

# Flexi Sheet System Manual

The ICT Time sheet application has been updated to work with the approval process that the university works on. We will move to having a 4-week flexi sheet, that is then submitted to approval.

When loading up the flexi application, you will be taken to the enter hours page for your current flexi sheet.

## Entering Hours

### Flexi Sheet

Information Technology and Communication Systems

Flexi Start -01:01

Richard Edmundson

Flexi End -47:12

28 Aug 2017

Hours 148:00

Show Weekends Hide Weekends

Worked 101:49

Mark selected (1 row) as : Annual Leave Flexi day Bank holiday University day Clear day

Date	Time In	Time Out	Time In	Time Out	Extra Time	Reason	Day Total	Day Flexi	Total Flexi
✓ 28 Aug 2017 Mon					07:24	Bank Holiday	07:24	00:00	-01:01
✓ 29 Aug 2017 Tue	08:50	12:00	12:30	17:00			07:40	00:16	-00:45
✓ 30 Aug 2017 Wed	09:15	12:45	13:15	16:00			06:15	-01:09	-01:54
✓ 31 Aug 2017 Thu	09:00	13:00	13:30	16:05			06:35	-00:49	-02:43
✓ 01 Sep 2017 Fri	09:00	12:00	12:30	16:45			07:15	-00:09	-02:52

### Sheet Header

The header of your time sheet details the dept, user and start date of the flexi-sheet. On the right we have the sheet overview. As described below:

Field	Description
Flexi Start	Flexi carried over from you previous sheet
Flexi End	Total sheet flexi. Empty days count as -7:24 towards this value.
Hours	Total hours required for this sheet
Worked	The hours that have been completed for this sheet

To get the total flexi to date, you will need to check the 'Total Flexi' column in the table to get the flexi available for any date.

### Completing The Flexi sheet

When completing the flexi sheet, you need to enter hours in 1 of the formats below:

- 09:30
- 0930           => will auto correct to 09:30
- 09               => will auto correct to 09:00

Once hours have been entered for a day, the total columns are updated.

If you click on the date then you can select a row, highlighting it in orange and the edit panel will also show at the top of the screen. Clicking on an option in the edit panel, will update all the selected rows, making holidays quick and easy to complete.

The save button always appears at the bottom of the screen, clicking this will save any changes.

## Submitting a Flex-Sheet

Once you have completed a flexi-sheet, then it can be submitted for approval. To submit your flexi-sheet you will need to select an approver from the dropdown list, and then click on the submit button.

*Once a flexi-sheet has been submitted, you can edit the flexi-sheet until it has been approved. Once it is approved, it will no longer be editable.*

## Viewing Flexi-sheets

If you click on the My Flexi Sheets menu item previous flexi-sheets are listed.

Flexi Sheets for Richard Edmundson + Sheet

Start Date	Flexi Start	Stand. Week	Approved By	Approved On	
<a href="#">04 Sep 2017</a>	-04:29	37:00			<a href="#">Enter Hours</a>
<a href="#">01 Jun 2012</a>	00:00	37:00	SYSTEM	21 Sep 2017	<a href="#">Enter Hours</a>

Clicking on the Enter Hours link will allow you to enter your hours for that sheet.

If the user clicks on the Start date link, they will be taken to edit the sheet config record.

## Time Sheets for Richard Edmundson

<b>Start Date</b> 04 Sep 2017	<b>Carry Over Hours</b> -04:29	<b>Department</b> Information Technology and Communication Systems
<b>Approved By</b> <input type="text"/>	<b>Approved On</b> <input type="text"/>	

## Working Pattern

<b>Monday Hours</b> 07:24	<b>Tuesday Hours</b> 07:24	<b>Wednesday Hours</b> 07:24	<b>Thursday Hours</b> 07:24
<b>Friday Hours</b> 07:24	<b>Saturday Hours</b> 00:00	<b>Sunday Hours</b> 00:00	

To amend the flexi start hours, you should correct the value in the Flexi Start Hours field and click the save button.

The working pattern for the sheet tells the system how many hours you work each day. This is what is used to calculate the flexi for each day.

Clicking the delete button will remove the sheet, and all hours recorded against it. There is not a way to undo this action, so do it with care.

## Setting My Default Sheet

The default sheet is used when creating a new sheet, to pre-populate the flexi sheet with a standard set of hours.

Clicking on the Default Sheet menu item will display the below page.

### Flexi Sheet

Information Technology and Communication Systems Richard Edmundson 14 Aug 2017 <input type="button" value="Show Weekends"/> <input type="button" value="Hide Weekends"/>	<b>Flexi Start</b>	00:00
	<b>Flexi End</b>	-27:30
	<b>Hours</b>	37:00
	<b>Worked</b>	09:30

Date	Time In	Time Out	Time In	Time Out	Extra Time	Reason (Previously Approved)	Day Total	Day Flexi	Total Flexi
✓ 14 Aug 2017 Mon	09:00	12:00	13:00	17:30			07:30	00:06	00:06
✓ 15 Aug 2017 Tue	09:00	10:00	11:00	12:00			02:00	-05:24	-05:18
✓ 16 Aug 2017 Wed									
✓ 17 Aug 2017 Thu									
✓ 18 Aug 2017 Fri									
✓ 19 Aug 2017 Sat									
✓ 20 Aug 2017 Sun									

By entering hours into this sheet, it means that all Mondays on a new sheet can be populated with this value.

Clicking the save button will make the default sheet available next time you create a new sheet.

## Creating a New Sheet

When a flexi sheet has been completed, you will need to submit it for approval, and then create a new sheet. To create a new sheet, click on the My flexi Sheets menu item.

Click on the + Sheet link at the top of the screen, and the create sheet view will be displayed. This is the same as the Sheet config page.

### Time Sheets for Richard Edmundson

<b>Start Date</b> <input type="text" value="25 Sep 2017"/>	<b>Flexi Start Hours</b> <input type="text" value="-05:23"/>	<b>Department</b> <input type="text" value="Information Technology and Communication Systems"/>
<b>Approved By</b> <input type="text"/>	<b>Approved On</b> <input type="text"/>	<b>Pre-Populate using my default hours</b> <input type="checkbox"/> <a href="#">Set my default hours</a>

### Working Pattern

<b>Monday Hours</b> <input type="text" value="07:24"/>	<b>Tuesday Hours</b> <input type="text" value="07:24"/>	<b>Wednesday Hours</b> <input type="text" value="07:24"/>	<b>Thursday Hours</b> <input type="text" value="07:24"/>
<b>Friday Hours</b> <input type="text" value="07:24"/>	<b>Saturday Hours</b> <input type="text" value="00:00"/>	<b>Sunday Hours</b> <input type="text" value="00:00"/>	

The Start date will be auto completed, to be the day after the last sheet. But you can amend this if you need to.

The flexi start hours automatically takes the end flexi from the previous sheet but can be amended if necessary.

The department auto selects your HR department, but this can be amended. If you amend this, you will only be able to submit your timesheet to approvers in the new department.

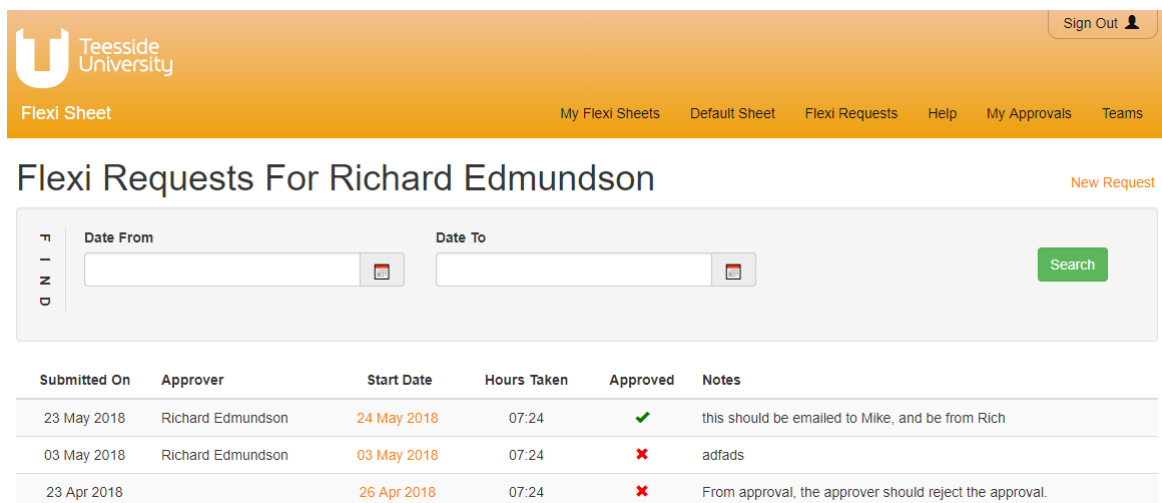
If you select the Pre-Populate using my default hours, the new sheet will be created and pre-filled with your default hours.

Your working pattern is pre-populated with the values from your previous sheet, but you can amend these if your working pattern has changed.

Click the save button to create the new sheet.

## Flexi Requests

As part of the flexible working process, time taken off as flexible working is expected to be pre-agreed. To view flexi-time requests click on the 'Flexi Requests' menu. You will then be shown a list of your flexi requests.



Teesside University  
Flexi Sheet

My Flexi Sheets Default Sheet Flexi Requests Help My Approvals Teams

Sign Out

### Flexi Requests For Richard Edmundson [New Request](#)

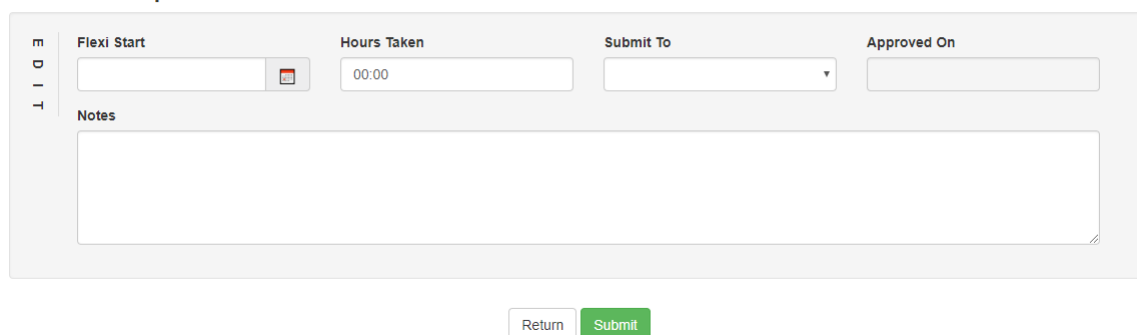
Date From:  Date To:  [Search](#)

Submitted On	Approver	Start Date	Hours Taken	Approved	Notes
23 May 2018	Richard Edmundson	24 May 2018	07:24	✓	this should be emailed to Mike, and be from Rich
03 May 2018	Richard Edmundson	03 May 2018	07:24	✗	adfads
23 Apr 2018		26 Apr 2018	07:24	✗	From approval, the approver should reject the approval.

## Requesting Flexi-time

To begin a new flexi request, click on the New Request link next to the page header. The request page will be shown.

### Flexi Request



Flexi Start:  Hours Taken:  Submit To:  Approved On:

Notes:

[Return](#) [Submit](#)

Entering the day to request as flexi in the Flexi Start field. This will pre-populate the Hours taken field from the relevant time sheets working pattern hours. You can amend this, if you only require a part day flexi.

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*If you do not have a time sheet for the proposed flexi date, then the most recent time sheet is used for the working pattern hours.*

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Select your line manager from the submit to field, along with any notes that may be helpful for the approver. Clicking the submit button will email the approver, informing them a flexi request is waiting their approval.

You will get an email when the request is approved / rejected. Following the link in the email will show you the details the request (also by clicking on the request in the 'Flexi Requests' page.)

## Flexi Request

m	<b>Flexi Start</b>	<b>Hours Taken</b>	<b>Submit To</b>	<b>Approved On</b>
U	03 May 2018 	07:24	Richard Edmundson ▼	
-	<b>Notes</b>			
-	<div style="border: 1px solid #ccc; padding: 5px;">I have updated the date to not be on a <u>saturday</u></div>			

You can either re-submit the request after making changes or delete the request if it is no longer required.

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*You will need to contact the approver to delete the request once it is approved.  
You cannot delete your own requests after approval.*

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Clicking the submit button will re-start the process.

Clicking the Cancel Request button will remove the request from the system.