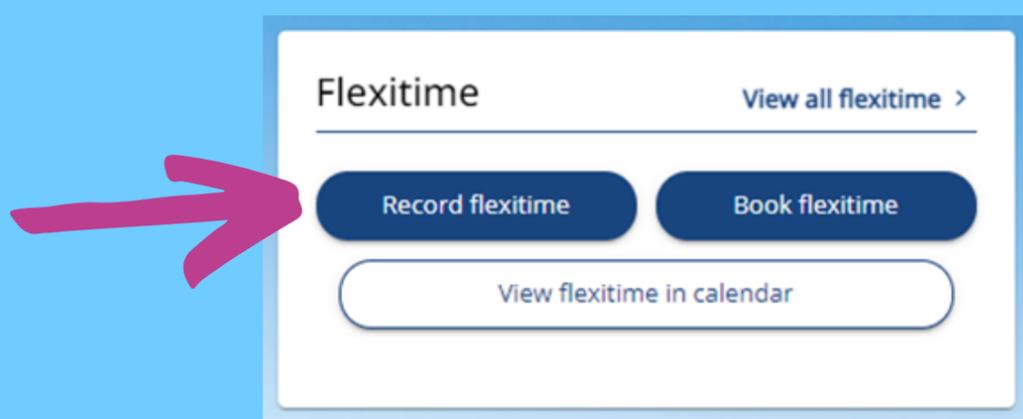


# How to Record and Book Flexi on mySelf

## A quick guide on how to use and record your flexi

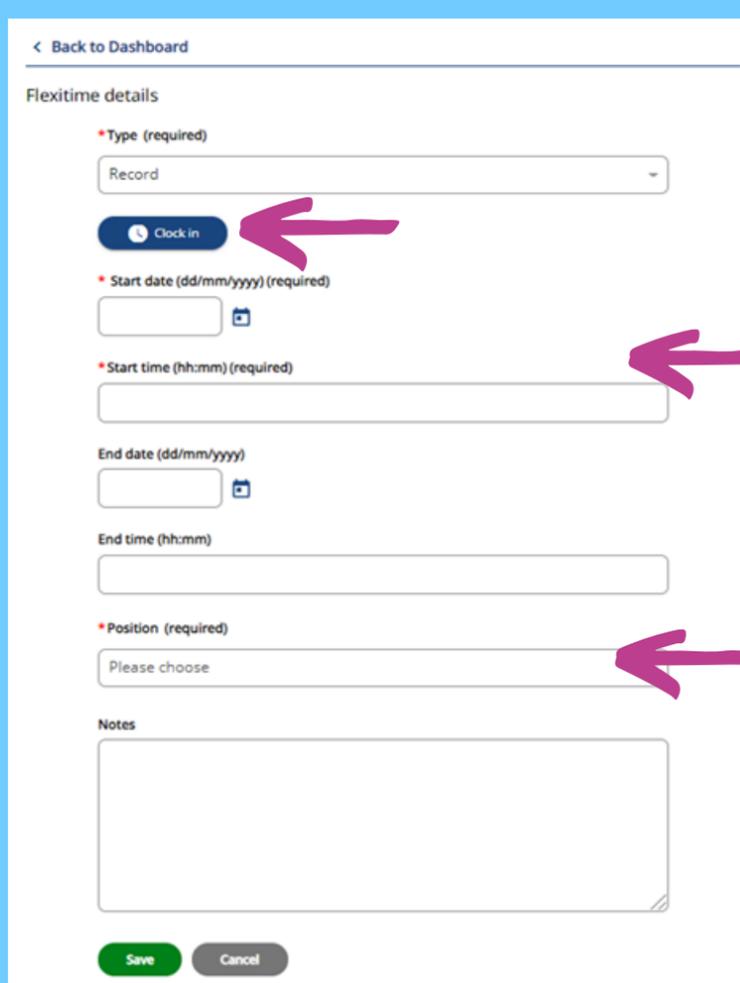
After logging into your mySelf, scroll down on your dashboard and select '**Record Flexitime**' like below



You need to record (clock in/out) your times when you start and finish your shift as well as for lunch

**For Example, clock in at 8:45am (08:45) clock out at 12.00 (12:00), clock in at 12.55 (12:55) and clock out at 4.45pm (16:45).**

The following box will appear, you should select the '**clock in**' button and this will record the current date and time



You can also manually enter the date and time (if required)

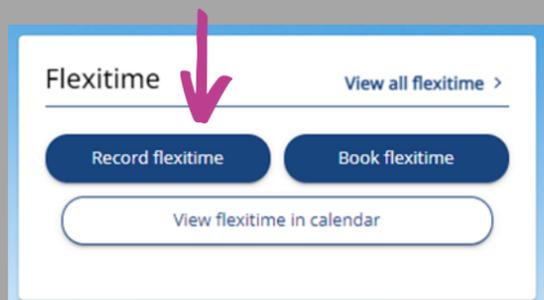
You need to select the relevant position (if you have more than one).

After clocking in/out press **save**.

**Please note - if you do not clock out for lunch, the system will automatically deduct 30 minutes off your balance, provided you have worked a minimum of 6 hours in that work day.**

## Clocking out

To clock out simply click back in to '**Record Flexitime**' under Flexitime on your main dashboard and select the '**Clock Out**' button



Select the above button to clock out. This will insert your finishing time. Finishing times can also be manually entered as shown above.

For more information, please click here for FAQ's  
<https://mynl.co.uk/knowledge-base/recording-time-on-myself/>

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)