

# University of Liverpool Case Study



## University Implements VisionTime for Flexible Working

The University of Liverpool has joined the ever growing number of FlexTime's customers in the educational sector, with the VisionTime system now operational at it's the Library Division. To cover the 24/7 nature of their services, the library employs up to 150 Staff – including part timers. Flexible Working has become popular in libraries in general – as it helps with the wider spread of working hours.

For example, the VisionTime system is also in use in the nearby library in Liverpool John Moores University.



### Objectives

- Offer flexible working hours
- Automate leave requests
- Access to staff cover reports

### Why FlexTime

- University sector experience
- Leader in market
- Excellent references

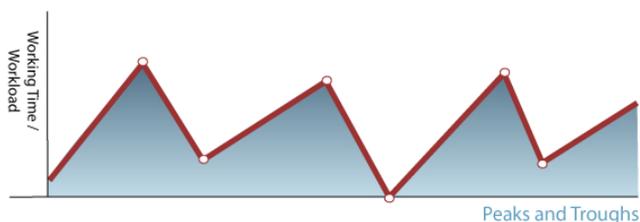
### Results

- Improved staff work/life balance
- Better workplace cover
- Numerous reports available



Sydney Jones Library At the University Of Liverpool

# University of Liverpool Case Study



Flexible working hours suits the peaks and troughs in daily business at university of liverpool library

## SOLUTION

With VisionTime staff can

- Key in/out and look up their own records at PCs
- Electronically update time and absence records, requests for time off

Meanwhile, Supervisors sign off such requests electronically. There is immediate access to who is in or out is for switchboard staff, managers and colleagues.

## RESULTS

Time corrections and request for time off are handled by each employee electronically at PCs via the intranet. They can also input holiday records and other absences. Supervisors authorise or reject these requests electronically also via the intranet.

Management and HR have access to a variety of reports showing how staff and supervisors are handling these responsibilities. The Due In Report displays all pre-planned absences (holidays, sick, dentist, doctor) together with the reason code. The report can be run for any date and it looks at whether employees are "due in" or "not due in".



A typical Flex Daily Schedule.

Working times are set in 3 bands – flexible, core and lunch

*"VisionTime has been a highly effective way of managing flexible working at the University of Liverpool Library over a number of years. It handles all of our many and varied work patterns and is extremely easy-to-use, reliable and accurate.*

*We've also been very impressed with the responsiveness of FlexTime staff, by their commitment to continual enhancement of the system and by its interoperability with a wide range of devices and technologies."*

**Roy McCready, Library Systems Manager, University of Liverpool**