

hfx



Flexible working solutions



“Our hfx system gives us a fantastic management tool for security and for flexible working – it has enabled us to implement the new working rules seamlessly, is easy for staff to use and has given us the opportunity to retain experienced staff with new working policies.”

Alasdair MacTaggart,
Assessor at Renfrewshire VJB.

The changing workplace

In 2014 government legislation was introduced that stated that all employees who have completed 26 weeks are entitled to request flexible working. These changes may seem daunting, presenting the challenge of how to manage flexible working patterns and requests in a fair, transparent and accurate way.

◆ FLEXIBLE WORKING: A MYRIAD OF OPTIONS

Flexible working helps to make employment more 'family friendly' and can support equal opportunities and address environmental concerns. Flexible working comes in many forms and can include:

- Flexible hours
- Part time working
- Job share
- Parental leave
- Compressed working week
- Annualised hours
- Zero hours contracts
- Home working
- Mobile working
- Phased retirement



Proven benefits to business

The new flexible workplace has benefits for both the employer and the employee. Research from the Chartered Institute of Personnel and Development (CIPD), Cranfield University School of Management and the Quality and Human Rights Commission provides evidence that demonstrates the benefits of flexible working to business.

The CIPD has reported that nearly three quarters of employers feel that offering flexible working practices has a positive impact on staff retention, productivity, motivation and management.

BUSINESS BENEFITS INCLUDE:

- **Increased competitiveness**
- **Increased quality and range of services to customers**
- **Better productivity**
- **Reduced costs**
- **Workforce managed more efficiently**
- **Increased business agility and ability to innovate**
- **Improved staff morale and engagement**
- **Increased ability to attract and retain skilled staff**
- **Support for corporate social responsibility initiatives**



“Supporting workers with a flexitime recording and absence management system was the first step to achieving mobile and flexible working. Workers covering a wide geographic area, roads inspectors, for example; needed an effective and integrated mobile solution.”

John Carlin, North Lanarkshire County Council.



hfx solutions for today's workplace

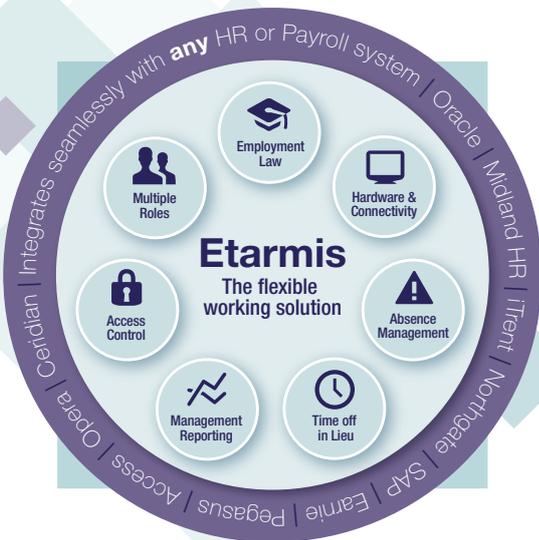
hfx pioneered flexible working over 40 years ago and today provides market-leading solutions that make light work of managing the most complex of working arrangements. In 1971 we introduced the concept of flexible hours and Flextime[®] still remains our registered trademark. We continue to develop and produce industry-leading solutions in time recording, access control and photo ID that provide highly flexible multi-user, online networked systems.

◆ ETARMIS: FLEXIBLE WORKFORCE MANAGEMENT

Our most recent innovation is Etarmis, the next generation in flexitime and time & attendance recording systems, designed in close collaboration with our customers to help businesses meet the challenges of today's dynamic workplace. Etarmis provides cost-saving, highly customisable management solutions for agile and geographically diverse workforces.

Clients include organisations across the entire spectrum of the public sector, as well as forward thinking commercial organisations, who are looking to attract and retain talented staff by offering flexible working which is regarded as a highly valued benefit.

According to the CIPD the vast majority (95%) of employers offer some form of flexible working, with up to three quarters of employees taking advantage. A quarter of employees use some form of flexitime while 20% work from home on a regular basis.



Much more than just a Flexitime system

◆ WORKING PATTERNS

Etarmis enables you as an employer to manage an unlimited number of working patterns, meet employment legislation and benefit from the increasing demand to provide flexible working as a highly valued benefit to your staff.

◆ HR AND PAYROLL INTERFACE

Etarmis can be easily interfaced to your HR, payroll, access control, finance, photo ID, time recording job costing and other key business systems without compromising functionality. Its own user-friendly interface makes reporting, planning and analysis quick and easy.

◆ COMPLEX WORKFORCE MANAGEMENT

Etarmis offers sickness absence management and time off in lieu as well as integrated access control with definable permissions to building/site or office to maintain security. You can manage complex working schedules and rotating shift patterns, part time patterns, including term-time working, sophisticated overtime calculation. It supports home working and can be used to manage a small number of employees up to unlimited numbers across multiple locations.

“The hfx system has been welcomed by staff as it provides a totally transparent way to record working time, including business absence. It enables us to correlate and calculate working hours, meal allowances and travel claims easily and promptly, and we can see at a glance who is in the office.

Being able to offer flexible working practices is extremely motivating for our staff – it fosters a trusted way of working that enables the members of staff to have an improved work/life balance and, through that, greater job-satisfaction.”

Joe Gallacher, Senior Admin Officer at Renfrewshire VJB.



◆ ACCESS CONTROL

Our industry-leading Access Control systems provide maximum security for your organisation, permitting authorised personnel free movement around your sites whilst preventing entry to unwanted visitors. Combining the advantages of traditional online access control with the flexibility of offline door cylinders and units, they provide complete control over exactly who can go where, and when.

Developed using state-of-the-art technology, the software provides complete system control with its web-based interface allowing easy management of unlimited zones across multiple sites and providing a fully scalable solution.

Our fully integrated systems are easy to install and allow employees to use the same card for access, time recording and photo ID. Access Control readers and cards are available in a wide range of technologies

◆ PHOTO ID CARDS

With our fully integrated systems, security-conscious organisations can use a single Photo ID card for various functions such as access control, time recording, cashless vending and as identification.

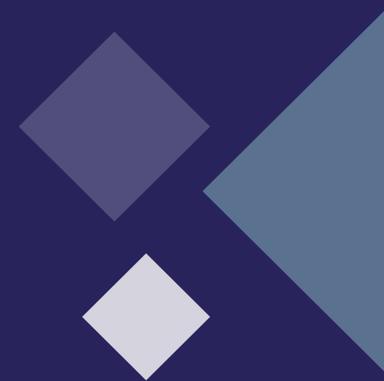
hfx provides a choice of highly flexible solutions offering a wide range of integration and functionality. Our hardware interfaces with all key formats including Magnetic swipe, Mifare and HID/Legic/HiTag/Trovan/Cotag Proximity, while card production can be facilitated in-house with our Photo ID production system or externally using our bureau service.





**Get your company
on board with
flexible working –
contact hfx today.**

To find out more about hfx' solutions and how they can support your business, contact us by phone or email; Tel: **01438 822170** or **sales@hfx.co.uk**



hfx Ltd.

The Midden, Node Court,
Drivers End Lane, Codicote,
Hertfordshire, SG4 8TR.

Flexible working solutions