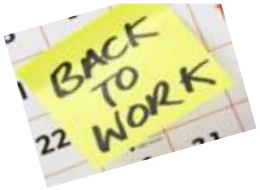
Supervisor's Approval

Email Alerts

Whos In –Whos' Out?

Mobile Working

FlexTime



WHERE EMPLOYEES WORK?

For outdoor workers, the VISIONTIME mobile phone application on the web is linked to satellite to show where the work is being done.

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Option:

GPS records employee's location

The Thermal Camera

FlexTime

Employees

The Mito Terminal Camera works with the Time Terminal to assess employee temperatures

Example of MITO-02 installed on X7 GLASS terminal

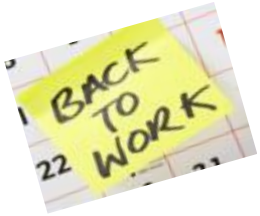
Example of MITO-02 installed on X3 terminal

Temperature Alert Report

Employees out of temperature range – not allowed to clock in

OR

Clocking is allowed but **eMail alert** sent to person-in-charge if out of the safe range



Touchless Clocking

FlexTime

We have a range of non-touch capabilities:

e.g. fobs, touchless cards, facial recognition, mobile phone via Bluetooth

VT Visitor

FlexTime

- Staff, Supervisors, Reception, Security can have rights to set-up visits in advance in software
- Everyone knows who's visiting/on-site now - with history
- Temperature camera on arrival - optional

Under consideration

- **The Risk Assessment Form**
  - Employee/Visitor should answer Covid-related questions for entry
- **The Building Capacity programme:**

Capacity of building is set in our system

- Entry is related to building capacity:-

No. of "request to enter" forms approved
or
No. of people already recorded as present

- **Advance capacity reservation**

Example:

Capacity is of building is 200 with 100 "spaces" reserved; only remainder are available but decreasing on count