

2021

**FINDING THE
WAY BACK....**

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



- 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



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 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							
		18:37B	18:37H							
				0:05	0:02	7:15			-7:08	-586:53

Shows "H" Beside Clockings

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 Catherine						
22/06/2020 Monday	17:09(i) 17:10(o)	0:02	0:00	0:00	0:02	7:15
19/06/2020 Friday	10:25(H) 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	17:09(H) 17:29(oH) 17:29(i) 17:53(o)	0:24	0:29	0:00	0:53	7:15
17/06/2020 Wednesday	18:18(H) 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

Booking report updated.

Booking report updated.

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
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
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		
								4:40		-2:35		

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



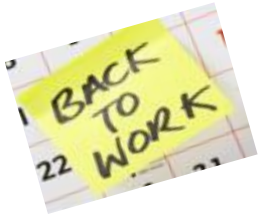
FlexTime



New Features To Support You

Meanwhile, if working back at the workplace...





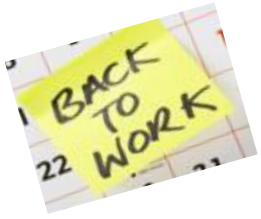
S O C I A L D I S T A N C I N G



DP No.1 06:00 - 14:30	Adelu Adebola	2403733	1678	Production	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off
DP No.2 06:00 - 13:30	Aniel 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
DP No.3 08:30 - 17:00	Antanas Varpiotas	24555	1681	Production	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off
DP No.4 22:00 - 06:00	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
DP No.5 22:00 - 05:00	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
DP No.6 14:00 - 22:00	Becia 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
DP No.7 17:00 - 01:00	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
DP No.8 07:00 - 15:30	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
DP No.9 15:00 - 23:30	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
DP No.10 14:00 - 21:30	Bogdun 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
DP No.11 16:30 - 01:00	Bogdun 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
DP No.12 12:00 - 19:30	Bogdun 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
DP No.13 15:30 - 00:00	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
DP No.14 14:30 - 23:00	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
DP No.15 08:30 - 16:00	Boosey Terry	2389147	1551	Production	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off
DP No.16 23:30 - 08:00	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
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

A Rostering programme to
plan distances between
Staff

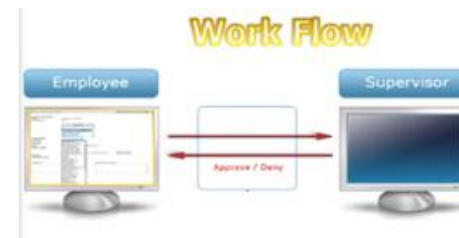


Some organisations need employees to request **before** they can visit the workplace

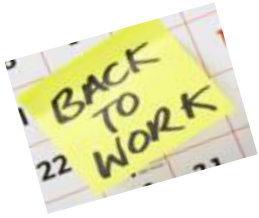


So we have enhanced the request process in the VisionTime calendar console to allow for this and for supervisor approval too

This is effectively managing future
presences



The Request Process Before Employee Can Visit The Workplace



Request Folder
(records all transactions)

Employee's
Request

Employee Information
Name: xxxxxx Employee No: 9933
Current Status: **Submitted**
Start date: 25/09/2020
End date: 25/09/2020
Type: ☒ Correction ☐ Pre-Planned Absence
Reason Codes: Working in the Office
Submission date:
25/09/2020 16:27:30
Comments
Bla Bla 25/09/2020 16:27:30]

Supervisor view

Please choose the correction types you want to view:

☐ Submitted ☒ Accepted ☐ Cancelled ☐ Deleted
☐ Resubmitted ☒ Declined ☐ Review ☐ Rejected Add

Please Note: Previous 30 days only (plus any outstanding adjustments will be listed 21/09/2020)

Employee view is best left - prepared absence entry for decline

ID	Status	Bridge No	Request Name	Start	End	Case Description	Date of last change
10102	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10103	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10104	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10105	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10106	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10107	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10108	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10109	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30
10110	Submitted	1001	Working in the Office	25/09/2020	25/09/2020	Working in the Office	25/09/2020 16:27:30

Supervisor's
Approval

☒ Accept ☒ Decline ☐ Review

Correction Details (ID101832):

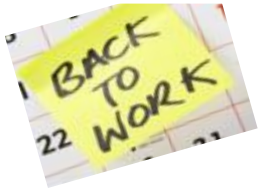
Employee Information
Name: xxxxxx Employee No: 9933
Current Status: **Submitted**
Start date: 25/09/2020
End date: 25/09/2020
Type: ☒ Correction ☐ Pre-Planned Absence
Reason Codes: Working in the Office
Submission date:
25/09/2020 16:27:30
Comments
Bla Bla 25/09/2020 16:27:30]



Email Alerts

Whos In -Whos' Out?

Employee	Start	End	Reason
John Doe	09:00	17:00	Working in the Office
Jane Smith	09:00	17:00	Working in the Office
Mike Brown	09:00	17:00	Working in the Office
Sarah White	09:00	17:00	Working in the Office
David Black	09:00	17:00	Working in the Office
Emily Green	09:00	17:00	Working in the Office
James Blue	09:00	17:00	Working in the Office
Olivia Red	09:00	17:00	Working in the Office
William Yellow	09:00	17:00	Working in the Office
Ava Purple	09:00	17:00	Working in the Office
Ben Grey	09:00	17:00	Working in the Office
Chloe Pink	09:00	17:00	Working in the Office
Harry Silver	09:00	17:00	Working in the Office
Ivy Gold	09:00	17:00	Working in the Office
Leo Bronze	09:00	17:00	Working in the Office
Mia Copper	09:00	17:00	Working in the Office
Noah Iron	09:00	17:00	Working in the Office
Penelope Steel	09:00	17:00	Working in the Office
Quinn Tin	09:00	17:00	Working in the Office
Rachel Lead	09:00	17:00	Working in the Office
Sam Zinc	09:00	17:00	Working in the Office
Tina Nickel	09:00	17:00	Working in the Office
Uma Platinum	09:00	17:00	Working in the Office
Victor Palladium	09:00	17:00	Working in the Office
Wendy Silver	09:00	17:00	Working in the Office
Xavier Gold	09:00	17:00	Working in the Office
Yara Bronze	09:00	17:00	Working in the Office
Zoe Copper	09:00	17:00	Working in the Office



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.



Option:

GPS records
employee's
location

The Thermal Camera



Employees



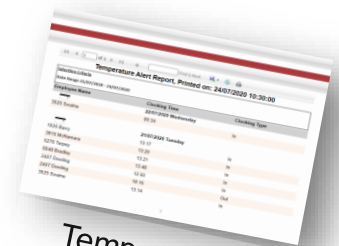
The Mito Terminal Camera works with the Time Terminal to assess employee temperatures



Example of MITO-02 installed on X7 GLASS terminal



Example of MITO-02 installed on X3 terminal



Temperature Alert Report, Printed on: 24/07/2020 10:30:00

Employee Name	Employee ID	Employee Photo	Employee Status
1001 John	1001	1001	1001
1002 Jane	1002	1002	1002
1003 John	1003	1003	1003
1004 Jane	1004	1004	1004
1005 John	1005	1005	1005
1006 Jane	1006	1006	1006
1007 John	1007	1007	1007
1008 Jane	1008	1008	1008
1009 John	1009	1009	1009
1010 Jane	1010	1010	1010

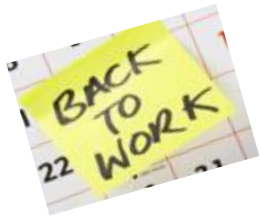
Temperature Alert Report

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



We have a range of non-touch capabilities:
e.g. fobs, touchless cards, facial recognition, mobile phone via Bluetooth



- 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

