

FOOD STANDARDS AGENCY: INFORMATION RELEASED UNDER THE FREEDOM
OF INFORMATION ACT
DATE RELEASED: 31 JANUARY 2019

Request

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 (eg: Payroll/HR, Resource Planning etc.) ?*
10. *Which HR and Payroll softwares does the Department use?*

Response

1. Approximately 600
2. Employees must keep a record of the total hours worked or leave taken on a daily basis. A Microsoft Excel template is available for staff to use
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. Not applicable
9. Not applicable
10. MHR iTrent