## **Quick Guide to Flexi-Time Recording on CoreHR**

Mon 2nd	Tuo 2rd	Wed A	th I	bu 5th	Fri 6th	Sat 7th	Sun Offic	
WIGH 2HG	Tue Stu	Weu 4		nu stri	FILOUI	odi /tii	Sun our	
17:30 - 18:30	07:30 - 18:30	07:30 - 18:30	07:30 - 1	:30	07:30 - 18:30			
Basic Hours 7.24	Basic Hours 7.24	Basic Hours 7.24						
								- 1
Clock 09:00	Clock 09:00	Clock 09:00						
Clock 09:00	Clock 09:00	Clock 09:00						•
Clock 09:00	Clock 09:00	Clock 09:00						
Clock 09:00 Clock 12:00	Clock 09:00 Clock 12:00	Clock 09:00 Clock 12:00		VIEV	W ALL INPUT T	IME		-
21ock 09:00 21ock 12:00 imesheet En 28-Jun-2021 - 25-	Clock 09:00 Clock 12:00	Clock 09:00 Clock 12:00		VIEW	N ALL INPUTT	IME		·
Clock 09:00 Clock 12:00 imesheet En 28-Jun-2021 - 25- Saved For Later	Clock 09:00 Clock 12:00	Clock 09:00 Clock 12:00	Awaiting Approve	VIEV	W ALL INPUT T	IME		
Clock 09:00 Clock 12:00 imesheet En 28-Jun-2021 - 25- Saved For Later Claims Saved: 0	Clock 09:00 Clock 12:00	Clock 09:00 Clock 12:00	Awaiting Approve Claims Submitted	VIE 1 : 0	W ALL INPUT 1	IME		·

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**

Employee Co Trainer Employee No. ZZ02 Department Business Support Appointment Id 502360-21			🔵 Reje	cted 🧿 Recode	Required 🥥 Apj	proval Required 🤇	Reason Code R	equired 🌀 Narra	ative Attached	ADD
-		ð	÷	÷	÷	ê	ð	÷		
f Hours worked	Туре	Mon 28th	Tue 29th	Wed 30th	Thu 1st	Fri 2nd	Sat 3rd	Sun 4th	Total	
ours 5	М	7.24	6.30	7.24	7.24				28.42	:
edit	М	1.36		0.36	1.06				3.18	:
bit	м		0.54						0.54	:
AL LEAVE	М	9.00	7.24	8.00	8.30	7.24	0.00	0.00	7.24 40.18	1
al Leave Days	М	9.00	7.24	8.00	8.30	7.24	0.00	0.00	7.24	ADD
I LEAVE	М	9.00 Mon 28th	7.24	8.00 Wed 30th	8.30 Thu 1st	7.24 7.24 Fri 2nd	0.00 Sat 3rd	0.00 Sun 4th	40.18	ADD
I LEAVE	Μ	9.00 Mon 28th M 08.00	7.24 T 2	8.00 Wed 30th M. 09:00	8.30 Thu 1st M 09:00	7.24 7.24 Fri 2nd	0.00 Sat 3rd	0.00 Sun 4th	40.18	ADD
Al Leave Days	M Basic: 28.7	9.00 Mon 28th M 08.00 M 12.00	7.24 T 2 M 10.9 M 12.00	8.00 Wed 30th M 09:00 M 12:00	8.30 Thu 1st M 09:00 M 12:00	7.24 7.24 Fri 2nd	0.00 Sat 3rd	0.00 Sun 4th	40.18	E ADD
IL LEAVE	M  Basic: 28.7  Vertime: 0	9.00 Mon 28th M 08:00 M 12:00 M 12:30	7.24 T 2 M 105 M 12:00 M 13:00	8.00 Wed 30th M 09:00 M 12:00 M 12:30	8.30 Thu 1st M 09:00 M 12:00 M 12:30	7.24 7.24 Fri 2nd	0.00 Sat 3rd	0.00 Sun 4th	40.18	ADD

- 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).