

To: All Employees

From: Gotham City Mayor

About: Your concerns about Time Manager

Dear Gotham City workers,

First of all, I would like to thank you for expressing your concerns about our new time tracking tool, *Time Manager*.

The main goal of this application is to allow every employee to have a better overview of their working times and to keep better track of these spent hours working for Gotham City. That is a way for us to thank you for your time and effort in making our city better than ever.

With Time Manager, you will be able to do these following things without having to do any paperwork:

- Clock-in and out
- Have a weekly and monthly summary of your worked hours
- Have an overview of your overtime hours and night hours (if applicable)
- See your colleagues from your team and communicate with them (manager included!)
- Request for sick leave, days off or vacations
- See your future schedules

Everyone, without exception, will get training sessions, online tutorials and personal trainers for making the best use of Time Manager.

Moreover, to assure Time Manager is accessible to everyone, a remote control will be included with buttons in braille linked to a vocal assistant. Visually impaired employees will get to know as much details as a regular employee. For those without a PC, a mobile version is also in production.

Finally, a newsletter is on its way for more information. Don't miss out!

Best regards,

Your Mayor

To: Time Manager Dev Team

From: Gotham City Mayor

About: Requests for features

Hi Dev Team,

Some of our citizens have requested some features that perhaps you haven't thought of implementing yet. Here are some of them:

Overtime and Night hours:

- overtime hours are logged separately from night hours
- overtime hours and night hours are displayed on Time Manager weekly/monthly/yearly

Work schedule:

- track the number of consecutive night shifts for each employee so they cannot work 2 consecutive night shifts
- block the ability to assign double shifts to a rotating shift employee
- block the ability to assign overtime to a rotating shift employee
- see the employees that have worked less than a certain number of night shifts
- give the user the ability to request days off, vacations and sick leave

Best regards,

The Mayor