Flexitime Employees guide

Document Control

Issue	Published	Software version	Comments
V1	April 2024	10.50.01	

Contents

Overview

Flexitime has been configured in line with the Flexible Working Hours policy and your working pattern.

Flexitime is a **time and attendance function** and should only be used when you are working.

When **you are not** working there is no need for you to create a record entry. For example, when on holiday or on special leave or off sick there is no need to record these absences.

Flexitime is linked to your working pattern, so it is important the pattern is correct. iTrent uses your working pattern hours and your 'Record' entry to credit or deduct the time from your balance.

If your pattern is wrong, you will need to contact your Line Manager.

Important information:

> **System Terminology:**
> **Record:** hours worked.
> **Book**: using flexi hours for leave.

- You can **only** record your flexitime hours between 7:00 am and 21:00 pm.

- You must ensure you record a **minimum** break of 30 minutes each day.

- You **cannot** work more than 6 hours without taking an unpaid break of at least 30 minutes.

- You **cannot** 'Book' (request leave) for more than 14 hours or pro rata equivalent in a flexitime period.

- When a flexi period closes, and a new period begins iTrent **locks** the closed period so you **cannot** go back to make any changes. Any changes will need to be done by your Line Manager.

- The system has been configured to automatically carry forward your earned hours. The maximum number of hours that can be carry forward is 15 hours or pro rata equivalent to a new flexi period. Any time over the allowed carry forward allowance will be permanently **lost**.

- If you record your hours before 7am or after 9pm. Or you do not take the minimum break of 30 minutes the system will automatically **deduct** the necessary time to ensure you are within the policy guidelines. These deductions will be shown on your flexitime list as an '**Adjustment generated'** entry.

Log in to myHR

- Web link for ELC email address : https://ce0372li.webitrent.com/ce0372li_ess
- Web link for Personal email address: https://ce0372li.webitrent.com/ce0372li_lss

How to access the flexitime system

- On the Homepage you will see the **'Flexitime'** tile.
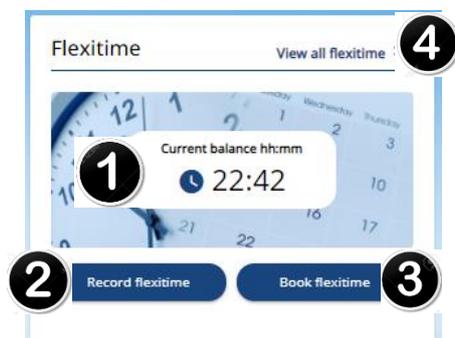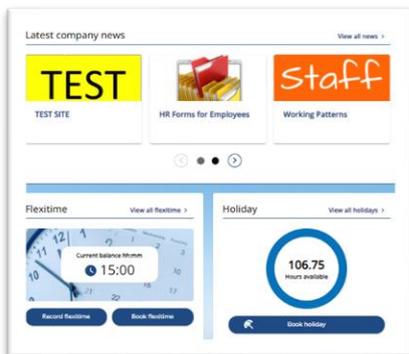
1. **Current balance:** shows you how much flexitime you have accrued.
2. **Record flexitime:** clicking this link will take you to the flexitime details screen where you can record your attendance.
3. **Book flexitime:** clicking this link will take you to the form to book (request) leave.
4. **View all flexitime:** this link will take you to a new screen which lists all your record entries, your book requests and any adjustments made to your balance.

Viewing your current balance
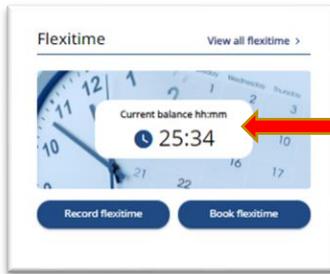
Click anywhere inside the '**Current balance**' box.
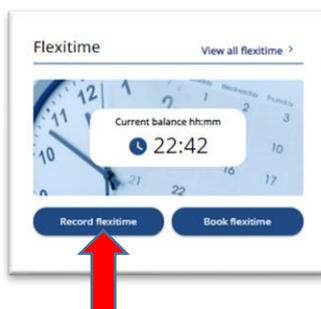
The '**Flexitime balance**' screen will open.
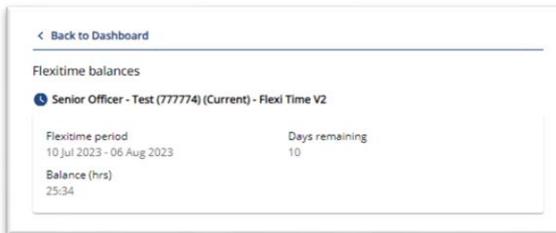
You will see:

- Your position, if you have more than one position that qualifies for flexitime then you will see the breakdown for each position.
- **Flexitime period**: this shows the start and end date for the current period.
- **Days remaining:** this tells you how many days are remaining in the current period.
- **Balance (hrs):** this tells you what your current balance is.

Recording flexitime (working hours)

You should aim to record your flexitime on a daily basis. You only need to record your time when you are working.

There is no need for you to create a 'Record' entry when on holiday or on special leave.

- **Click** on the '**Record flexitime**' link. A new screen will appear.

The **'Flexitime details'** form will open.

If you are only going to record one or two breaks in a day, then follow the process detailed below.

However, if you need to record three or more breaks for a particular day then please go to page 9 and follow the '**Clock in / Clock out'** process.

- **Type:** this field will self-populate with the word '**Record'**.
- **Start date:** click on the calendar icon. Or enter the date manually.
- **Start time: All Times** must be entered using the 24 hour clock format: **07:00 / 13:45.**
- **End date:** click on the calendar icon. Or enter the date manually.
- **End time: All Times** must be entered using the 24 hour clock format: **17:15**
- **Position:** If you have more than one position select the relevant position using the drop down arrow.
- **Notes**: this is an optional field which you can leave blank.
- **Save:** click save.

When you **click** '**save'** certain fields will become 'greyed' out. These fields **cannot** be amended. If you make a mistake, go to the bottom of the form, and **click 'Cancel'**. The record entry will be deleted, and you can start again.

When you save your '**Record'** the system will automatically authorise your entry.

Your completed form will look like this:

When you save your entry if you see a message at the top of the form stating you have created a historic record. This means you have created an entry for a date in the past **in the current flexitime period**.

The **'Total time worked'** figure calculates the hours you've worked, the break/s you've taken. The system will automatically update your balance.

- At the bottom of the form, you have the options of **'Save'**, **'Delete'**, **'Cancel'** and **'Record Flexitime'**.
- If you need to enter a flexitime record **click 'Record flexitime'** and a new form will open.

When saving your record entry if you see a message saying **'An absence already exists for this date'** it means you already have an approved absence for that day, i.e., for annual leave or a special leave absence.

There is no need for you to create a flexitime record to record annual leave dates, special leave or when of sick.
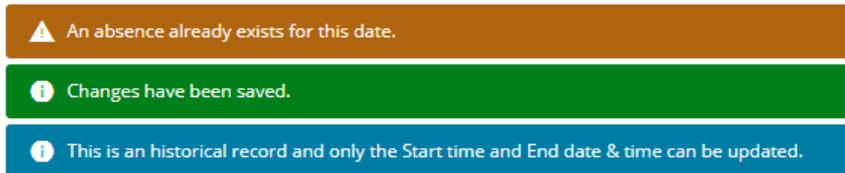

If you do not delete this entry, it will result in a duplicate record and it will be identified during the monthly audit. Managers are informed of any duplicate entries, which could result in an audit of your flexitime entries.

- If you see this message when saving your flexitime record, then you have already recorded your time for that day and the entry will not be saved.
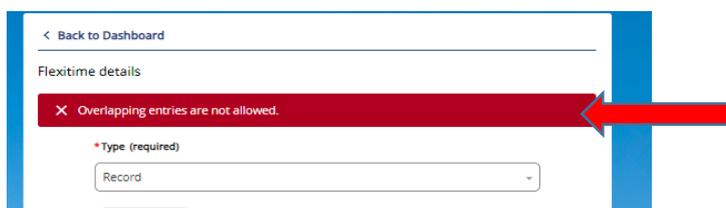
- To return to the previous screen **click** the **'Back to Dashboard'** link. You will see the message below.
- **Click** '**Confirm'** to return to the Home page.

To check your flexitime entries go to Page 11 of the guide '**View all flexitime'.**
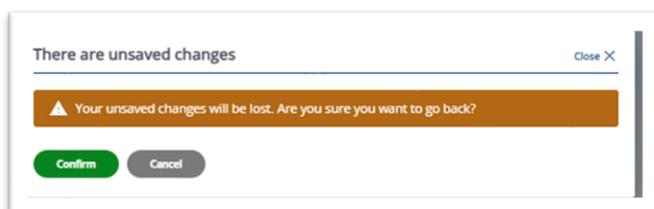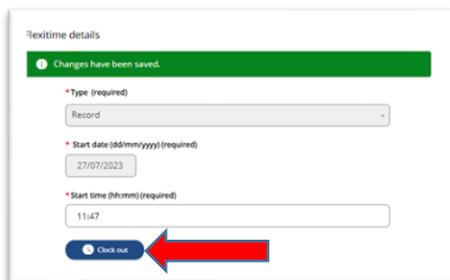
Clock in / Clock out

There may be times when you may need to record three or more breaks in a day. You will need to use the clock in / clock out record process.

- **Click** on the **'Record flexitime'** link. When the form opens **click** the **blue** **'Clock in'** button**.** The fields will self-populate. If needed, you can manually amend the date and time just click into the field/s.
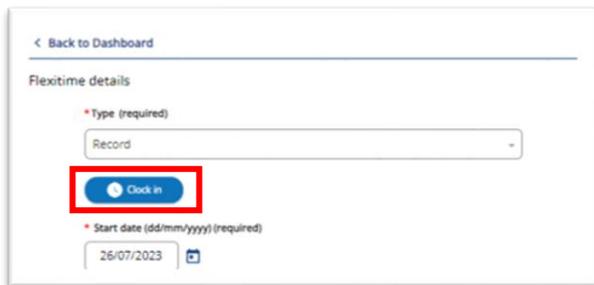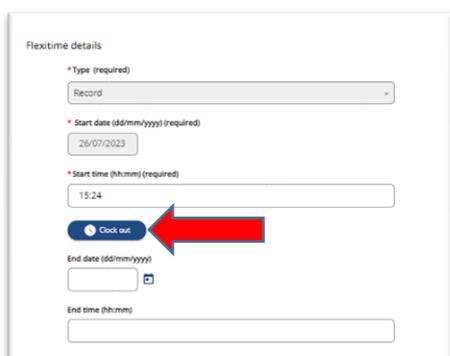

- **Click 'Save'.**
- Go '**Back to Dashboard'**. When you're ready to **'Clock out' click** on **'Record flexitime'**. You will see the blue button has now changed to **'Clock out'**.

- **Click** the **'Clock out'** button and the end time field will self-populate.

- **Click save**.

- To clock back in **click** on '**Record flexitime**' and repeat the above process of clocking in / clocking out will record your breaks.

Book flexitime (requesting leave)

To request leave using your flexitime accrued hours you will need to submit a **'Book'** request to your Line Manager.

- **Click** on the **'Book flexitime'** link. The '**Flexitime details'** form will open, and you must complete all fields.
- **Type:** this field will self-populate with the word **'Book'.**
- **Start date:** use the calendar icon or enter the date manually.
- **Length:** from the dropdown field select Half day or Full day.
- **Position:** if you only have one position this field will self-populate. If you have multiple posts then select the correct position the request affects.
- **Notes:** add details about your request for your Line Managers information.
- **Click 'Save'.**
  You will receive a system automated email confirming you having submitted your request to your manager and your Line Manager will receive an email asking them to review your request.

Please note: You can only book **one** day at a time on the form. You **cannot** request **consecutive days on one form.** You must do a separate form for each day.

You can only make a request for a **half day** or **full day**.

If you only need to use fewer hours, then **do not use** this form. When completing your '**Record'** entry reflect the hours used on the 'Record' entry.

Employees cannot delete a '**Book'** request. Only your Line Manager can do this.

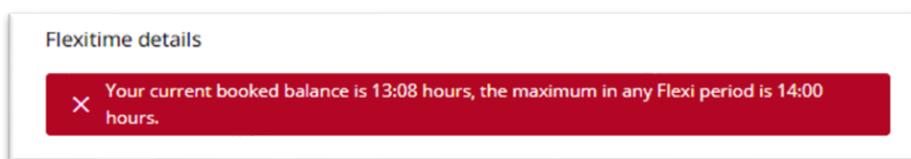Once you submit your request you make another request or go back to the homepage.
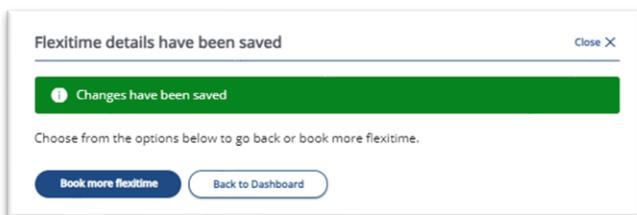
When you return to the homepage you will see your flexitime balance has changed. **This is not confirmation your manager has authorised your request. The system automatically deducts the number of hours from your balance and holds them until your manager authorises or rejects your request.**

Once your manager reviews your claim you will receive an automated email with your managers decision.

The example below shows an employee who works 8:45mins on a Monday. They have submitted a 'book' request for a half day. The system deducts 4 hours 23 mins from their '**Current flexitime balance'**.

Flexitime   View all flexitime >

Current balance hh:mm
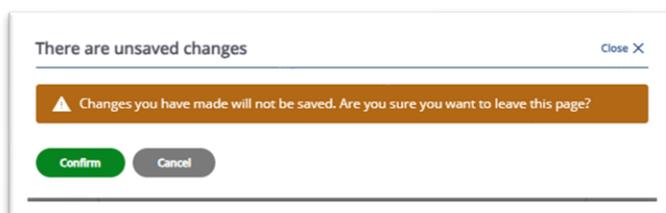🕐 15:00

Current balance hh:mm
🕐 10:37
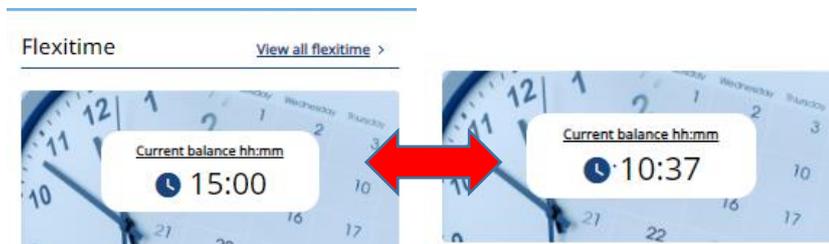
If the manager authorises the request, there will be no change to the balance. However, if the request is rejected then the system will return the hours back to your balance.

Flexitime details

✕ Your current booked balance is 13:08 hours, the maximum in any Flexi period is 14:00 hours.

If you see this warning message when saving your '**Book'** request, The system has calculated your request will go over your entitlement so you will be blocked from going any further.
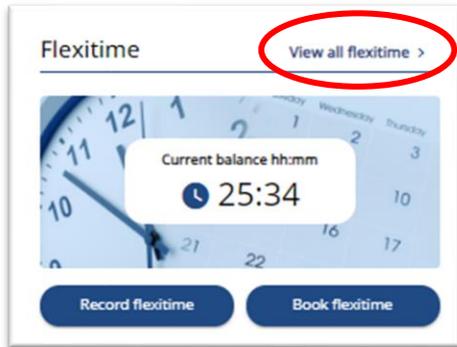
- **Click** '**Cancel'**. Click '**Confirm'** and return to the homepage.

There are unsaved changes   Close ✕

⚠ Changes you have made will not be saved. Are you sure you want to leave this page?

Confirm   Cancel

Viewing your flexitime entries

This allows you to see all your flexitime entries and any system adjustments entries.
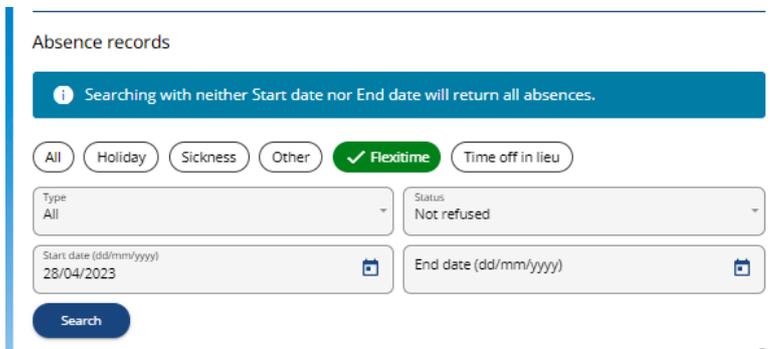
- **Click** the **'View all flexitime'** link.

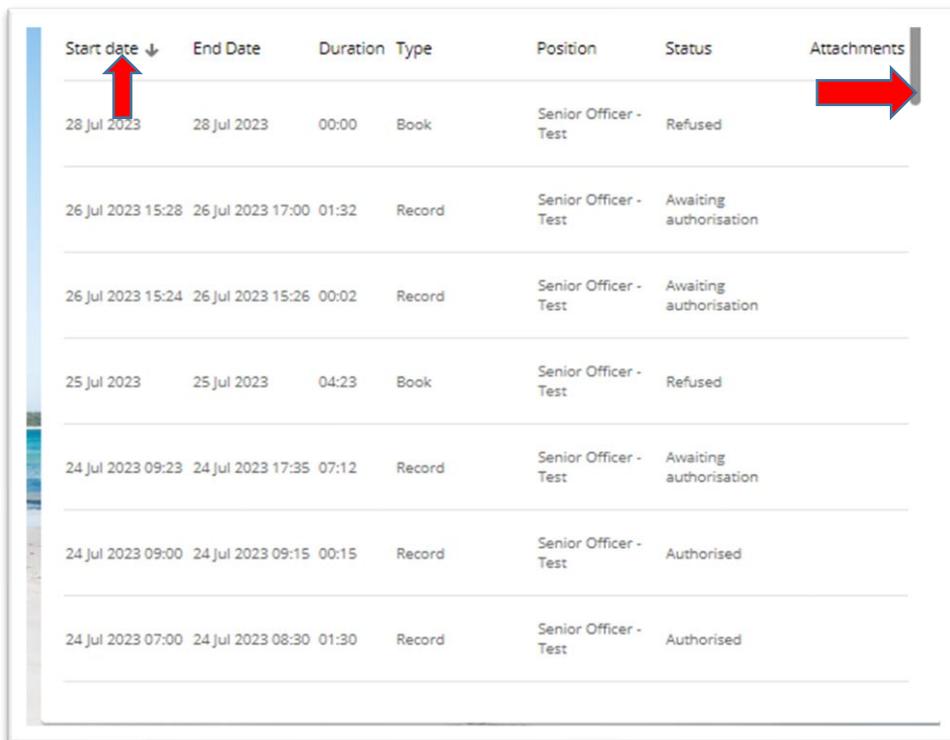- The **'Absence records'** screen will open.

  When searching for any type of absence you must ensure the absence type is **ticked** and **green**.

  The process below shows how to search for 'flexitime'. However, you can use the same process for checking holiday or other leave.

- **Type**: the only option here is '**All'**.
- **Status**: the system defaults to 'Not refused' but if you click the dropdown arrow you will see other options to use. To return all flexitime details I would suggest selecting '**All'**.
- **Start date:** is set 3 months from the present day. If you're checking records in a specific date range, then use the '**calendar'** icon to select the date. Or, click into the date field and enter the date/s manually.
- **End date:** this field is usually blank, but you can change the date field using the calendar icon or manually entering the date.
- **Click** '**Search**' button.

Below is a search example.

- The scroll bar on the right-hand side of the list allows you to go up and down.
- Hover your cursor over the title headers (apart from Duration) will allow you to change the way you see the results from your search.
- For example the **'Start date'** header defaults to showing you the most recent date first. Click on the downward facing arrow next to '**Start date'**. The arrow will change direction and you will see the oldest date first.
- To look at an entry in more detail simply click on it and it will open into full view.
- If you see an entry for **Adjustment generated'** this is a system correction and it means you have started or finished out with the allowed time. Or you have not taken the correct minimum break time.

[End of guidance]