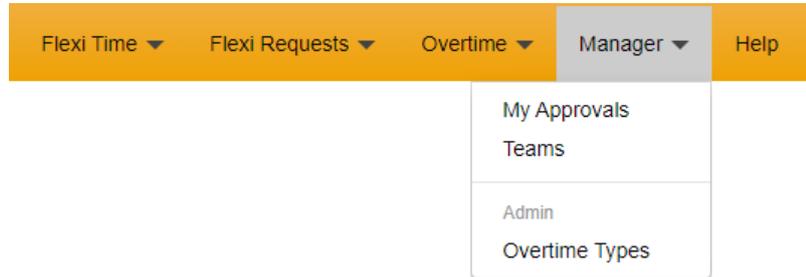


Flexi System Approval

The ICT Flexi Sheet application allows a user to create and Submit timesheets digitally. This document shows how a user can approve a timesheet submitted to them.



Process

A user can create a flexi-sheet. This can then be submitted to any user with the 'Dept Approver' role. This role allows a user to be able to approve timesheets that are assigned to their department.

If you don't appear in a user's submit to dropdown list, it is likely you will need the 'Dept Approver' role adding to give you access. If you can't see the Manager role, then you do not have this role.



When a user selects a user from the Submit to dropdown list, and then clicks on the submit button at the top of their flexi sheet, an email is sent to the approver to say that a flexi sheet is awaiting their approval.

A manger can manually check on the approvals and Team flexi by looking in the Overtime -> My Approvals menu option.

Approving a flexi Sheet

The approval email contains an approve now link, which will take you to the approval page.

Approval Review

Summary	Information Technology and Digital Services	Flexi Start	01:16
	User: Richard Edmundson	Flexi End	-117:02
	Sheet Start: 20 Nov 2017 - Submitted	Hours	148:00
		Worked	29:42

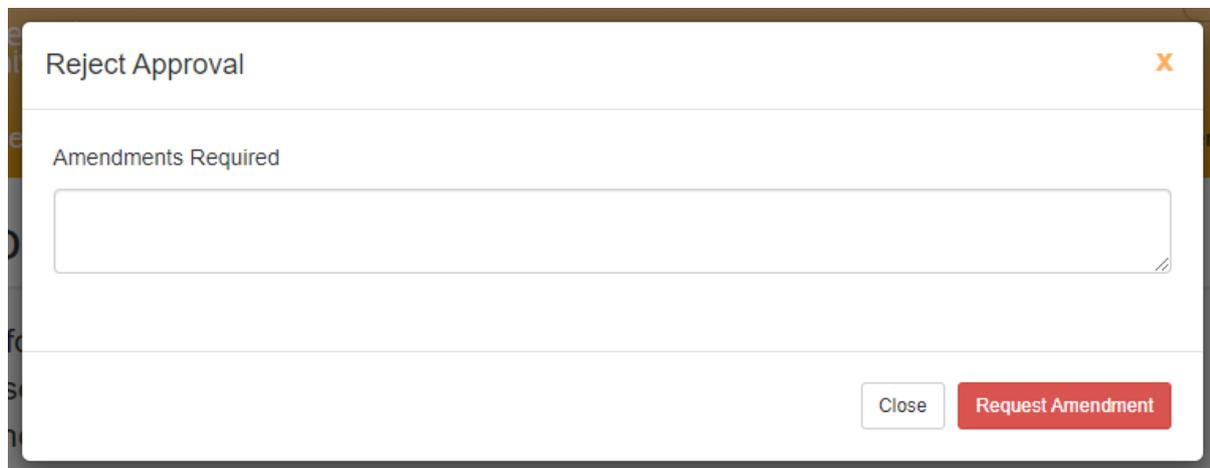
Date	Time In	Time Out	Time In	Time Out	Extra Time	Reason	Day Total	Day Flexi
20 Nov 2017 Mon	09:00	12:00	13:30	18:00			07:30	00:06
21 Nov 2017 Tue					07:24	Approved holiday	07:24	00:00
22 Nov 2017 Wed					07:24	Approved holiday	07:24	00:00
23 Nov 2017 Thu					07:24	Approved holiday	07:24	00:00
24 Nov 2017 Fri								
25 Nov 2017 Sat								

The Approval page contains a read only version of the flexi sheet.

Clicking the cancel button takes you to the 'Manager Approval' page.

Clicking the Approve Flexi Sheet button will mark the flexi sheet as approved. When it has been approved the flexi sheet cannot be updated by the user.

Clicking the request amendment button will show the amendment popup:



The image shows a 'Reject Approval' popup window. It has a title bar with 'Reject Approval' and a close button (X). Below the title bar, the text 'Amendments Required' is displayed above a large, empty text input field. At the bottom right of the popup, there are two buttons: 'Close' and 'Request Amendment'.

Clicking the Close button will close the popup, returning the user to the approval page.

Clicking on the Request Amendment button will email the amendments required text to the user, giving them another opportunity to submit the flexi-sheet.

Manager Approval Page

The manager approvals page gives details of all the approvals and team that you can manage. It has sections for

1. Flexi Sheets waiting approval
2. Flexi Requests waiting approval
3. Overtime requests waiting approval
4. Team Overview for teams that you manage.

Flexi Sheet Approvals

Flexi Sheets Waiting for Approval

User	Start Date	End Date	Flexi Start	Flexi End	Stand. Week	Submitted To
Richard Edmundson	20 Nov 2017	17 Dec 2017	01:16	-117:02	37:00	U0024177
Paul Lambert	13 Nov 2017	10 Dec 2017	00:00	-103:40	37:00	U0024177

The Flexi sheets Waiting for Approval are sheets that have been submitted to you for approval. Clicking on the start date link for an item will take you to the approval page for the Flexi Sheet.

Team Overview

Flexi Sheets

Team	User	Start Date	End Date	Flexi Start	Flexi End	Stand. Week	Submitted To
Analysis Stream	John Lowe						▼
Analysis Stream	Kevin Luff						▼
Analysis Stream	Habby Matharoo						▼
Analysis Stream	Karen Rafiq						▼
Development Stream	Yaseen Akhtar						▼
Development Stream	Michael Gettings						▼
Development Stream	Rich Kelly						▼

Selecting an item from the dropdown list allows you to filter the list. So if you manage multiple teams, you can focus on a single team by selecting the team from the dropdown list as shown below:

Flexi Sheets

Team	User	Start Date	End Date	Flexi Start	Flexi End	Stand. Week	Submitted To
Development Stream	Yaseen Akhtar						▼
Development Stream	Michael Gettings						▼
Development Stream	Rich Kelly						▼

The statistics in this table show the most recent flexi sheet for each user.

Clicking on the menu arrow will show the options for that user.

Flexi Sheets

Development Stream

Team	User	Start Date	End Date	Flexi Start	Flexi End	Stand. Week	Submitted To
Development Stream	Yaseen Akhtar						
Development Stream	Michael Gettings						
Development Stream	Rich Kelly						

- Flexi Sheets
- Flexi Requests
- Overtime Claims

As a team manager you are able to see a team member's:

1. Flexi Sheets
2. Flexi Requests
3. Overtime Claims

Clicking on the flexi sheet menu item will take you to a list of the user's flexi sheets to view.

Clicking on the Flexi Requests you will see a list of time off requests to view.

Clicking on the overtime claims, you will be able to view the users claims.

Flexi-Request Approvals

The flexi request process is to request time off as part of flexible working initiative. Similar to the flexi sheet process, once a user has submitted a request, then the selected approver will receive an email notification. There is also a section in the Manger -> My Approvals page for flexi requests that need to be approved.

Clicking the link will take you to the Flexi-Request approval page as shown below.

Approve Flexi Request

R E V I E W	Requested By	Flexi Start	Hours Taken
	Richard Edmundson	04 Apr 2019	07:24
	Notes		
	hgf		

Clicking on the Cancel button will return to the My Approvals page.

Clicking on the Approve button will approve the flexi request. The user will receive an email saying this has been approved.

Clicking on the Reject button will show the request amendments window.

Reject Flexi Request ✕

Amendments Required

Enter details of the amendments required, and then click on the request amendments button. This will email the amendments to the user who submitted the request with the comments entered.

Clicking on the view Calendar button will take the user to the view calendar. The calendar will default to the month that the flexi request is for.

Flexi Requests For Developer Team

FIND				
Month	Year	Team ID	Search	
April	2019			

Monday	Tuesday	Wednesday	Thursday	Friday
1 April	2	3	4 7.4 * Richard Edmundson	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	1 May	2	3

The calendar is filtered by the fields in the find box. The Team ID field contains all teams you are the manager for.

The calendar is populated with flexi requests for each day, giving the number of hours the leave is for. Un-approved items on the calendar will show as a link, allowing you to approve the item by clicking on the link.