



Transforming Flexitime and Attendance at HMP Wormwood Scrubs with HFX Imperago

Delivering Transparency, Compliance & Major Time Savings



WORMWOOD SCRUBS

In February 2025, HMP Wormwood Scrubs modernised its outdated Flexitime processes with the implementation of HFX Imperago.

Led internally by Devon Finnis, (People Hub Manager), the project has delivered measurable efficiency gains, stronger compliance and a significant reduction in administrative workload.



THE CHALLENGE

Before implementing HFX Imperago, Wormwood Scrubs relied on:

- An outdated Flexitime system requiring printed balance reports
- Manual clock cards for attendance
- Paper-based flexi sheets
- Limited visibility for managers
- Annual leave processes open to error and manipulation
- Inconsistent alignment with HMPPS policy

The result?

- High administrative burden
- Excessive paperwork
- Limited visibility
- Compliance risks
- Inaccurate leave balances

The system was no longer fit for purpose in a modern custodial environment.



THE SOLUTION

HFX Imperago replaced manual processes with a secure, digital Flexitime and attendance management system, providing:

- **Secure login-based clocking (eliminating physical clock cards)**
- **Automated flexi balance calculations**
- **Accurate annual leave recording**
- **24/7 real-time reporting**
- **Visual absence management dashboards**
- **Integration capability with the SOP sickness system**

“

Implementation was smooth and fully supported. The implementation team were great and got back to me fast to answer any questions.”

Devon Finnis, (People Hub Manager)

IMMEDIATE IMPACT

Clear Transparency & Fairness

- Staff can **instantly see their flexi balances**
- **Real-time visibility** of who is on site or absent
- **Accurate** annual leave tracking
- **Standardised grace periods** built into the system
- **Stronger** policy compliance

The new system has created a **clear, consistent and fair process** for all staff.



Major Administrative Time Savings

The time savings have been significant:

- **3-5 hours saved per week** for the admin team
- **An additional half day per week saved** on manager queries
- **Approximately one week per month saved** across admin and line management combined

Paper processes have been eliminated, including:

- Manual flexi sheets
- Printed leave requests
- Monthly timesheet printing and distribution
- Physical clock cards

This has reduced both workload and ongoing operational costs.

Stronger Management Oversight

Managers now have:

- **Real-time attendance monitoring**
- **Clear absence trend reporting**
- **Better visibility to support performance improvement plans**
- **Remote access to reporting anytime, anywhere**

“**Really good visually for absence management.**”

Devon Finnis, (People Hub Manager)



Cultural Change with Lasting Results

While there was some early resistance — particularly from longer-serving staff used to manual systems — feedback following implementation has been overwhelmingly positive.

Staff particularly value:

- No longer completing manual flexi sheets
- Clear visibility of balances
- Faster processing of requests
- Greater fairness and consistency

The shift to digital has **simplified processes** across the prison.



Reliable Ongoing Support

Support has remained responsive and efficient:

“The support is really quick. Tickets have typically been resolved on the same day.” Devon Finnis, (People Hub Manager)



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email salesteam@adv-t-group.com or visit www.hfx.co.uk

THE RESULTS AT A GLANCE

- ✓ Significant reduction in admin workload
- ✓ Stronger compliance with HMPPS policy
- ✓ Elimination of manual clock cards
- ✓ Reduced paper and printing costs
- ✓ Improved absence management
- ✓ Clear and transparent Flexitime tracking
- ✓ Measurable monthly time savings



A SUCCESSFUL DIGITAL TRANSFORMATION

The implementation of HFX Imperago at HMP Wormwood Scrubs demonstrates how modern workforce management technology can deliver:

- **Operational control**
- **Cost savings**
- **Improved compliance**
- **Greater fairness**
- **Real, measurable efficiency gains**



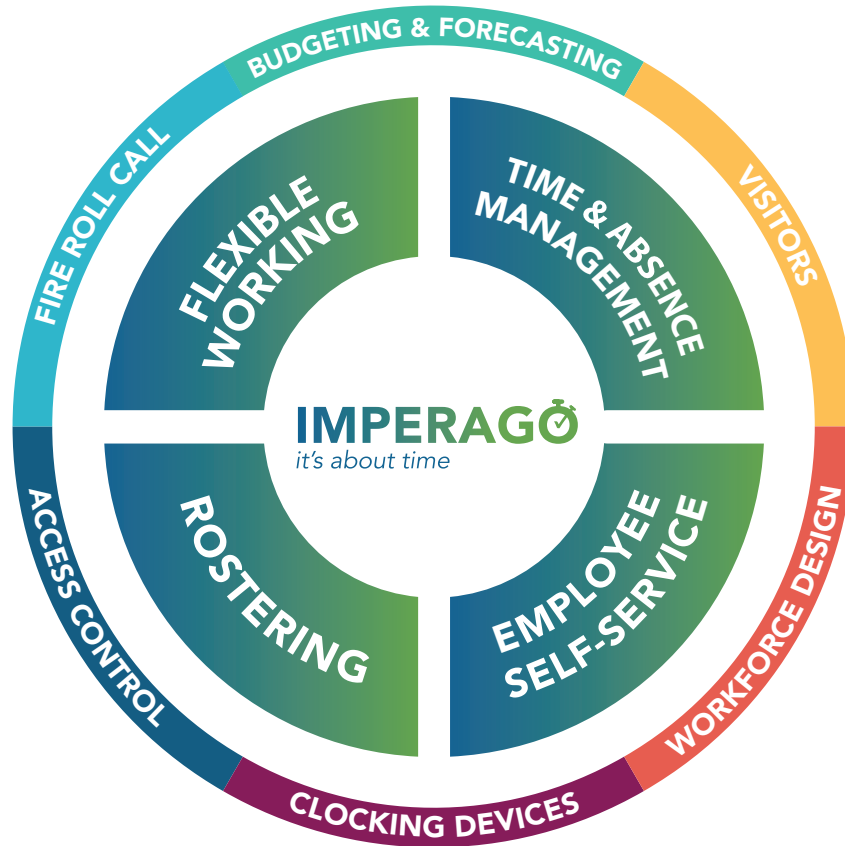
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ABOUT IMPERAGO

Imperago has spent more than 50 years developing, improving and refining its SaaS Cloud Workforce Management solution comprising Time & Absence Management, Flexible Working and Rostering.

Installed in over 500 companies of all sectors and sizes it is the most powerful, robust yet easy-to-use and quick-to-configure solution currently in the market. It fully integrates with all HR and payroll systems and is extremely easy to maintain with no hidden costs.

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