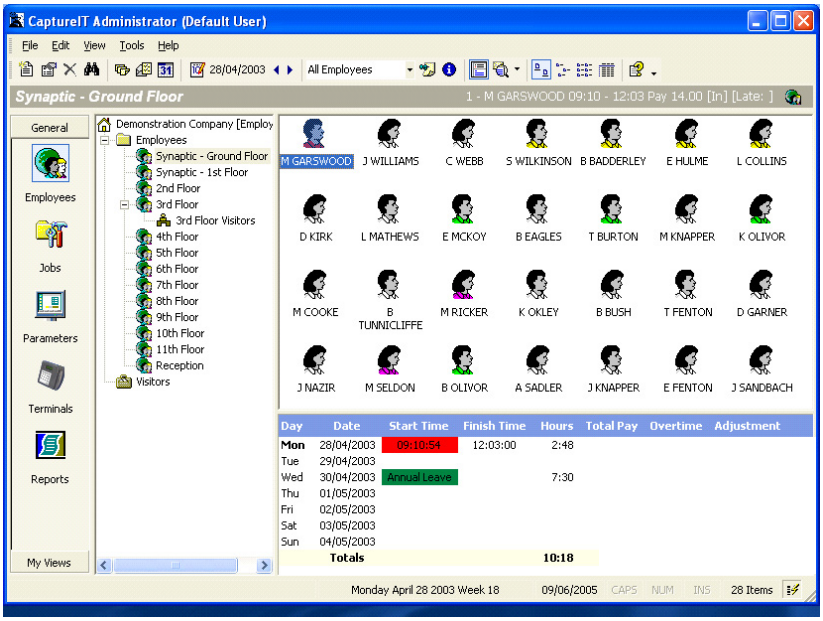
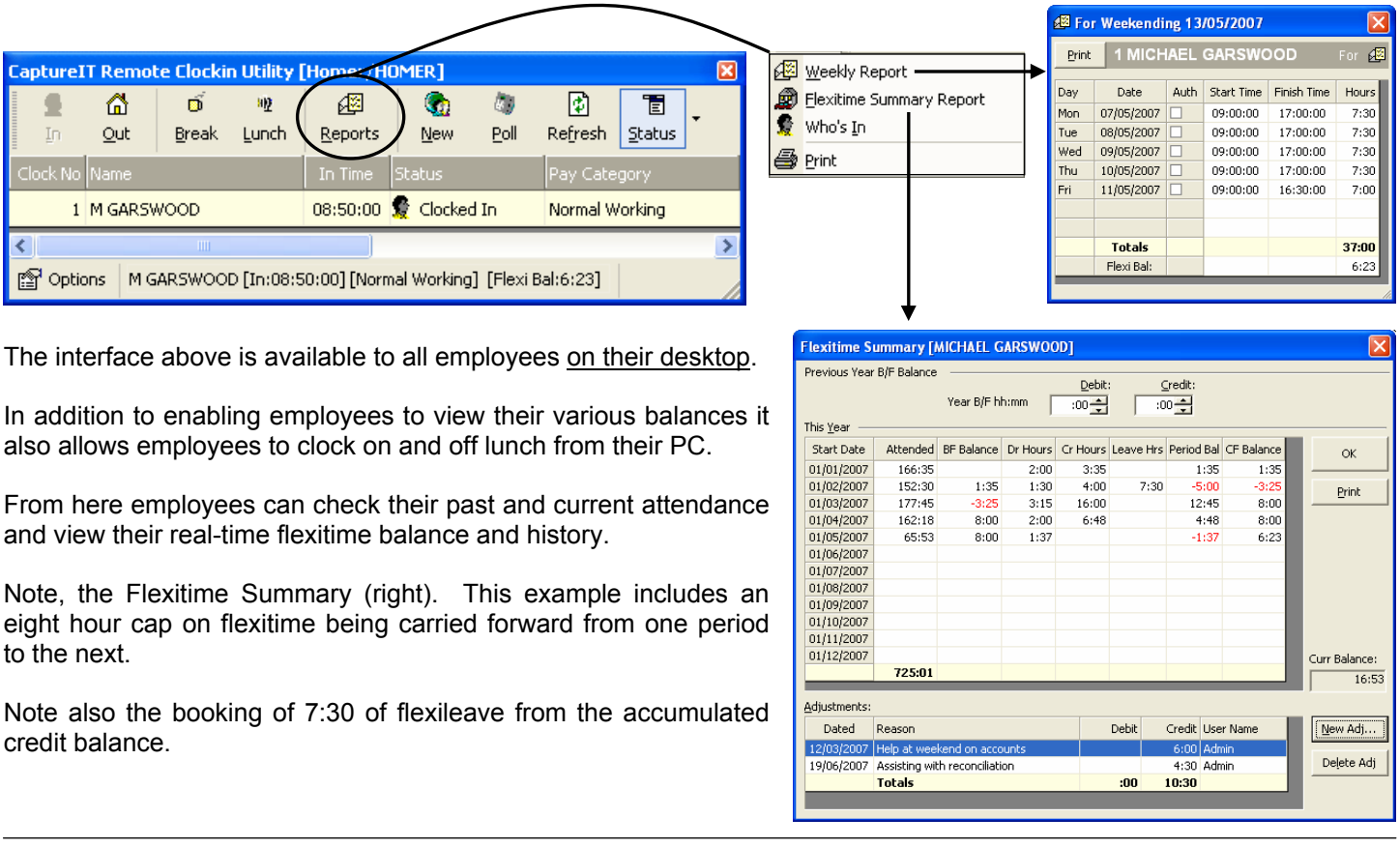


Flexitime with CaptureIT

Managers and Administrators have real-time visibility on employees (by department). The colour convention shows employees by their status for that day, e.g. clocked in; arrived late; on holiday; sick; etc.

Security options can be set to restrict individual managers to their own department.

Clicking on an employee allows navigation to all data relating to that employee, helping make the use of CaptureIT easy and intuitive.



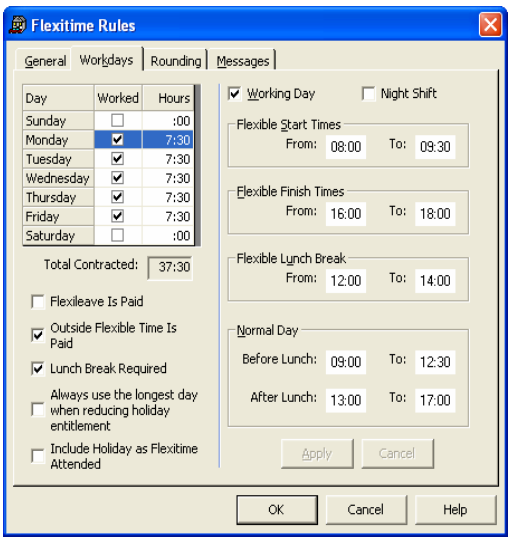
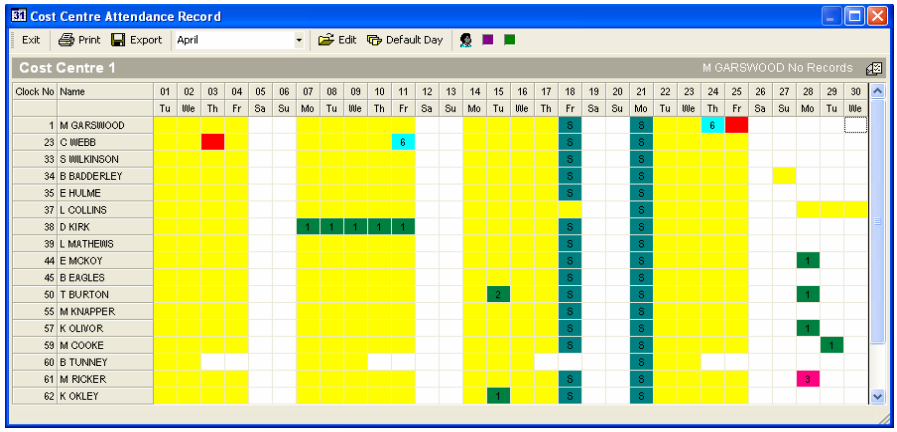
The interface above is available to all employees on their desktop.

In addition to enabling employees to view their various balances it also allows employees to clock on and off lunch from their PC.

From here employees can check their past and current attendance and view their real-time flexitime balance and history.

Note, the Flexitime Summary (right). This example includes an eight hour cap on flexitime being carried forward from one period to the next.

Note also the booking of 7:30 of flexileave from the accumulated credit balance.



Setting up flexitime rules for one or more employees could not be easier, and when it comes to holidays and absence the in-built departmental attendance table ensures managers understand who is off and when.