

# VisionTime Product Sheet



## VisionTime from FlexTime

VisionTime is a web oriented time and attendance system. VisionTime furthermore enables organisations to deploy flexible working hours giving employees greater control over their jobs. The system accommodates many different approaches to the monitoring of working time including shift arrangements for hourly paid staff.

VisionTime operates over the organisation's computer network, using the intranet or internet. Alternatively, it can be hosted.



## CONVENIENCE FOR EMPLOYEES

Employees can check-in and out locally or remotely using:

- Time terminals
- Mobile Phones
- PCs and Tablet PCs
- Access control readers

These can be activated via card, RFID or biometrics, e.g., fingerprint, hand readers or face recognition. Overall, there is a choice of over 30 methods of "clocking".

The employee can also:

- Submit requests for time off, updates to time and absence records or swap shifts with colleagues via PCs, Tablets, TV screens and Mobiles. Updates are approved electronically by their supervisor
- Call up own activity reports and advise where they are going and when returning
- Enquire about other staff to check cover levels before electronically requesting time off

## Benefits:

Through improved Shift Management and/or Flexible Working Hours the system offers unique benefits:

## Company Benefits:

- Manage employee attendance
- Align working hours and shifts to workflow with interactive methods
- Reduce time required to manage shift swaps and for preparing payroll
- Reduce overtime & absence costs and improve job retention rates
- Manage Job And Location times

## Employee Benefits

- Improve work/life balance
- Allow Individual time plans
- Reduce job turnover
- Increase employee motivation
- Increase employee loyalty
- Show who's in, due in or out of office and display upcoming tasks

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## VisionTime Job Time Location

VisionTime can be used by employees to record time spent on jobs or at locations using mobile phones, time terminals or access control readers. When clocking-in in via a Supertrax time terminals or PC, the employee selects the job or location from the drop down list.

## VisionTime Who's In?

Who's In? is a present/absent indication system for staff, managers and health & safety personnel to see instantly who is in or out. Upon clock-in, the indicator beside the employee's name (displayed via PC, Mobile or TV screen) changes from green to red. The interactive version can be viewed in real time on any PC and critically from mobile phones outside the building in the event of an emergency.

## VisionTime HR

VisionTime HR enables organisations create their own HR records system. Documents such as photos or CVs can be easily attached.

## VisionTime Student

This manages student attendance and is particularly useful in government training programmes when trainees are paid on attendance. Over 50,000 students currently use this daily.

## VisionTime Visitor Management

System allows employee to prepare the visitor badge from their own desk or instead centrally by a receptionist, or even the visitor can do this at a touch screen. The label is then printed for the visitor to wear throughout the stay. If this badge is used on another day, it will display "void" or change colour.

## VisionTime Staff Car Park Payment

This automates the capture and charging of staff car park payments.

## VisionTime Room Booker

This web-based product provides an interactive method of managing room booking and related facilities.

## VisionTime is integrated with

- Microsoft; Oracle; JD Edwards
- PeopleSoft; Gallagher Cardax Access Control
- Sage; ASR
- Topaz HR