

Our Ref: 2019-012

Date: January 2019

Subject: Flexi-time

This request asked:

1. How many (an approximate number please) of your staff work "Flexi-time" or similar?
2. Do the staff manually record their hours worked **OR** does the Department use a particular software to manage/record the "Flexi-time"?
3. Who at the Department is responsible for the software(s)?
4. Value of contract (annually)?
5. What is the contract term?
6. When was it signed?
7. What is the notice period?
8. Was it bought through a Procurement framework?
9. Does it interface to other software (e.g.: Payroll/HR, Resource Planning etc.)?
10. Which HR and Payroll software does the Department use?

Our Response:

In response to the first two questions the SFO can confirm that as part of its flexible working policy we allow all staff on permanent or fixed term contracts - with only the exception of Senior Civil servants – to choose to work on a flexitime basis should they wish to do so, as long as their line manager is in agreement.

However, the SFO does not operate a bespoke IT system for this purpose. Instead flexi-time is recorded manually by job holders on an Excel spreadsheet specifically designed for the purpose. Line managers are expected to check monthly that time is being recorded accurately. The SFO does not collate or record any of this information centrally or hold any record of how many staff might currently be working on such an arrangement.

Consequently we also do not hold any information in respect of questions 3 - 9 of the request.

In regards to the final question about HR and Payroll software, our human resources management system is called iTrent and our payroll system is called ePayfact.

Please note that the SFO does have a separate standalone time recording system but this does not include a function for managing/recording staff flexitime arrangements.
