

# NEW WORK

## Challenges and Solutions

Access Control and Time Recording in an agile working environment

## WHITEPAPER

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# New Work: Challenges and Solutions – INTRODUCTION

As an employer, you are confronted with the challenge of ensuring digital proximity despite the – sometimes enforced – physical distance. New work scenarios with home offices, shared desks, time and location-independent working influence established structures and demand new flexible and transparent processes. Companies need reliable systems that can map agile working models just as well as conventional ways of working. Innovative, user-friendly and transparent systems that reliably map these new requirements are of fundamental importance here.

## Flexible working hours & lack of skilled workers

The pace at which new working models are evolving is strongly influenced by social developments. Young, qualified professionals attach great importance to a good work-life balance. On the other hand, there is a massive lack of skilled workers, that drives

the labour market. The possibility to work flexibly is already an important decision criteria for or against a job offer.

**Employees attach great importance to the compatibility of family and work.**

## Flexibility in time by working from home

In 2020, people in Germany who mainly work from home assessed the advantages.

Basis: 2,177 respondents between the ages of 18 and 65 (figures in %).  
Source: DAK - with kind permission.





# The activity defines the place of work.

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The choice of the place to work has so far been based on the infrastructure: Premises, workplaces and technical equipment had to be available. Today, the digitalised and networked world offers the greatest possible freedom. The type of activity comes to the front.

Manufacturing tasks continue to be performed on machines in the production hall. In research and development, human resources, in the marketing department or in administration, work can also be done independently of the location.

Modern tools guarantee effective teamwork despite geographical distance. Agile working methods such as SCRUM, where hierarchies are broken down into work cycles, bring new requirements.

\_\_\_Flexible time accounts in **prime WebTime** already enable agile working methods today independent of time zones and work location.

However, New Work means much more than only the outsourcing of the place of work. The trend is more and more towards result-oriented and autonomous working models.

New perspectives such as “Holacracy” open up new approaches: The place of work becomes irrelevant, working hours are secondary, hierarchies and previously known management levels are disappearing. They are replaced by comprehensive and responsible thinking and action in working groups and autonomous decision-making groups, irrespective of age and gender.

## WHEN WORKING FROM HOME

61 % FEEL MORE RELAXED

57 % MORE CONCENTRATED

56 % EVEN MORE PRODUCTIVE

SOURCE: AVANTGARDE EXPERTS

“The focus is no longer on the number of hours worked, but on the result achieved collectively.”

This is a challenge for companies. After all, the current European Court of Justice (ECJ) judgement on the recording of working time still applies.



# What exactly does New Work actually mean?

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## What do we really want to do?

This question of meaning forms the basis for New Work scenarios. It has its origins in the philosophical reflections and studies of Prof. Dr. Frithjof Bergmann. As early as the 1980s, he recognised that the increasing automation of the world of work would trigger serious changes.

Where machines can replace the human being, the individual begins to question his or her existence. The mechanisms of the working world known until then were turned upside down and no longer valid.

## \_\_Life and work are in harmony.

The human being as an individual wants to realise himself and only accepts a leadership style characterised by appreciation at eye level. Only in this way the company will be successful.

Teamwork is becoming increasingly important. Fixed structures are disappearing. Project work, in which everyone can contribute their strengths, comes to the fore. The tasks change so that no boring daily routine establishes itself.

Work-life balance is becoming increasingly important. Life and work should be in harmony. Rigid framework conditions that are perceived as restrictive are rejected. In future, flexible working hours and workplaces will be used instead.

The answer to the question of meaning leads to a new attitude:

## \_\_Work needs to be meaningful and sustainable.

# The 5 New Work Factors

*according to Prof. Dr. Frithjof Bergmann*



The commitment to fixed workplaces and times is removed.

The flexibility enables more effective work that is adapted to individual situations.



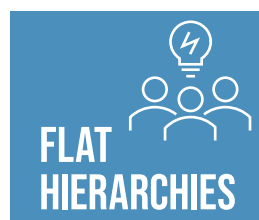
Structures and processes are streamlined and organised differently.

This allows a quick adaption to new, changing requirements.



Employees can determine their own performance targets.

They take on more responsibility and work agilely and autonomously in the future.



A modern leadership culture enables a new kind of cooperation at eye level.

This results in shorter decision-making processes.



Office workplaces are flexible and promote creativity.

Environments are adapted to physical, mental and emotional needs.

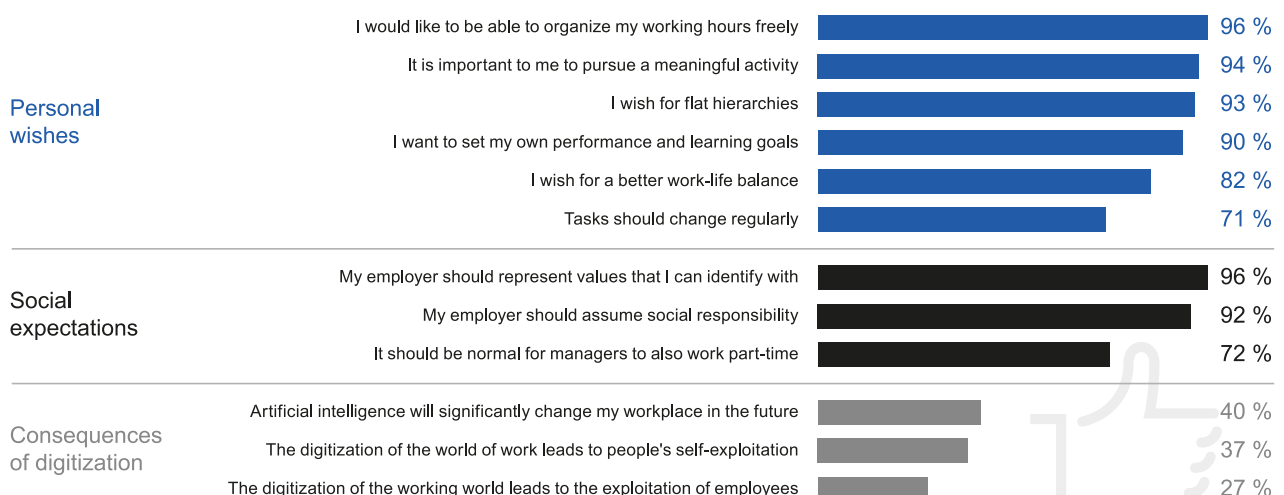




“My company should represent values  
with which I can identify”.

## What professionals associate with New Work and Work 4.0

To what extent do you agree with the following statements?\*



All employees surveyed (n = 1,002) | \*Information for “completely agree” and “rather agree”  
Source: Bitkom Research

Source: Bitkom - with kind permission



# What challenges must employers overcome?

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## SHARED DESK

Flexible working hours and locations are becoming the new normal. The fixed workplace and the fixed weekly working time model are losing importance.

In the new office, the desks are flexibly booked and used by different people. For example, for work that requires a temporary presence at the workplace. In this way, the existing infrastructure can be used by several people, which saves resources, space and costs.

### **Advantage:**

The required areas become smaller and thus more cost-effective.

**ALREADY TODAY,  
20% NO LONGER  
HAVE AN  
ASSIGNED PLACE.**

## \_\_Allocate temporary access rights

Access to the company building is only required if a desk or conference room has been booked. The corresponding rights are stored in the software and can be adjusted flexibly and situation-related at any time.

\_\_The fixed workplace and fixed working hours are becoming less important. Modern software can map access rights individually.



## COWORKING

More and more companies are moving towards offering office space only on a small scale, thus saving on expensive infrastructures.

The trend is towards working together – coworking – in a shared office. Today, there are already more than 300,000 offers for offices in almost every region on the net, which can be rented for hours, days or even specifically for a project.

### Advantages

In the shared office model, the offered infrastructure with desk, printer, internet access, parking space etc. is temporarily used by different people. The employer only pays for the use when it is necessary.

People who travel a lot benefit from this variant and can use office space at the respective place of stay that they or their company have reserved for them there in advance.

Unlike in a home office, users appreciate the social component and the exchange with colleagues or other “tenants” in the shared office.

The employee benefits from the flexibility, the company does not have to do without the employee.

### Agile Work

For work in different project phases, it also makes sense to rent function-oriented spaces that reflect different needs. There are rooms for intensive collaboration, for concentrated work, for creative brainstorming or the after-work meeting.

The rooms are designed and furnished completely differently and reflect the different phases of project work. Agile working is already a lived reality here.



## FLEXIBLE WORKING TIME MODELS

In modern companies, working hours are just as flexible as the place of work. The personal biorhythm of the individual and his or her most productive phases are thus specifically and effectively put at the service of the company.

### The focus is on the result

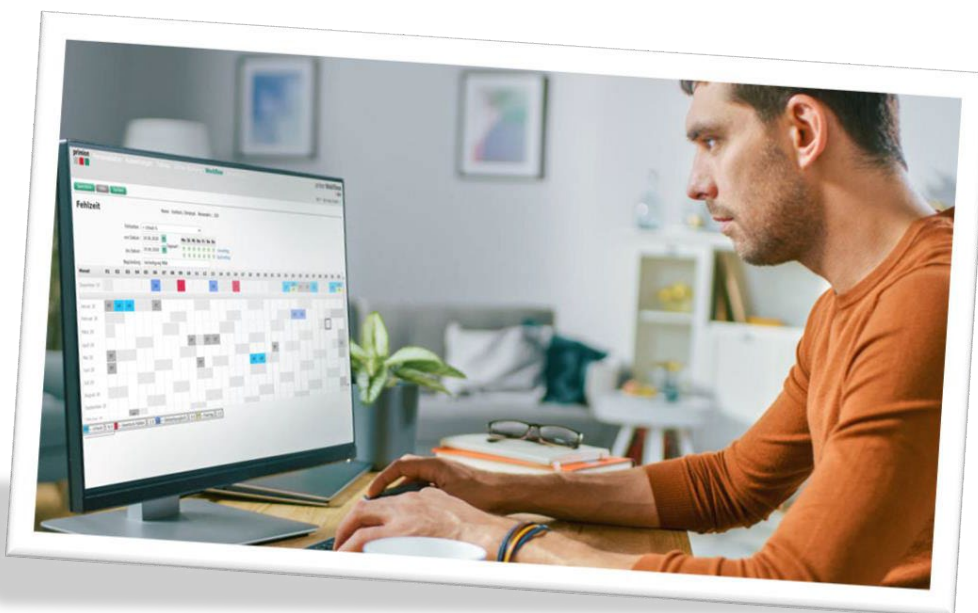
Flexible time accounts and a high degree of time autonomy form the interface between compulsory presence in the company and mobile working. Only the company agreements show limits here.

### Legal aspects

In Germany, the Working Time Protection Act regulates the maximum number of permissible working hours.

Recording working time therefore offers advantages for both sides: Occupational health and safety for the employee and a solid legal basis for the employer.

Our software for Time Recording '**prime WebTime**' maps the desired working time models and transmits the recorded data via interfaces to the existing wage and salary programmes.

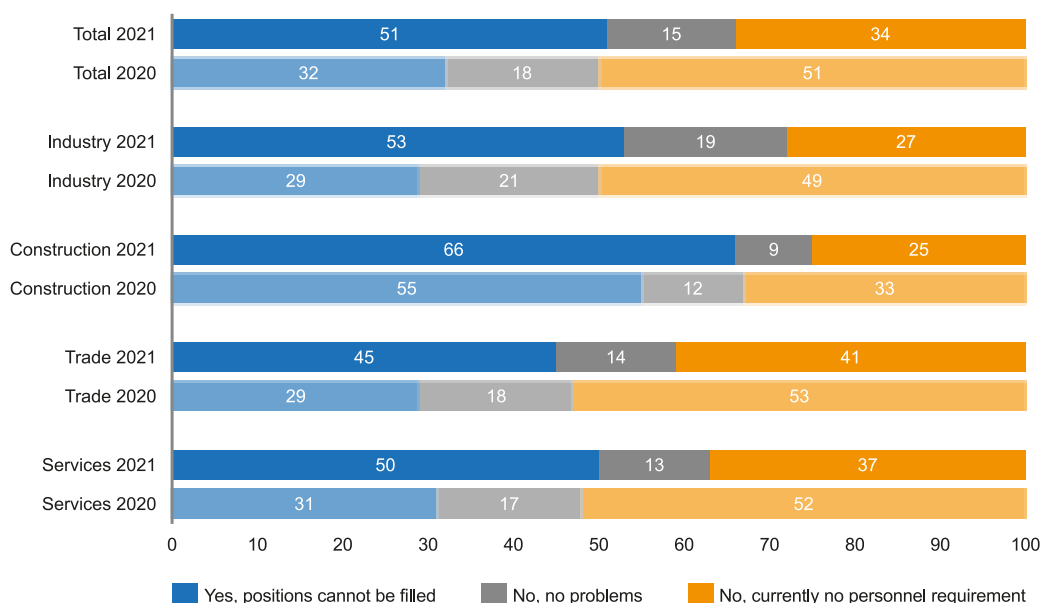


# SHORTAGE OF SKILLED WORKERS ENVIRONMENT & INFECTION CONTROL

**Are you currently unable to fill vacancies in your company in the long term because you cannot find any suitable workers?**



By economic sector – in percent



## The situation on the labour market

remains tense. Well-trained professionals with experience, but also young motivated graduates can now choose the employer who offers what enjoys the highest priority: **Modern working methods** without hierarchies, flexible time management, location-independent working.

\_\_\_\_\_ Modern **software** helps to counter the shortage of skilled workers – through transparent and, above all, needs-oriented solutions for **Time Recording** and **Access Control**.

## Environmental awareness

is on the rise. The way to the workplace has become a relevant environmental factor. According to the federal government, around 94 % of traffic emissions were caused by road traffic in 2021. Hybrid working, i.e. the mixture of office hours and home office, counters this trend. **Applicants are also increasingly paying attention to the attitude of companies in this matter.**

## Infection control and health

of employees and visitors will remain important issues in the future. Possible health risks are causing many employers to rethink their previous usage concept. In turn, measures are being taken such as **new access controls with video surveillance and automated comparison of the validity of vaccination certificates.**



# 5 good reasons for using modern primion software in New Work

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Companies that want to be attractive cannot avoid introducing new and agile working models. To support them, they need innovative software solutions that support these modern ways of working.

## 1. Recording of working hours remains mandatory\*.

With **prime WebTime** you can map all work time models at any time.

Time recording can be done on the PC or directly in the company at the work time recording terminal. Certified interfaces guarantee the seamless transfer of the recorded times to the payroll accounting system.

*\*CJEU judgement of 14th May 2019*

## 2. Access Control is gaining importance and becomes more flexible.

Even or especially if you opt for shared desk or shared office models, access to the work location must be reliably regulated. Bookings or reservations in **prime WebSystems** make it possible to use the office or desk.

In **prime WebAccess** all bookings can be transparently tracked and rights management centrally controlled. Tedious manual and failure-prone evaluations are a thing of the past.



### 3. Guaranteed legal certainty and documentation.

According to current ECJ case law, all working hours must not only be recorded, but also documented in a comprehensible manner in accordance with the rules. With **prime WebTime**, the recorded times can be reliably and completely verified, regardless of the working models used.

If irregularities occur, they can be identified at any time, which enables a quick reaction. This minimises risks and takes into account the current regulatory guidelines.

\_With prime WebTime, prime WebAccess and prime WebSystems you are always on the safe side.

### 4. Focus on your own tasks.

Systems for time recording, security on company premises, management of access rights and, and, and ...

Decide for yourself what and how they maintain your focus on your processes, economic efficiency, transparency and, last but not least, success. And thus do exactly what your company stands for. And opt for intelligent and integrated systems that support you and have your back. So that you can react and work flexibly, agilely and according to the situation.

### 5. Trust in certified quality and innovation.

Whether in manufacturing, as a service provider, supplier or as a public client: professional quality management is a must in all sectors and is not infrequently demanded. This also includes processes that serve the safety of the company and thus guarantee the operational processes. Protect your employees, your values, your investments. In this way, you also remain competitive and secure jobs.

We are particularly proud of our ISO certificates, such as DIN EN ISO/IEC 27001:2013 for information security management or DIN EN ISO/IEC 20000-1:2018 for service management.





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We create Integrated Solutions for Access Control,  
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exceptional protection and efficiency to our customers.