

H.M. Passport Offices – Case Study



FlexTime Selected to provide time and attendance solution for HM Passport Office

FlexTime has been selected to provide time and attendance solution for Her Majesty's Passport Office, which has 3,500 employees working from 37 locations across the UK.

The system is a cloud based, fully managed system hosted by our partners Equiniti.

The relatively new digital marketplace – the G-Cloud programme was used for the tendering process.

The first locations to start are at the H.M.P.O.s Glasgow and Liverpool offices.



Objectives

- To manage increasingly diverse flexitime arrangements
- To increase accountability
- To reduce admin costs re working time

Why FlexTime

- 32 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

H.M. Passport Offices – Case Study

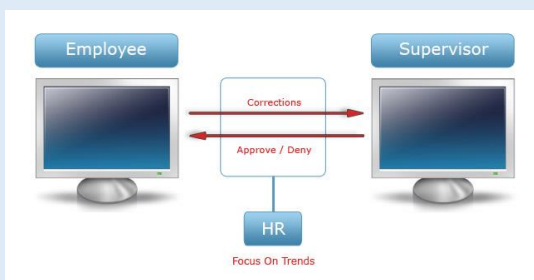


THE VISION TIME SOLUTION

Staff record working time at P.C.s and at conveniently located SuperTrax 4 Time Terminals.

"SELF SERVICE" METHOD OF MANAGING TIME

- ✓ Staff handle their own time corrections "electronically" by inputting holiday requests and other absence data.
- ✓ Supervisors authorise or reject such requests with real time notification e.g. if an employee is looking for time off
- ✓ Employees are equally informed by eMail if say a supervisor has accepted an electronic request for time off



- ✓ If an employee requests something he/she is not entitled to e.g. excess over the holiday limit, not enough time built up for a flexi day – a screen message appears and the electronic request won't proceed.

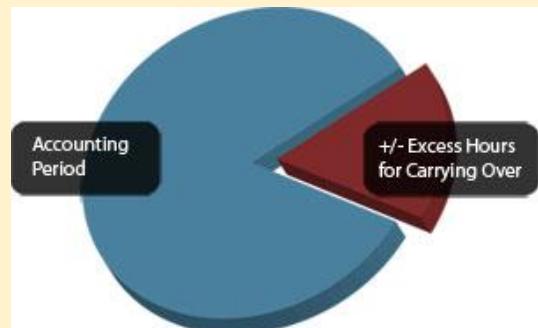
RESULTS:

SUPPORTING THE HR FUNCTION

Ease of Scheduling Staff :

VisionTime makes it easy for HR departments to implement/manage working time arrangements.

Thus the H.M.P.O. can better cope with the increasing diversity of working time arrangements which are becoming the norm in today's workplace.



An employee can within limits choose when to arrive and leave work, with the opportunity to build up within his/her own flexi cycle for taking off e.g. as a flexi day



SuperTrax 4