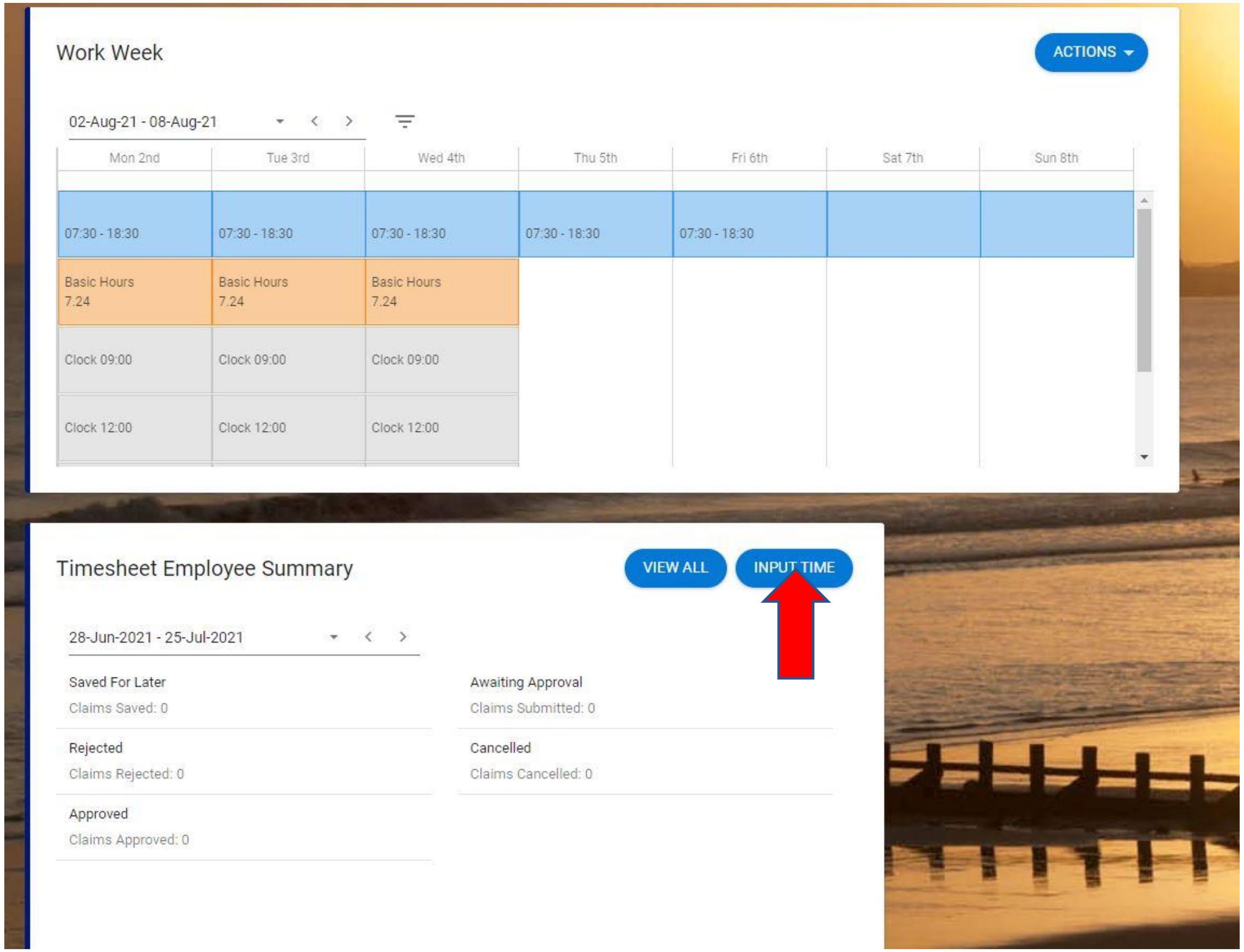
Quick Guide to Flexi-Time Recording on CoreHR



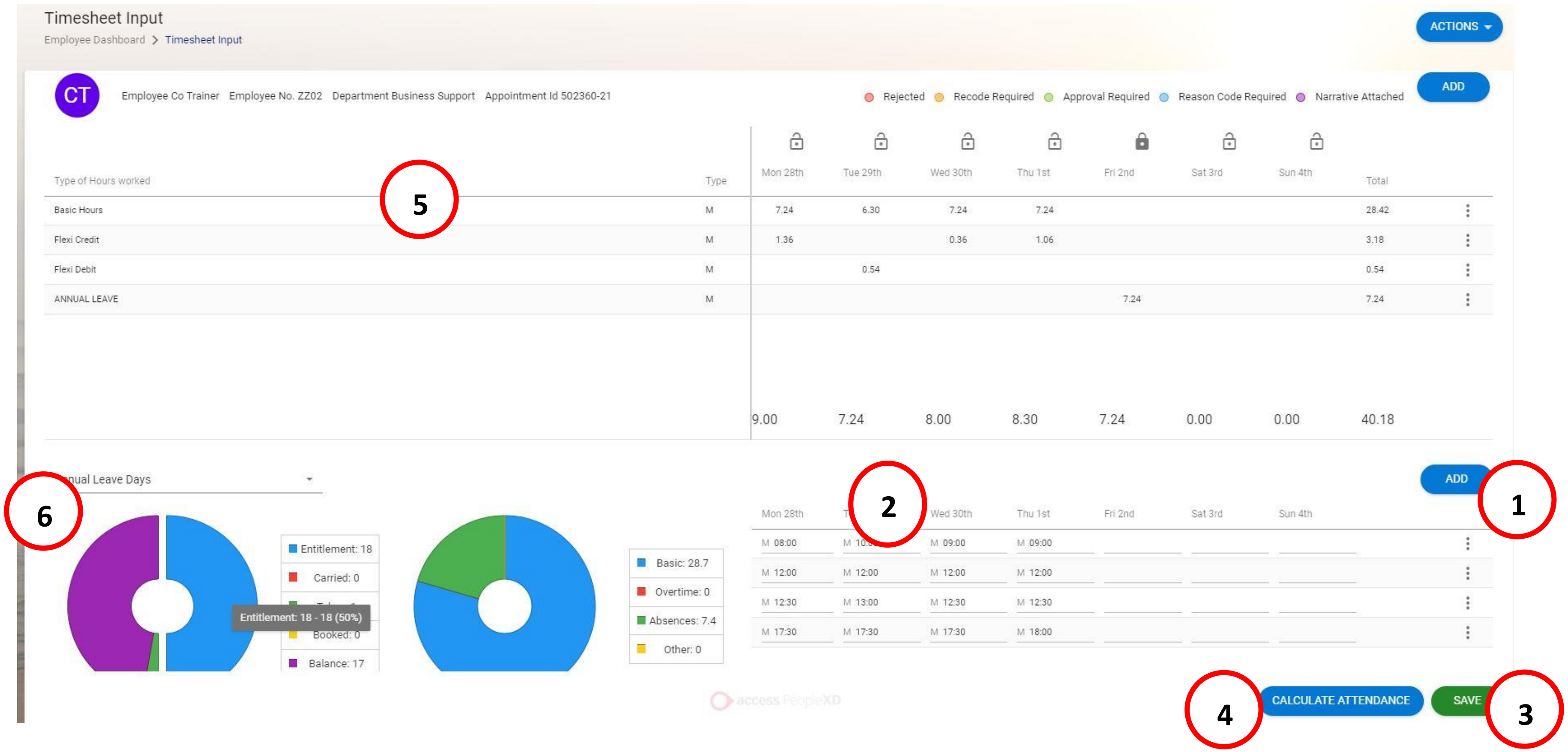
Go to the Timesheet Employee Summary widget on the "Time" tab of your Employee dashboard.

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



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).