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

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.

Flexi & Overtime						Flexi Time ▼	Flexi Requests ▼	Overtime ▼	Manager ▼	Help
Mark selected (2 rows) as : **Annual Leave**		**Annual Leave (Half Day)**		**Flexi day**	**Bank holiday**	**University day**	**Sick day**	**Clear day**		
✓ 30 May 2018 Wed										
✓ 31 May 2018 Thu										
✓ 01 Jun 2018 Fri										
✓ 04 Jun 2018 Mon										
✓ 05 Jun 2018 Tue										

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

Submitting a Flexi 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.

Flexi Sheet

[▼] Submit

S H E E T	Information Technology and Communication Systems	Flexi Start	-03:34
	Richard Edmundson	Flexi End	-94:11
	28 Aug 2017	Hours	148:00
	Show Weekends Hide Weekends	Worked	57:23

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 Flexi time => My Flexi Sheets menu item, your previous flexi-sheets are listed.

Flexi Sheets for Richard Edmundson   + Sheet

Start Date	Flexi Start	Stand. Week	Approved By	Approved On	
04 Sep 2017	-04:29	37:00			☑ Enter Hours
01 Jun 2012	00:00	37:00	SYSTEM	21 Sep 2017	☑ Enter Hours

Clicking on the Start date link will allow you to enter your hours for that sheet.

✓	03 Jul 2018 Tue	08:30	12:00	13:00	17:00			07:30	00:06	07:34
✓	04 Jul 2018 Wed	08:30	12:00	13:00	Save Edit Header			07:30	00:06	07:40

Clicking on the Edit Header button will take the user to the flexi sheet header.

Time Sheets for Richard Edmundson

Start Date
04 Sep 2017

Carry Over Hours
-04:29

Department
Information Technology and Communication Systems ▾

Approved By

Approved On

Working Pattern

Monday Hours
07:24

Tuesday Hours
07:24

Wednesday Hours
07:24

Thursday Hours
07:24

Friday Hours
07:24

Saturday Hours
00:00

Sunday Hours
00:00

Save   Delete

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 Flexi Time => Default Sheet menu item will display the below page.

Flexi Sheet

SHEET	Information Technology and Communication Systems Richard Edmundson 14 Aug 2017 Show Weekends Hide Weekends	Flexi Start	00:00
		Flexi End	-27:30
		Hours	37:00
		Worked	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									

Save

By entering hours into this sheet means that new sheets can be populated with these values. e.g. If you enter a time for Monday, all Mondays on the new sheet will have this value.

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

Creating a New Flexi 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 Flexi Time => 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

Start Date	Flexi Start Hours	Department
25 Sep 2017	-05:23	Information Technology and Communication Systems ▼

Approved By	Approved On	Pre-Populate using my default hours	Set my default hours
		☐	

Working Pattern

Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours
07:24	07:24	07:24	07:24

Friday Hours	Saturday Hours	Sunday Hours
07:24	00:00	00:00

Save   Delete

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 => My Requests menu. You will then be shown a list of your flexi requests.

Requesting Flexi-time

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

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.

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.

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 then 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

	Flexi Start	Hours Taken	Submit To	Approved On
	03 May 2018	07:24	Richard Edmundson ▼	

Notes

I have updated the date to not be on a saturday.

[Return] [Cancel Request] [Submit]

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

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

Clicking the submit button will re-start the process.

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