

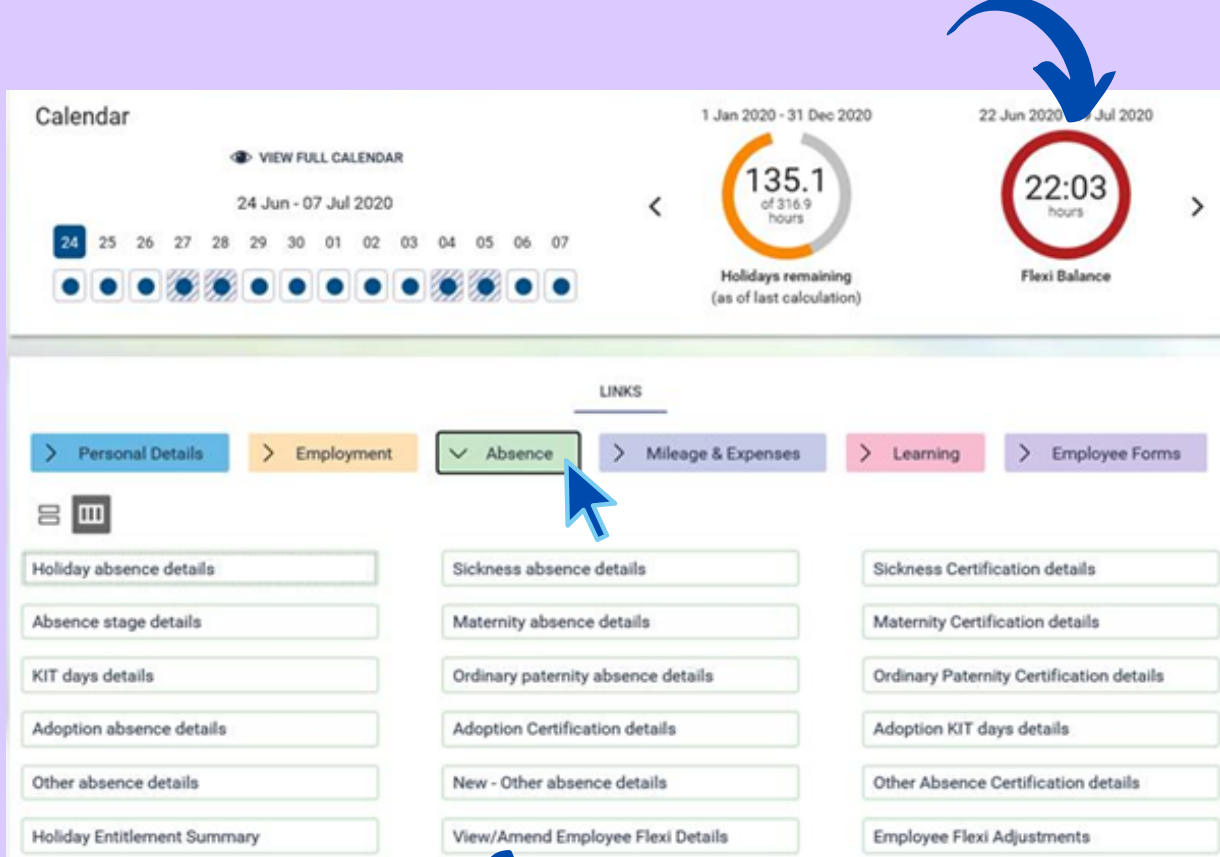
MANAGER GUIDE TO FLEXI ON

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:

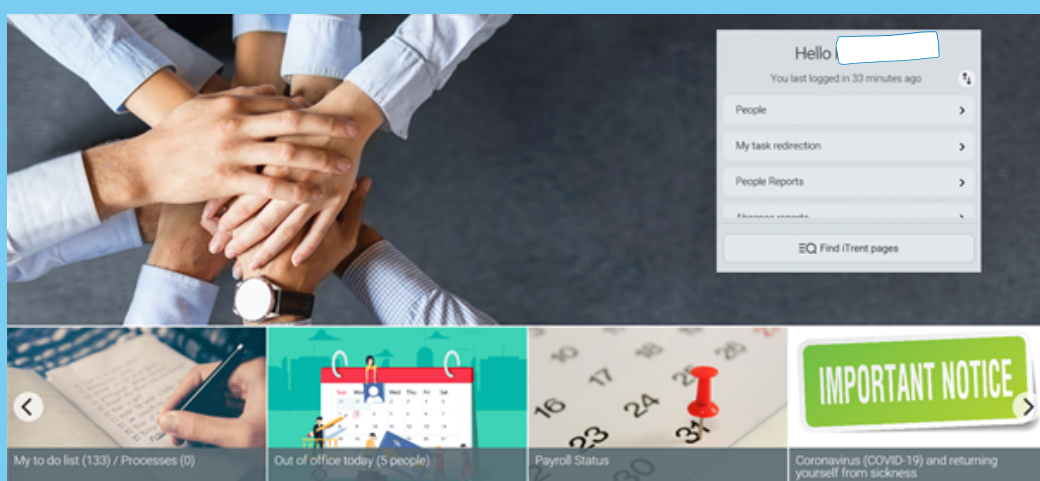


To view the record, click into the '**Absence**' tab - from there you will be able to view the employee's flexi recordings and an overview of the employee's current flexi balance:

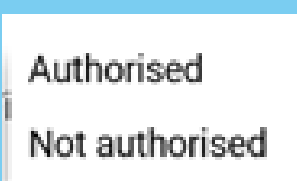


When an employee requests to use their accrued flexi time, you will receive an email with the details of the dates/times and a link to authorise/reject their request.

To view and action the request, click into your '**to do list**'



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.

You can also create a flexi adjustment for one of your reportees. To do this, click on the employee, then '**Absence**', then Employee Flexi Adjustments:



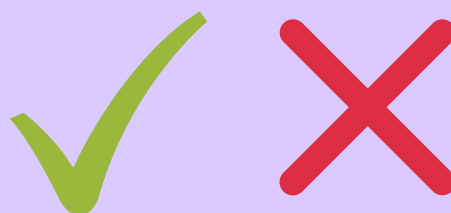
An adjustment can be made to credit or deduct time if necessary and you can add a note to include the reason why this adjustment was made:



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-helpdesk@northlan.gov.uk**