

# Department of Environment, Community & Local Government Case Study



**The Department has adopted every version of FlexTime's system since the 1990s**

The staff using the system are working at various locations in these centres in:

- Dublin, at The Custom House and other sites
- Shannon, Co. Clare
- Ballina, Co. Mayo

Initially, the three main centres ran the VisionTime System separately to each other. Then the Department decided to amalgamate the running of the systems. VisionTime Software now "sits" centrally on a server in Dublin.



The Custom House is the Department's HQ and is one of Dublin's most historic buildings

## Objectives

- To manage increasingly diverse work time arrangements
- To increase accountability
- To continue an unbroken system upgrade path match while embracing new working time concepts

## Why FlexTime

- 30 years of Civil Service experience
- Leader in market
- Excellent references

## Results

- Increased and speedier interaction between staff and managers
- Better local accountability
- Less costs for time management

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## SOLUTION

The Department wanted to have the facility for staff to:

- Electronically request time off
- Record time at Time Terminals as an additional option to clocking in and clocking out at PCs

Therefore Staff can now access their P.C.s to make requests for time off, make corrections to time records, or to arrange their sickness details – all in tandem with their Supervisors. Staff can also look up time and holiday records.

All parties work “on-line” to the Central Server irrespective of what location they are in.

Regarding clocking at PCs, while it is a hugely popular method to log working time, some organisations have concerns that employees might leave their P.C.s on overnight to save waiting for P.C.s to boot up the next morning. Apart from the electrical costs, there is the carbon footprint issue.

Also by staff clocking at devices nearer to the entrance/exit of buildings, it gives a more accurate record as to whether he/she really is still present or not. This is important if an emergency arises.

## RESULTS

The system in *The Department of the Environment, Community & Local Government* is a good example of where our users can continuously improve the way they handle their Flexi Schemes, adding **VisionTime** features as they are ready for them and generally moving at the pace which they can set themselves.



The Department chose Trax Time Terminals; employees ‘clock’ using RFID proximity cards or by entering a PIN No (and can also ‘clock’ at PCs)