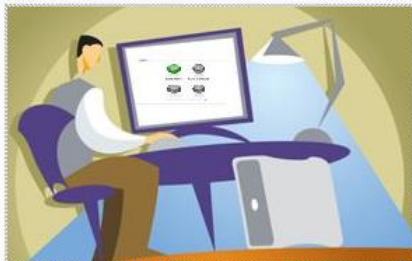


Open Hours Working

A New Working Time Concept For Today's Agile Workplace

By removing restrictions on the times within the 24 hour cycle when employees can work, **Open Hours Working** introduces a number of important benefits to the organisation and the employee alike - e.g. :-

- Creating workplace cover to cope with workload is easier
- Improved work:life balance possibilities for staff, even when compared to conventional flexible working hours



New "Open Hours" Functionality at Time Terminals, PCs and Mobiles

- **Improved Hot desking management** – same staff, less space

- **Shift Working is easier to manage:** For instance, some of our customers had reported that over the years they have had to constantly create new shifts and struggled to manage them later.

By comparison, **Open Hours Working** reduces the numbers of shifts & even the need for more than one shift.

So instead of constraining employees to a particular shift or a specific flexi bandwidth, the recording of time is determined only by their needing to work an agreed number of hours per day within a 24-hour period.



Open Hours at a Time Terminal

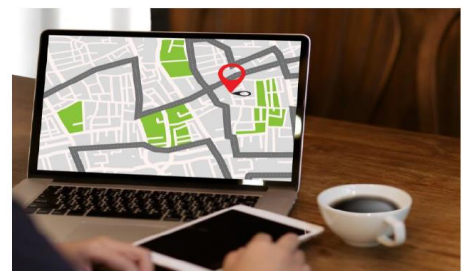
Open Hours Working is recorded in the **VisionTime** system, by employees using a set of 4 newly developed on-screen function buttons available on **Time Terminals, PCs, Tablets and Mobile Phones**.

Open Hours Working also frees up organisations to build their own rules which VisionTime calculates e.g. how to handle breaks. One example is that breaks can happen at any time, and can be interrupted and restarted later. Equally the working day can be interrupted and restarted later.



Open Hours at a Mobile

For those using Mobile phones to record Open Hours Working, Management can check who's **in** or who's **where**....



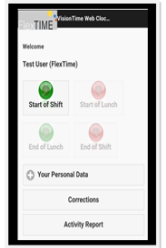
Open Hours Working

A New Working Time Concept For Today's Agile Workplace

How VisionTime Handles Open Hours Working:-

Employees use a set of 4 newly developed on-screen function buttons on Time Terminals, PCs, Tablets and Mobile Phones.

The clocking programme is intelligent to know what must come next in terms of clocking choices for the user. Here's an example of a person who starts work very early to avail of this Working Time concept:



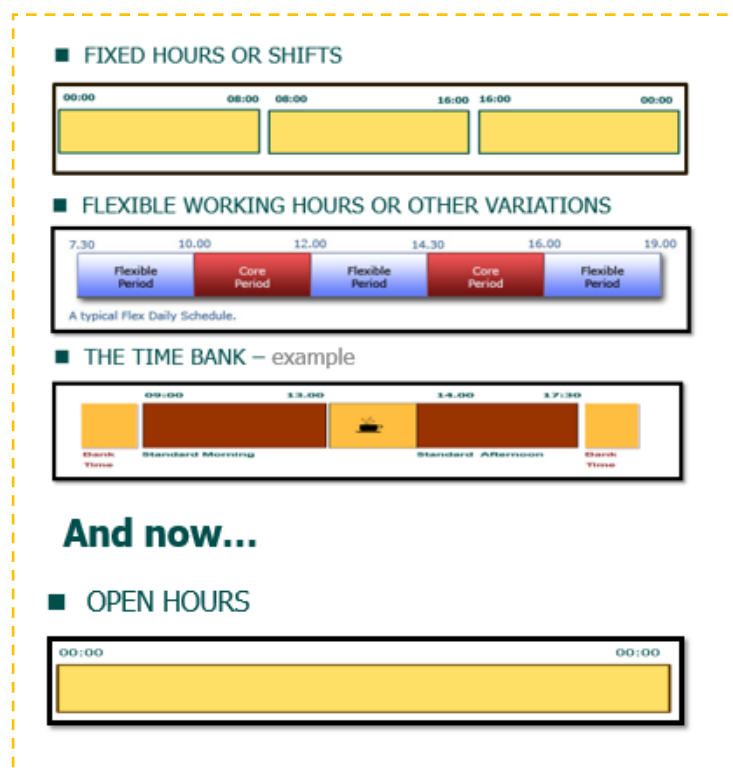
Start of Day 5:04 → Start of Break 7:10 → End of Break 7:30 → End of Work Period 8:00 a.m.

The employee then goes off and, for instance, does the school run etc. and returns to work

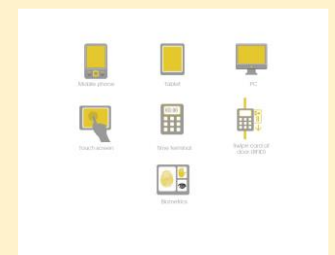
Start of Work Period 14:00 → Start of Break 15:10 → End of Break 15:23 → End of Day 16:00

In one example, the system then later calculates the total breaks taken & the total time worked for the day against the "x hours" which the employee must work within the 24 hour period. FlexTime has already created variations on these themes. Finally, other employees in your organisation can **continue** to use the VisionTime system to cater for various other types of working time arrangements.

VisionTime caters for:-



All programmes work with Time Terminals, PC, Tablets and Mobiles



Ask us for more details or an on- line demo at:

Email

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