

# Time off in Lieu

## Intelligent employee management for maximum efficiency and engaged workforces



Aside from Flexitime, employees may sometimes request 'Time Off In Lieu' (TOIL), which refers to time off with pay, equal to the overtime worked outside of their normal scheduled hours.

As TOIL can be a separate agreement between employer and employee, above and beyond normal working arrangements, it can be challenging to monitor and manage this process, which explains why many internal payroll systems do not effectively cater for it. **Etarmis**, with its comprehensive functionality, allows for full integration of TOIL into an organisation's employment practices.

By distinguishing between normal hours, Flexitime and TOIL, **Etarmis** enables the effective implementation of even very complex HR policies. It is able to track complex shift and work patterns enabling staff to view worked hours, sickness and leave balances using the browser on their smartphone.

With **Etarmis**, Flexitime and standard working policies can be either overwritten or enhanced to incorporate TOIL calculations. The system can then track and monitor the amount of TOIL that is due to an employee at any particular time and users can request TOIL hours, with managers able to verify requests quickly and easily. **Etarmis** can then provide a complete audit trail of these hours. TOIL arrangements can be bespoke around a company's existing flexible working and employment policies.

### FEATURES

- Enables organisation-wide introduction of Flexitime and TOIL
- Enhances existing Time & Attendance systems to accommodate Flexitime and TOIL
- Easily manages and captures all working patterns in one system
- Provides highly accurate data in real-time
- Accurate identification of TOIL hours versus standard or Flexitime hours
- Comprehensive reporting facilities with a complete audit trail

### BENEFITS

- Makes TOIL time management easier and more efficient for both staff and managers
- Reduces errors and payroll queries
- Boosts transparency and efficiency
- Improves workforce morale and employee work/life balance

"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

The **Etarmis** TOIL function brings greater functionality and ease of use to time management systems, boosting efficiency for both staff and managers. It also provides a broader overview, contributing towards improved work/life balance for employees.

**Etarmis provides an effective and flexible solution to deploying and managing TOIL across complex workforces.**

#### **About hfx**

hfx introduced the concept of flexible working hours over 40 years ago and is a leading provider of time management systems to both the public and private sectors today.

**Etarmis**, with its 'one card – one solution', incorporates access control, photo ID, time and attendance recording, flexitime management and provides seamless integration with major HR and payroll systems. **Etarmis** can be configured to meet exact requirements and supports unlimited numbers of work patterns.

hfx services clients across the public and private sectors throughout the UK, including Home Office, Merck, Bentley Motors, adidas, Buhler Sortex Ltd, The Society of Motor Manufacturers & Traders (SMMT), Eaton Limited, MoD, National Farmers' Union, Borough Council of King's Lynn & West Norfolk, North Lanarkshire Council, East Renfrewshire Council, Isle of Man Government, MoJ, Met Police, Flintshire County Council, Office for National Statistics, UK Intellectual Property Office, NHS Business Services Authority, Pembrokeshire County Council, Science and Technology Facilities Council and many more.

**Apply any flexible working policy securely, transparently and with consistency.**

To find out more about **hfx** and our solutions please call **01438 822170**, visit **[www.hfx.co.uk](http://www.hfx.co.uk)** or email **[sales@hfx.co.uk](mailto:sales@hfx.co.uk)**

Flexible working solutions