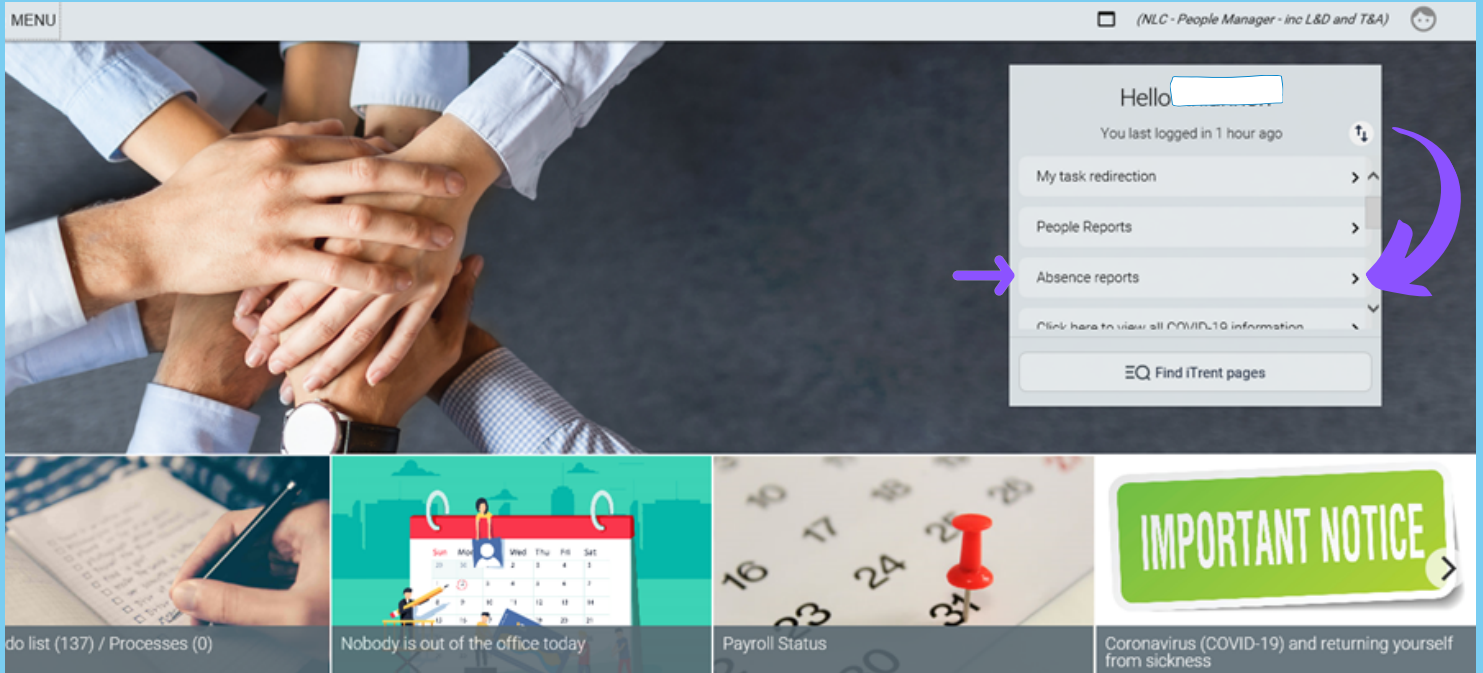


# FLEXITIME REPORTS

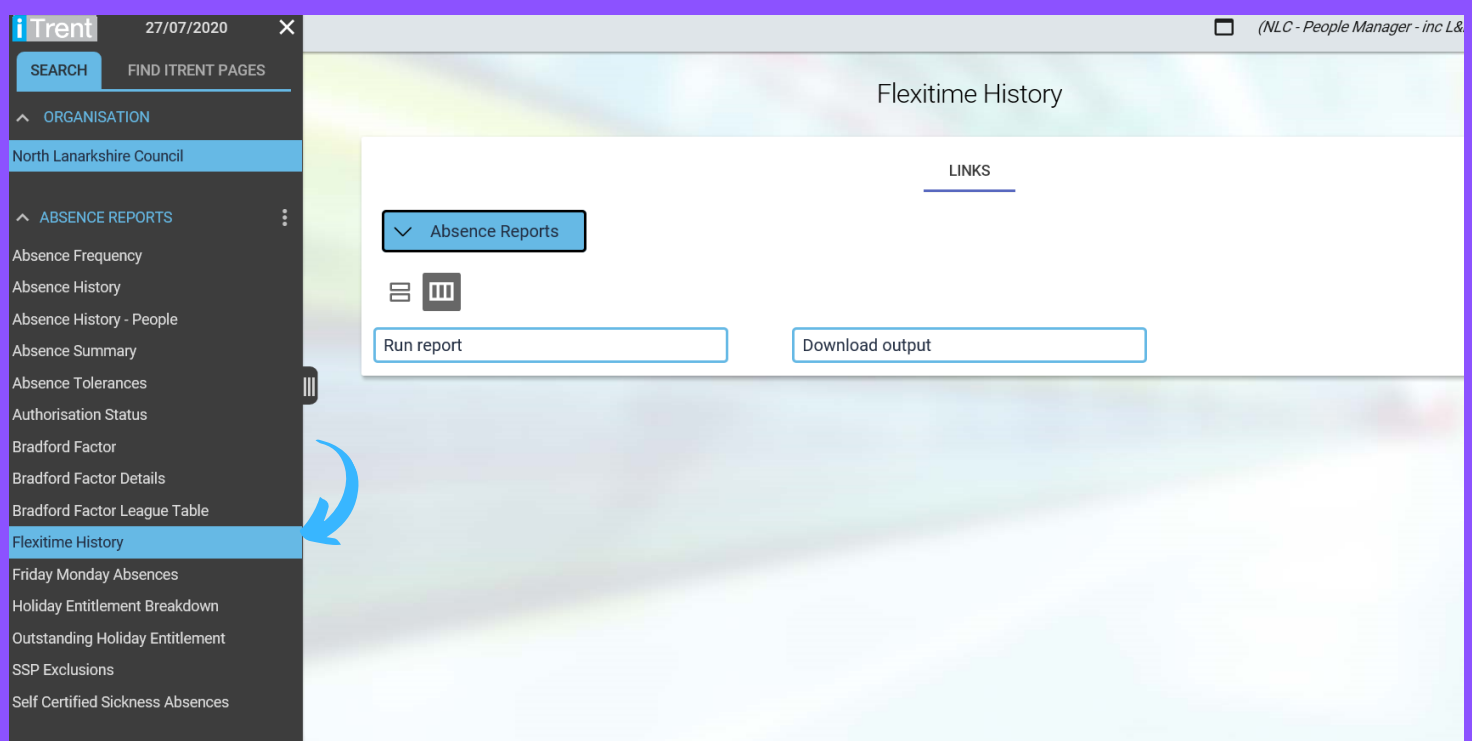


A quick guide on how to run and view flexitime reports within myTeam.

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.

**Unit/Employee** Unit

**Organisation start point** North Lanarkshire Council

**Report type** Balances

**Effective date** 27/07/2020

Include leavers

Full path display

**Organisation view** Show all data by unit

new page for each organisation unit

**Output type** PDF File

Report run comments

**RUN**

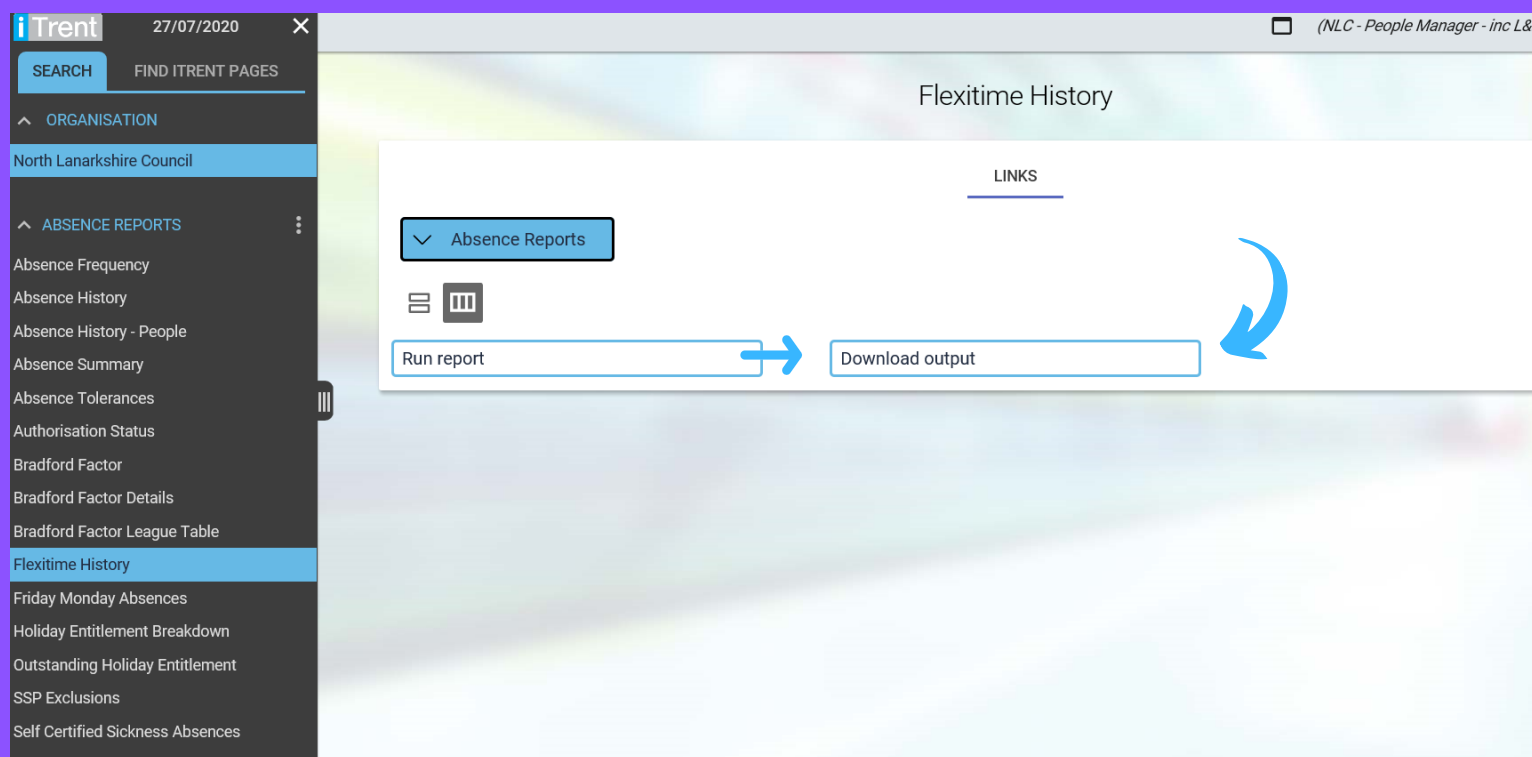
*Enter date(s) for the time frame you wish to search in the report.*

*Select pdf or csv (spreadsheet) to determine the format of the report*

*Please refer to Managers Guide for Time & Attendance Section 5*

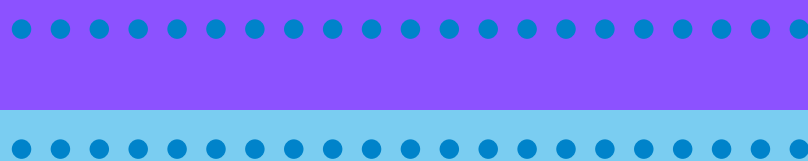
Select 'Run' when complete. You will then be notified via email when your report is ready.

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

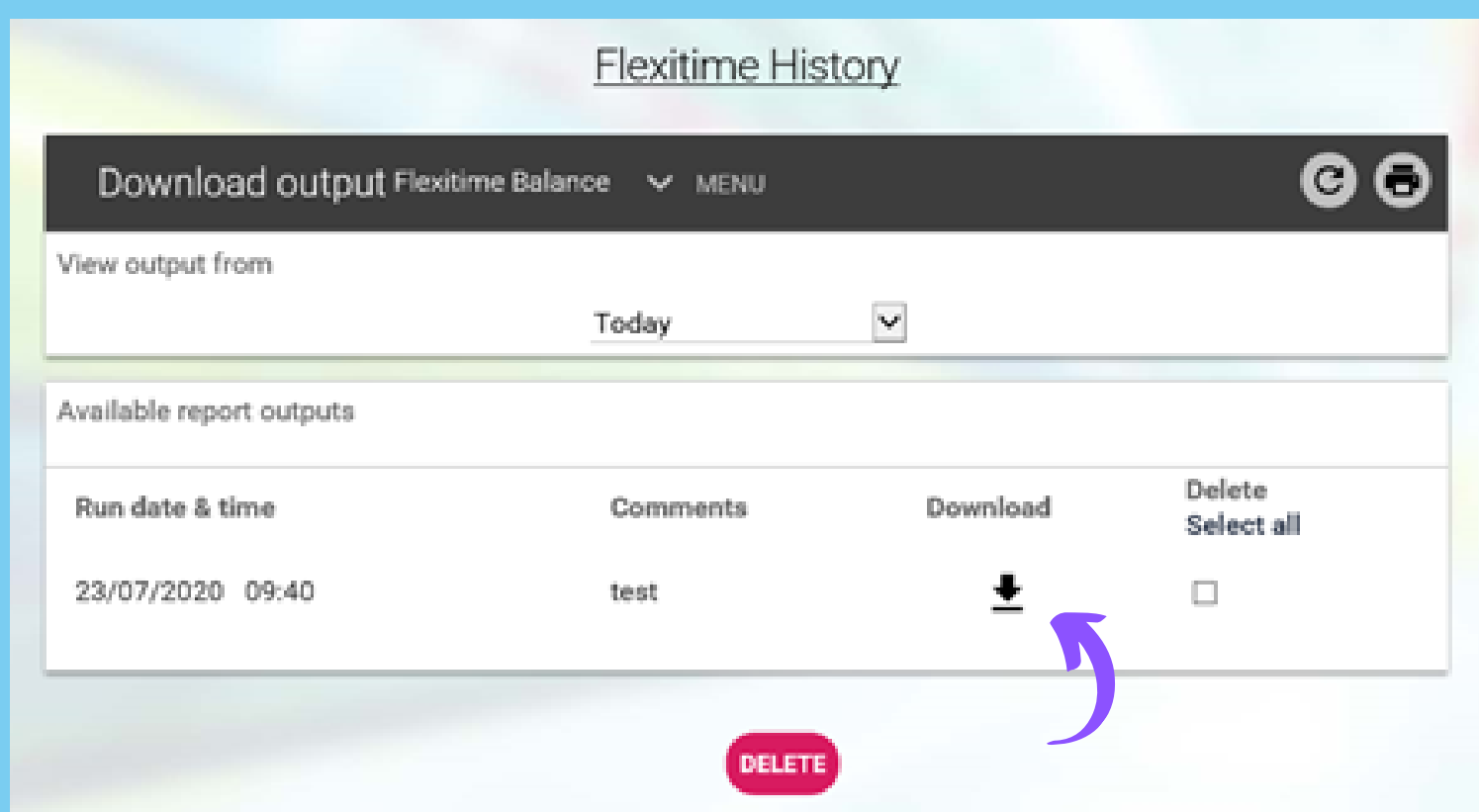


Once you have selected

**Download output**



Click  to download and view your report.



You will now be able to view your report. ✓

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