## MANAGER GUIDE TO FLEXI ON my Team

A quick guide on how to view and approve an employee's flexi recordings and bookings

After logging into myTeam , select the '**People**' tab on your main screen the names of your reportees will appear at the side and select the record you wish to view:



To view the record, click into the '**Absence**' tab - from there you will be able to view the employee's flexi recordings and an overview of the employee's current flexi balance:

VIEW FULL CALENDA	R 🖊	- 31 Dec 2020 22 Jun 2020 Jul 2020
24 Jun - 07 Jul 2020 24 25 26 27 28 29 30 01 02 0 0 0 0 0 0 0 0	03 04 05 06 07 Holidays	remaining calculation)
Personal Details     Employment	LINKS Absence Mileage & Expense	es > Learning > Employee Forms
Holiday absence details	Sickness absence details	Sickness Certification details
Absence stage details	Maternity absence details	Maternity Certification details
KIT days details	Ordinary paternity absence details	Ordinary Paternity Certification details
KIT days details Adoption absence details	Ordinary paternity absence details Adoption Certification details	Ordinary Paternity Certification details Adoption KIT days details

When an employee requests to use their accrued flexi time, you will receive an email with the details of the dates/times and a link to authorise/reject their request.



Once you have selected the request, select Actions then you will be given the option to authorise or reject this request. The employee will be emailed the outcome. Actions then you will be Not authorised You can also create a flexi adjustment for one of your reportees. To do this, click on the employee, then '**Absence**', then Employee Flexi Adjusments:

Personal Details     Employme	nt Absence > Mileage & Expenses	Learning      Employee Forms
Holiday absence details	Sickness absence details	Sickness Certification details
Absence stage details	Maternity absence details	Maternity Certification details
KIT days details	Ordinary paternity absence details	Ordinary Paternity Certification details
Adoption absence details	Adoption Certification details	Adoption KIT days details
ther absence details	New - Other absence details	Other Absence Certification details
Holiday Entitlement Summary	View/Amend Employee Flexi Details	Employee Flexi Adjustments

An adjustment can be made to credit or deduct time if necessary and you can add a note to include the reason why this adjustment was made:

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SEARCH FIND ITRENT PAGES	O Mar	
A ORGANISATION	This Miss	
North Lanarkahire Council	Flexitime adjustment 05/06/2020 V MONU	
A PEOPLE I	Adjustment date* 05/06/2020	
Results 4 People Burname V Q	Adjustment value (minutes)* -5	
Select all Save this group	Position* HR Operations Advisor	
	Adjusted based on break duration not aligning with flexitime policy.	
	Note	
A FLOOTINE UST	SAVE DILETE NEW	
Show all		



## Reports

You will receive a weekly report containing your reportees time and attendance records for the current week, including their flexi

balance. You will also be able to see if an employee has failed to record their times in the current week. It is the employees responsibility to amend these missing recordings.

## Authorisation

You will only be required to approve flexi leave. You will be able to view/amend/delete any records if required, but it is the employee's responsibility to record their arrival, lunch, departure etc.



If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk