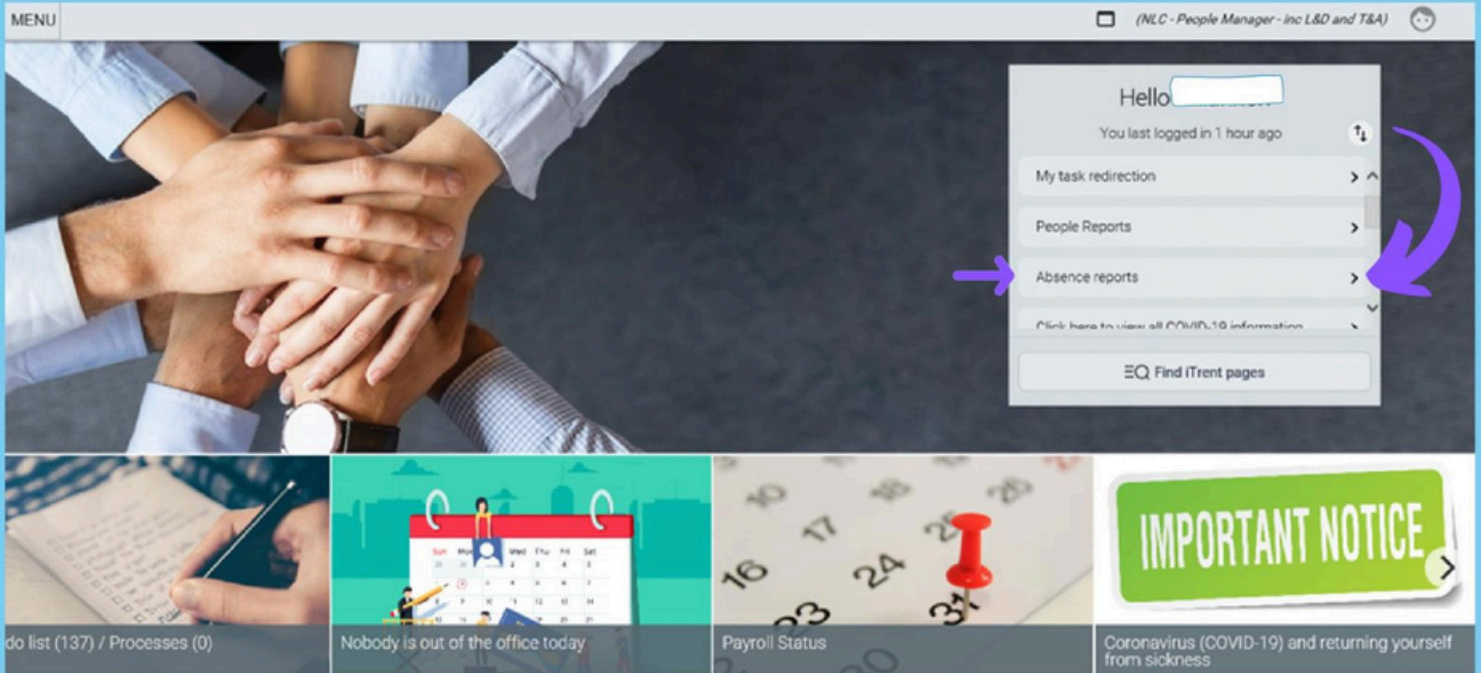


FLEXITIME REPORTS

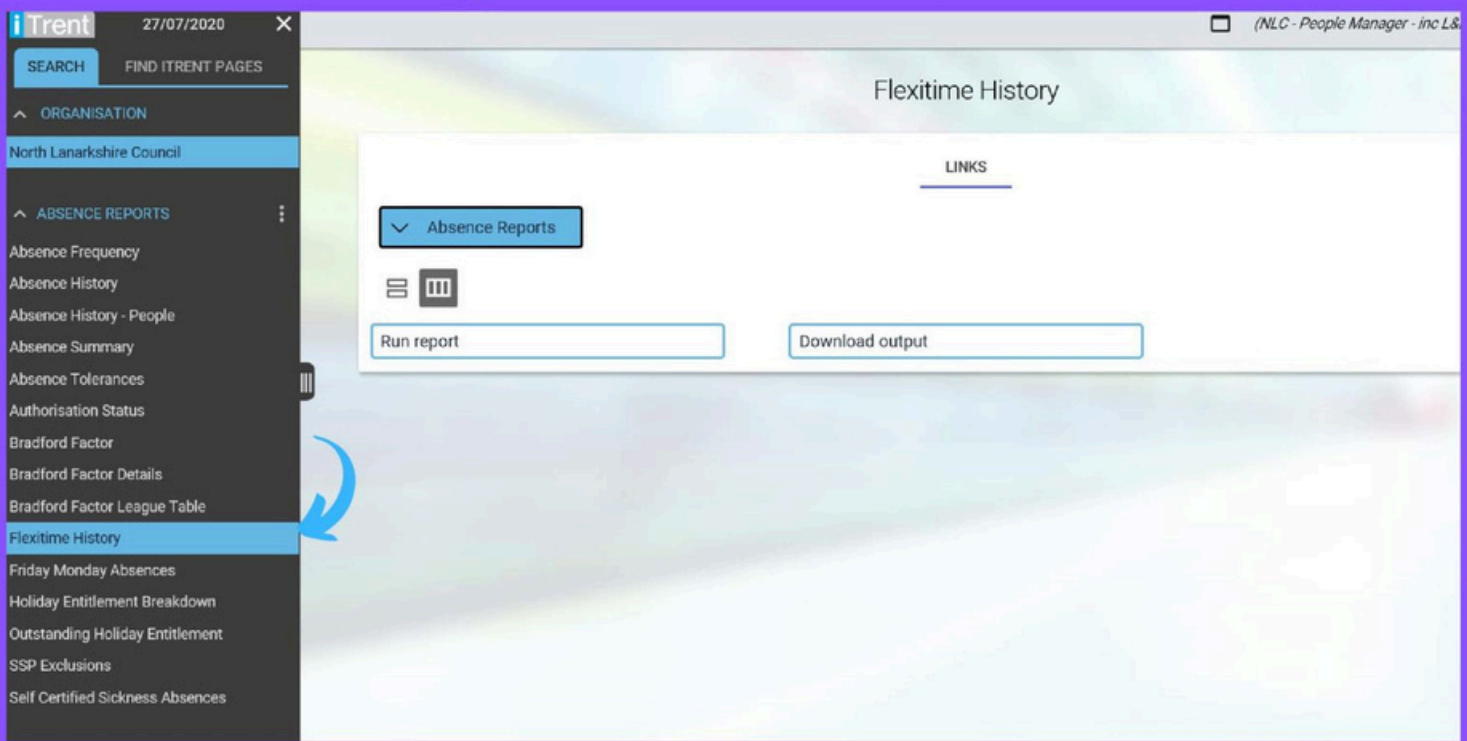


A quick guide on how to run and view flexitime reports within myTeam.

After logging into myTeam, select '**Absence reports**'.



Within 'Absence reports' you will find '**Flexitime History**' at the left hand side.



You will then select **Run report**

Before the report is ran, you will set the report up to output the information you are looking for: Balances, history & missing flexi recordings.

Enter date(s) for the time frame you wish to search in the report. (points to Effective date)

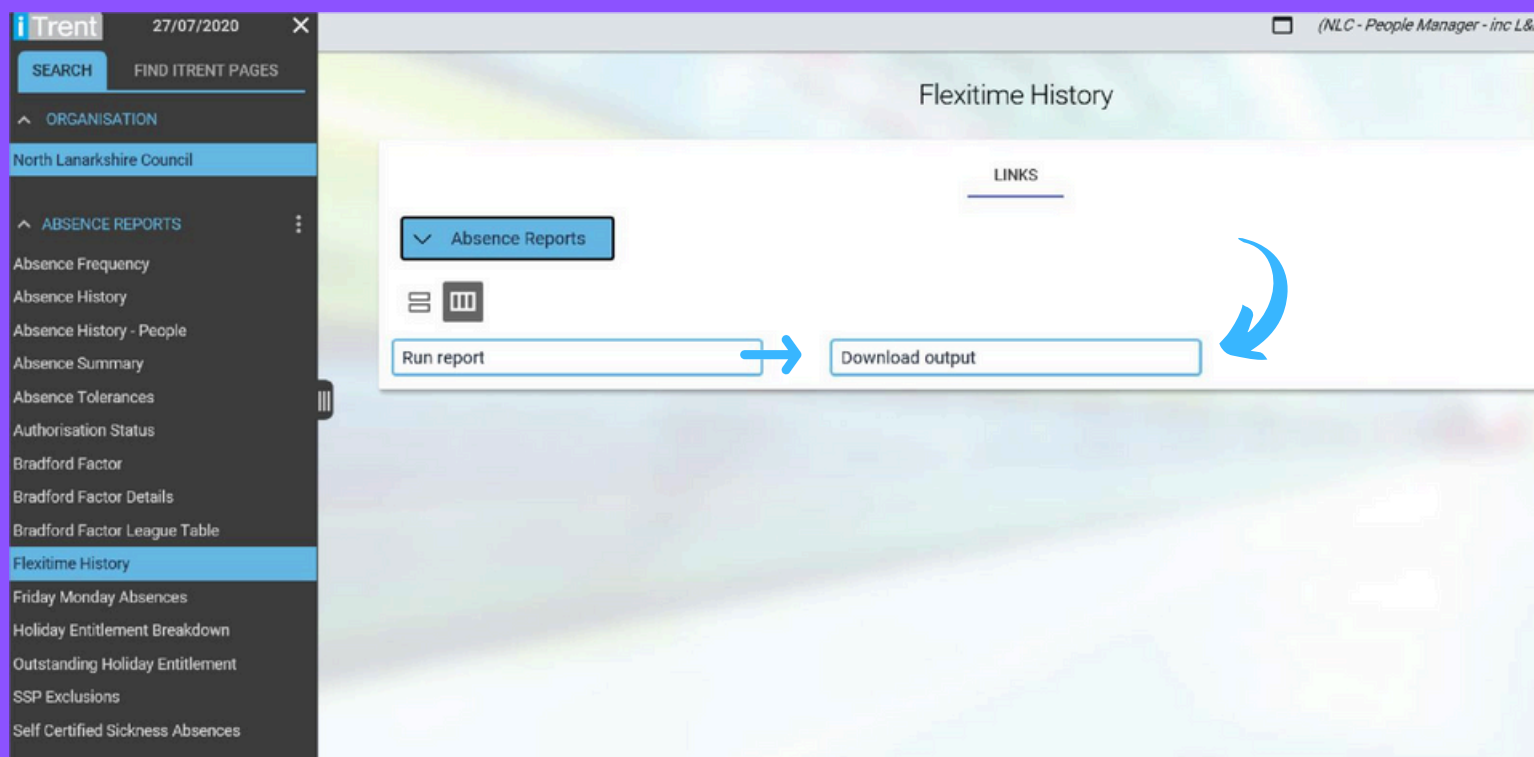
Select pdf or csv (spreadsheet) to determine the format of the report (points to Output type)

Please refer to Managers Guide for Time & Attendance Section 5 (points to Report type)

RUN (button)

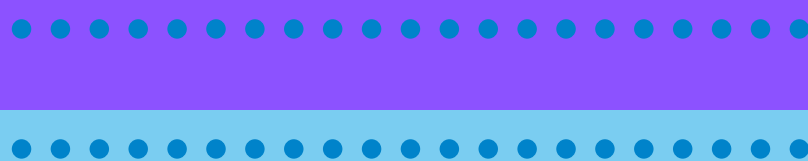
Select 'Run' when complete. You will then be notified via email when your report is ready.

You will now have the option to '**Download output**' within the Flexitime History report screen (within Absence reports).

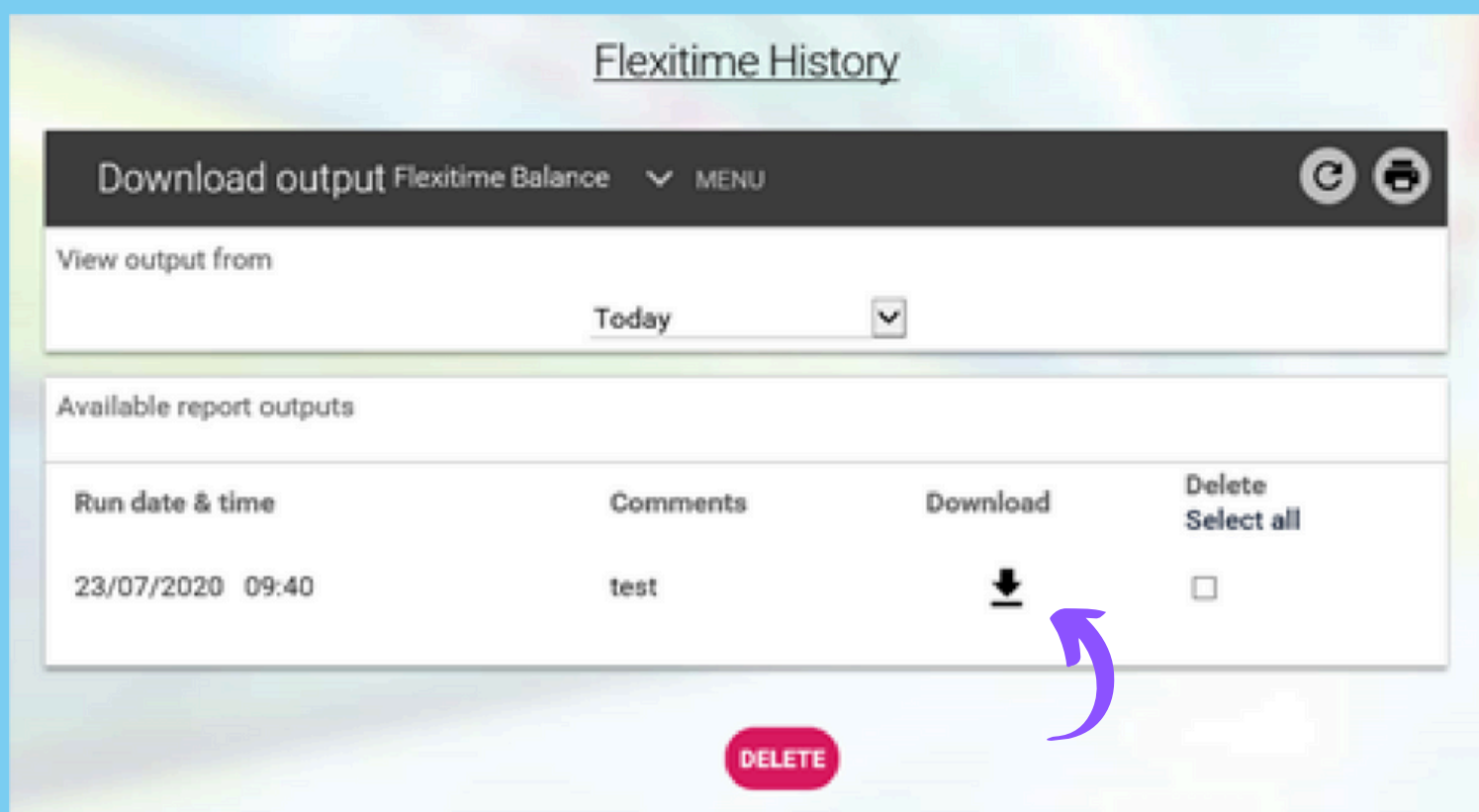


Once you have selected

Download output



Click  to download and view your report.



You will now be able to view your report. ✓

If you need further support –

For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk