

IPA – Institute Of Public Administration



IPA upgrades the VisionTime flexible working solution and introduces the Room Booking system from FlexTime.

A primary function of the Institute is to provide management training courses to all branches of the public service.

FlexTime supplies two distinctly different solutions to the Institute. Firstly, for two decades– the IPA has been a leader in moving through every generation of FlexTime’s system for flexible working hours.

Secondly, the Institute now also uses the Room Booker system from FlexTime. This system helps with the smoother running of the core business function of the Institute i.e. Training courses.



Objectives

- Offer flexible working hours
- Automate leave requests
- Provide a Room Booker System

Why FlexTime

- 30 year’s experience
- Leader in market
- Excellent references

Results

- Improved staff work/life balance
- Reduced employee stress
- Improved delivery of Training Courses

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FLEXIBLE WORKING SOLUTION

To ensure that its staff had the best working environment possible, the IPA decided to offer flexitime to employees. It chose FlexTime to provide the flexible working hours software and hardware solution.

Using the Vision solution Staff can

- key in/out all up their own clocking and holiday reports and handle their own time corrections “electronically” at PC’s,
- input holiday records & also input other absences.

Meanwhile, Supervisors authorise or reject such requests electronically. The HR Office is kept fully informed by the System’s extensive reporting module about how staff/supervisors are handling these requests.

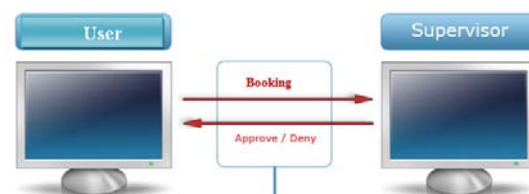
ROOM BOOKER SOLUTION

VT Room Booker is an innovative web based product from FlexTime.

The system now brings an interactive method of managing Room Booking for Training Courses at the IPA.

There had been concerns about *double booking* or people not turning up – maybe even an entire group. This had a knock-on effect on costs by having to cancel meals for non-attendees?

There are several aspects to VT Room Booker:



At his/her PC, the “booker” inserts a room booking for the appropriate times/dates. The “Supervisor” then confirms that booking. Both can see booking information displayed at his/her PC. The system also:

- allows the input of important information re the room e.g. Type of room – Theatre, Workshop, Boardroom etc. Resources - Overhead Projector, Web access, PC etc
- shows the user/supervisor the appropriate size room available (e.g. can be amalgamated to make a larger room)

