

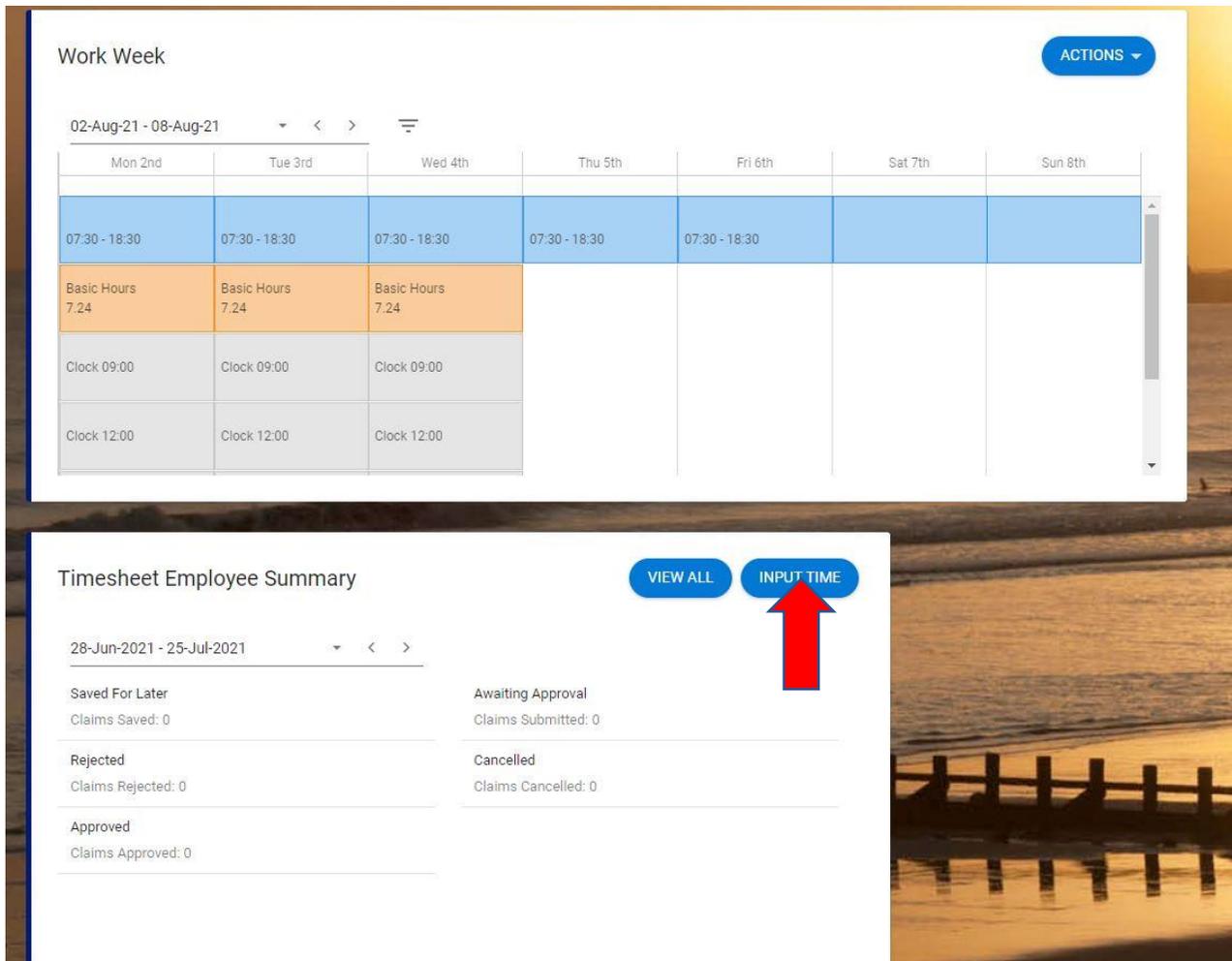
Quick Guide to Flexi-Time Recording on CoreHR

Go to the Timesheet Employee Summary widget on the “Time” tab of your Employee dashboard.

Click on Input Time

Alternatively, click on Actions in the Work Week widget and go to Timesheet Input

This will bring up the Timesheet



Completing the Timesheet

The screenshot shows the 'Timesheet Input' page for an employee named 'Employee Co Trainer' (Employee No. ZZ02, Department Business Support, Appointment Id 502360-21). The interface includes a table for 'Type of Hours worked' and a section for 'Annual Leave Days' with two donut charts. At the bottom, there are 'CALCULATE ATTENDANCE' and 'SAVE' buttons.

Type of Hours worked	Type	Mon 28th	Tue 29th	Wed 30th	Thu 1st	Fri 2nd	Sat 3rd	Sun 4th	Total
Basic Hours	M	7.24	6.30	7.24	7.24				28.42
Flexi Credit	M	1.36		0.36	1.06				3.18
Flexi Debit	M		0.54						0.54
ANNUAL LEAVE	M					7.24			7.24
		9.00	7.24	8.00	8.30	7.24	0.00	0.00	40.18

Annual Leave Days

- Entitlement: 18
- Carried: 0
- Booked: 0
- Balance: 17

Summary:

- Basic: 28.7
- Overtime: 0
- Absences: 7.4
- Other: 0

Callouts:

- 1: ADD button
- 2: Input field for clocking times
- 3: SAVE button
- 4: CALCULATE ATTENDANCE button
- 5: Table header area
- 6: Annual Leave Days chart area

1. Click on add on the bottom part of the timesheet to insert a new row for clocking times
2. Enter your clocking times (e.g. for 1:30pm, you can enter it in the format 1:30pm, 13:30 or 1300)
3. Check your times are correct and click save (please note, these can only be amended by your manager after being saved)
4. Click on Calculate Attendance to calculate your flexi.
5. You can now see your flexi credit and debit times for the day(s) on the top part of the Timesheet (these are in hours and minutes, not decimal)
6. You can view all your balances including your flexi time balance using the chart at the bottom left of the timesheet (your balances are also available on the leave tab of your employee dashboard).