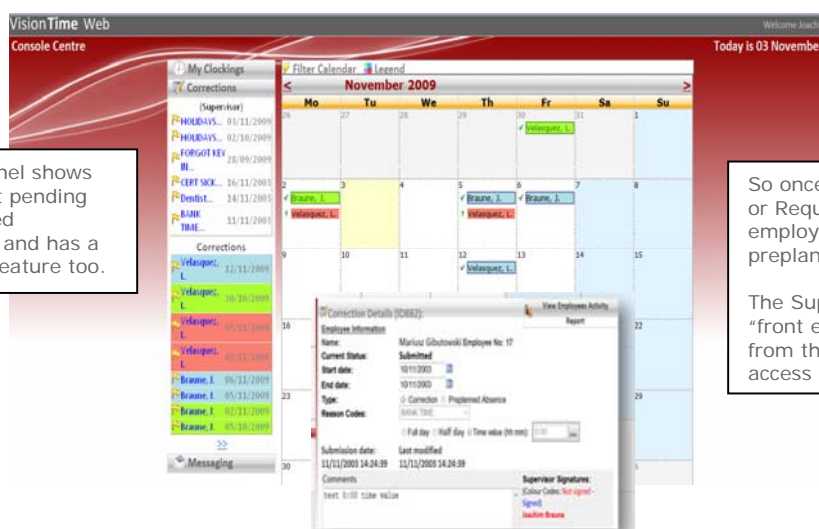
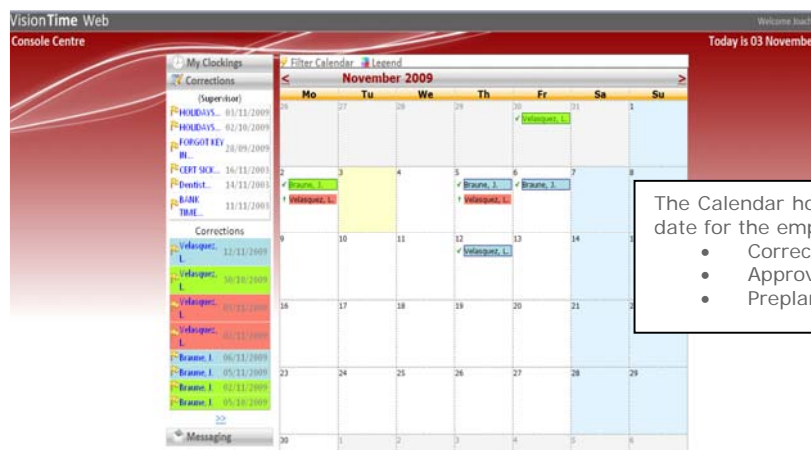


VisionTime – Workflow & Self-Service Features

The VisionTime system offers some highly developed workflow and self-service features. These are designed for employees, supervisors and HR to simplify and automate the handling of critical aspects of the employees working attendances, such as:

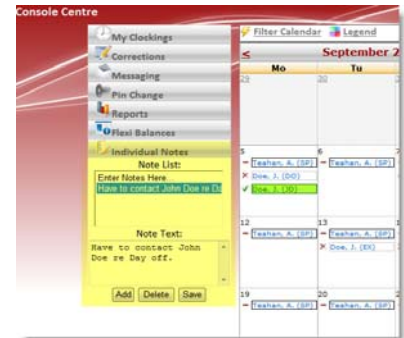
- Requests for time off and/or for excusing/explaining a lateness
- The need to update an employee's time and absence records
- Swapping shifts or job shares

So virtually everything needed on a *day to day* basis is located on or beside one calendar-based screen, which employees they can easily move back and forward to see what's happening. From there they can, where necessary, click further to parts of the system(s) as required.



VisionTime – Workflow & Self-Service Features

- **Filters:** Calendar events can also be **filtered** by the Supervisor/HR in respect of who and what should appear in their calendar – this is to avoid clutter
- **Other Folders** that are available to Employees, Supervisors or HR are accessible by clicking on the “rim” around the top of calendar
- **Option:** Transfers information from VisionTime Calendar into their **email** calendar, e.g., *Outlook, Lotus*
- a **note pad** feature for “self” reminders/priority listing
- an instant check on the employee’s time balance in “real-time”
- a messaging system to allow staff, supervisors and HR to communicate discreetly on sensitive time, absence and HR matters



Alerts Program: On screen entitlement alerts: There are a growing number of optional “pop – ups” advising employees and supervisors on various entitlements, e.g., if an employee’s holiday allowance for a year is 22 days and they somehow ask for a 23rd day, the system automatically will refuse the request with a pop up. That’s a simple example, but it can get even more automated than that – ask us for details.

eMail alerts: Similarly the VT eMail Alerter program can immediately “trigger” automatic emails or on a time delay set for anytime, say the next day or monthly. Alerts are based on agreed rules and which contain messages, often they are triggered by the employee activity on the system. Examples of such alerts:

- ✓ Lateness/Infringements
- ✓ Notification of Employee looking for time off
- ✓ End Of Flexi - to show the flexi balance for each of their staff
- ✓ Monthly to show who had been absent but didn’t complete a correction request form.



There is a hyperlink in the email message which brings the user back to VisionTime for ready access to their corrections screen. The overall concept behind either type of alerts is:

- We’ve first moved the process of managing time and absences to employee and supervisor level, and away from HR having to have day to day involvement
- Then the alert program with online and instant “rule based” screen alerts, combined with the email alerts feature, further reduces work for supervisors