WESTERN SYDNEY
UNIVERSITY

STAFF
OnLine

ALESCO HRMIS V17

VERSION 1.0
FLEXITIME GUIDE

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HR Systems
Information Technology & Digital Services

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Preamble

The University has transitioned its FlexiTime time-keeping process for professional staff from a Microsoft Excel format to an online module using Staff OnLine. The online FlexiTime sheets operate in line with the principles outlined in the University's Flexible Hours of Work Scheme for professional staff.

Accessing Online FlexiTime Sheets

Once you have successfully logged in to Staff OnLine, from the 'My FlexiTime' menu, select 'My FlexiTime' as displayed below.

Figure 1

As FlexiTime Sheets are job specific, if you have multiple jobs, you may need to change to the relevant job before you can access your FlexiTime sheet.

To change jobs in Staff OnLine, highlight the job in the 'My Details' panel on the left hand side of the screen and press on the select button.

The details at the top of the screen will then change to reflect the selected job.

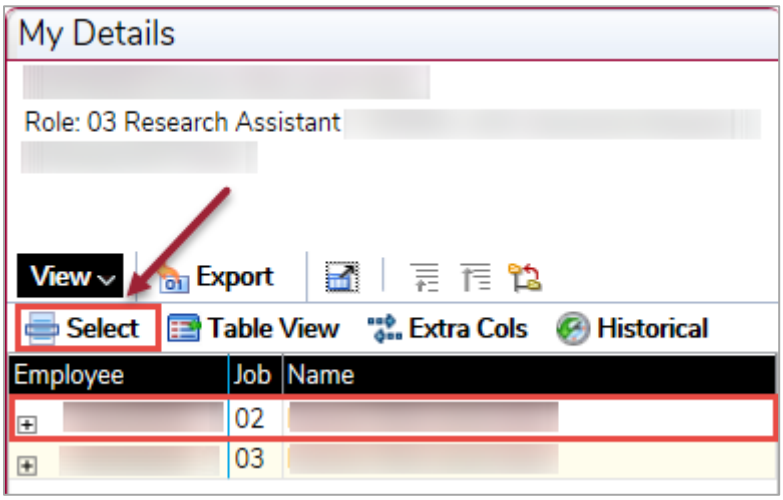


Figure 2

The FlexiTime Recording Screen

A screen will display showing a history of your FlexiTime periods and their current status. This list will continue to grow over time. This screen will display various details about each FlexiTime period, including:

1. The end date of the FlexiTime period
2. The status of the FlexiTime period, options include:
   a. Open
   b. Approved
   c. Rejected
   d. Submitted
   e. Cancelled
3. Actions available
4. Estimated carryover at the END of the FlexiTime period
5. Accrued Time in Lieu for the period.

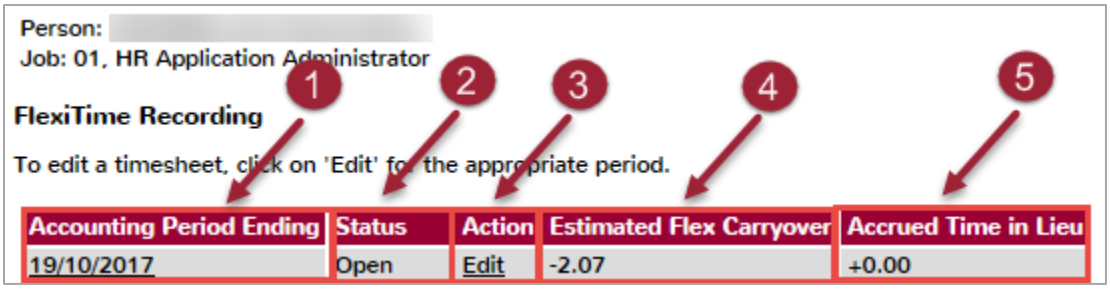


Figure 3

Completing a FlexiTime Sheet

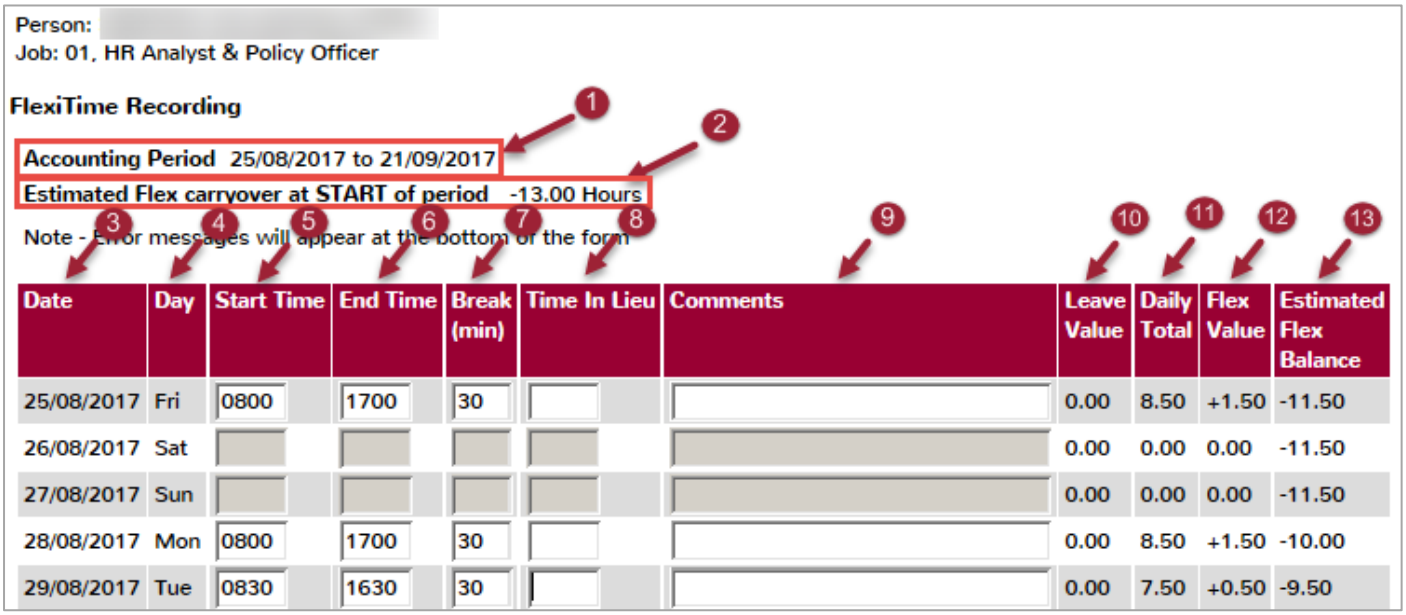
To complete or edit a FlexiTime sheet you can either click on the date in the 'Accounting Period Ending' column (option '1' from figure 3) or you can click on 'Edit' in the 'Action' column (option '3' from figure 3).

The FlexiTime sheet will then open for the selected period. The following fields will display in the sheet:

1. The accounting period or the FlexiTime period covered in this FlexiTime sheet.
2. The estimated FlexiTime carry over from the previous period. This field will not show accurately until all previous FlexiTime sheets have been approved.
3. Date. This field is prepopulated based on the FlexiTime period chosen.
4. Day. The day of the week.
5. Start Time. You need to enter your start time for the day in this field in the format HHMM – i.e. 8:15am would be entered as 0815. No Flex is accrued for hours worked outside of bandwidth hours i.e. 7am – 6pm.
6. End Time. You need to enter your finish time for the day in this field in the format HHMM – i.e. 4:30pm would be entered as 1630. (NOTE: this is using 24 hour format). No Flex is accrued for hours worked outside of bandwidth hours i.e. 7am – 6pm.
7. Break. You will need to enter the total amount of time for any breaks you had during the day in minutes i.e. if your break was 1.5 hours you would enter 90. Staff that work more than 5 hours a day, should take a break of at least 30 minutes. If a break time of less than 30 minutes is entered, the field will highlight yellow.
8. Time in Lieu. You can record any time in lieu that you have accrued for the day. Accrued time should be recorded as a decimal e.g. if you accrued 2 hours and 30 minutes of time in lieu, you would record 2.5. This field can be left blank if no time in lieu was accrued.

9. Comments. This is a free text field for recording any comments. Any leave already booked in the system (both approved and unapproved) is also noted here.
10. Leave Value. This shows the number of hours of any type of leave that is booked on that day (both approved and unapproved).
11. Daily Total. This is the total amount of hours recorded for that day, including leave applications.
12. Flex Value. This is the total amount of FlexiTime accrued for the day.
13. Estimated Flex Balance. This is the estimated Flex balance total that you have accrued.

NOTE: If you are not rostered to work on a particular day then the line on the data entry screen (below) will be greyed out and not available to you.



Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments	Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri	0800	1700	30			0.00	8.50	+1.50	-11.50
26/08/2017	Sat						0.00	0.00	0.00	-11.50
27/08/2017	Sun						0.00	0.00	0.00	-11.50
28/08/2017	Mon	0800	1700	30			0.00	8.50	+1.50	-10.00
29/08/2017	Tue	0830	1630	30			0.00	7.50	+0.50	-9.50

Figure 4

Saving and Submitting a FlexiTime Sheet

Once your FlexiTime sheet has been completed, you can save or submit the timesheet using the buttons at the bottom of the form. There are also a few more important fields at the bottom that you need to be familiar with.

1. Estimated Flex Carryover at END of period. This is the estimated number of FlexiTime hours that you will have accrued at the end of the FlexiTime period. The maximum amount of FlexiTime carryover that you can have at the end of a period is 14 hours (pro-rata for part-time employees). If you have been unable to take your Flex leave for the period and your manager has agreed to allow you to carry over more than 14 hours, you will need to contact your HR Advisor to have this manually adjusted. The system will also not allow your FlexiTime carryover to go in to debit more than 14 hours either (pro-rata for part-time employees).
2. Total Time in Lieu accrued. This shows the total hours accrued for time in lieu for this period only. It does not include any time in lieu accrued in previous periods.
3. Save button. This will only be available if there are no errors on the timesheet. Errors are shown in red text at the bottom of the timesheet. This button allows you to update any changes you made to the FlexiTime sheet and come back at a later time to continue editing the document. You should save changes made to your FlexiTime sheet before you leave the session, otherwise you will lose any changes made.
4. Save and Submit button. This will only be available once the timesheet has been completed and if there are no errors. Errors are shown in red text at the bottom of the FlexiTime sheet. Clicking on this button will trigger an email to your manager for approval.
5. Cancel button. This button will exit the current FlexiTime sheet that you are working on and return you to the FlexiTime recording screen. Any changes that you made since the last time you saved will be lost.

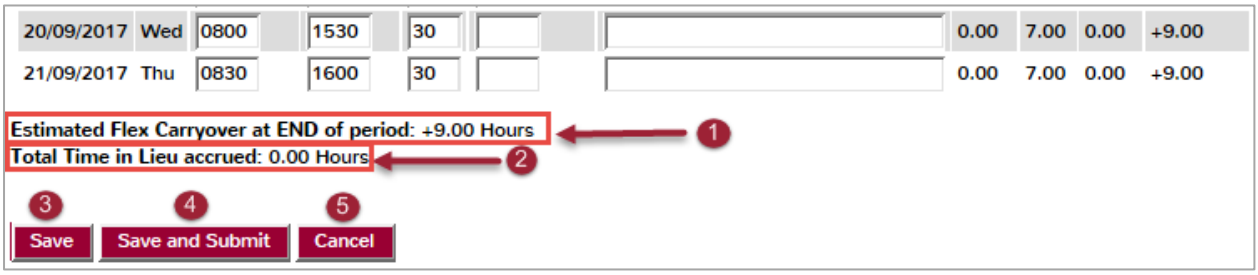
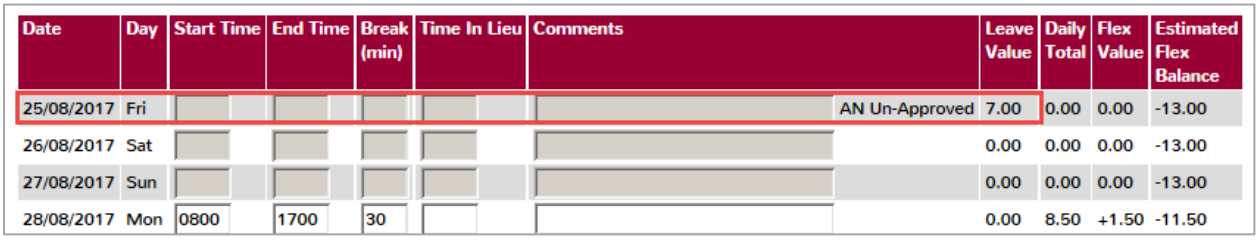


Figure 5

FlexiTime Sheets and Leave

If a whole day leave application has been submitted, the corresponding days will show greyed out on your FlexiTime sheet so you cannot enter times in for those days.



Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments		Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri						AN Un-Approved	7.00	0.00	0.00	-13.00
26/08/2017	Sat							0.00	0.00	0.00	-13.00
27/08/2017	Sun							0.00	0.00	0.00	-13.00
28/08/2017	Mon	0800	1700	30				0.00	8.50	+1.50	-11.50

Figure 6

If you had recorded times against that day prior to submitting your leave application, you will need to click on the black cross icon to remove the times.

Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments	Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri	0830	1600	30		AN Un-Approved	7.00	14.00	+7.00	-6.00
26/08/2017	Sat						0.00	0.00	0.00	-6.00
27/08/2017	Sun						0.00	0.00	0.00	-6.00
28/08/2017	Mon	0800	1700	30			0.00	8.50	+1.50	-4.50

Figure 7

If a half day leave application has been submitted, you will still be able to enter times in to your FlexiTime sheet for that day.

The total amount of hours worked on the day and the total leave value must be equal to or greater than your standard hours of work. For example, if your standard hours of work are 7 hours, and you have submitted a leave application for 3 hours, the hours worked for that day must be at least 4 hours.

You can refer to the daily total column to review how many hours are recorded for a day.

Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments	Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri	0900	1200	0		AN Un-Approved	4.00	7.00	0.00	-13.00

Figure 8

If the daily total is less than your standard working day, it will be highlighted red. A message will also appear in red text at the bottom of the timesheet advising of the error and the 'Save' and 'Save and Submit' buttons will be greyed out.

Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments	Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri	0900	1000	0		AN Un-Approved	4.00	5.00	-2.00	-15.00
21/09/2017	Thu	0830	1600	30			0.00	7.00	0.00	+5.00

Estimated Flex Carryover at END of period: +5.00 Hours
Total Time in Lieu accrued: 0.00 Hours

Daily Total must equal your standard hours on days with partial leave bookings

Save | Save and Submit | Cancel

Figure 9

Taking Flex Leave

If you want to use your accrued Flex leave, you will need to submit a leave application via Staff OnLine.

In Staff OnLine, click on 'My HR' → 'Leave' →'Leave Bookings Request' as shown below.

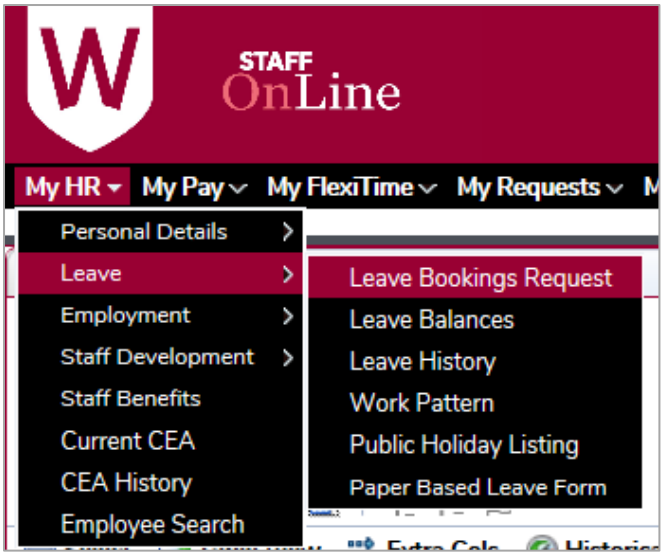
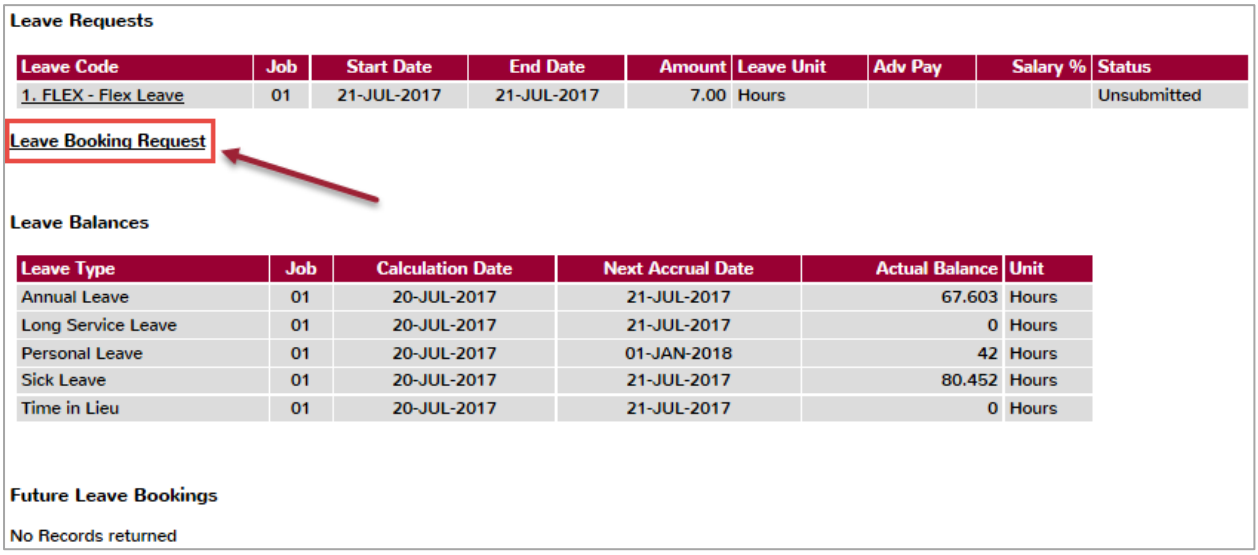


Figure 10

Flex leave can be taken as a whole day or part day booking. Select the 'Leave Booking Request' button. Please note that your Flex leave balance will not appear under your leave balances, you will need to refer back to the 'Estimated Flex Balance' column in your FlexiTime sheet to obtain your current balance.



Leave Requests

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. FLEX - Flex Leave	01	21-JUL-2017	21-JUL-2017	7.00	Hours			Unsubmitted

Leave Booking Request

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	01	20-JUL-2017	21-JUL-2017	67.603	Hours
Long Service Leave	01	20-JUL-2017	21-JUL-2017	0	Hours
Personal Leave	01	20-JUL-2017	01-JAN-2018	42	Hours
Sick Leave	01	20-JUL-2017	21-JUL-2017	80.452	Hours
Time in Lieu	01	20-JUL-2017	21-JUL-2017	0	Hours

Future Leave Bookings

No Records returned

Figure 11

The following fields need to be completed in the leave form.

1. Job Number. If you have more than one active job, you will need to select the relevant job from the drop down box.
2. Part Day. Tick this box if you wish to request a part day flex leave booking.
3. Leave Code. The leave code will be Flex leave.
4. Start Date. This is the first day that you will be taking Flex leave.
5. End Date. This is the last day that you will be taking Flex leave.
6. Unit. This will always be hours.
7. Reason. If you are taking Flex leave which you have accrued over 14 hours and have carried forward to the next period, you should select the leave reason as 'Accumulated Flex'.
8. Comment. This is a free text box where you can enter any comments that you would like your manager to see.

Note: If you are submitting a part day leave request, there will be an extra field called 'Hours'. You will need to enter in free text how many hours of the day you are taking as Flex leave e.g. 3.5 etc.

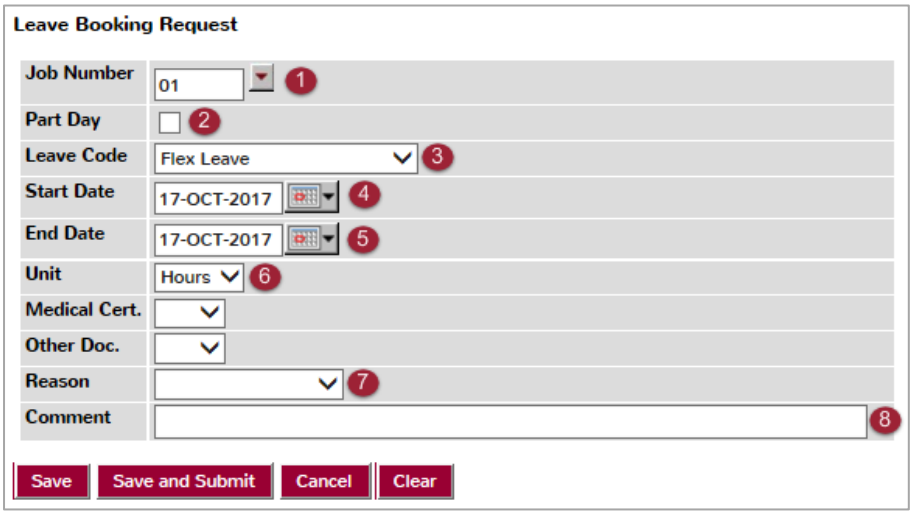


Figure 12

Once submitted, the leave booking will show on your FlexiTime sheet and your Flex balance will reduce by the number of hours taken.

Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments		Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri						FLEX Un-Approved	0.00	0.00	-7.00	-20.00

Figure 13

If your Flex leave booked is for a future period, it will not be deducted from your Flex balance until the period which the leave is taken.

If you want to change or cancel a Flex leave booking which has already been approved by your manager, your manager will need to contact HR to have the leave booking amended or cancelled.

If the leave booking has not been approved, you can cancel the request yourself by clicking on 'My Requests' and 'Pending Transactions' from the drop down menu.

Making Changes to Submitted FlexiTime Sheets

If you have submitted your FlexiTime sheet for approval and it has not been approved by your supervisor, you have the option to unsubmit the timesheet and make further changes.

In Staff OnLine select 'My Requests' from the menu option then select 'Pending Transactions'.

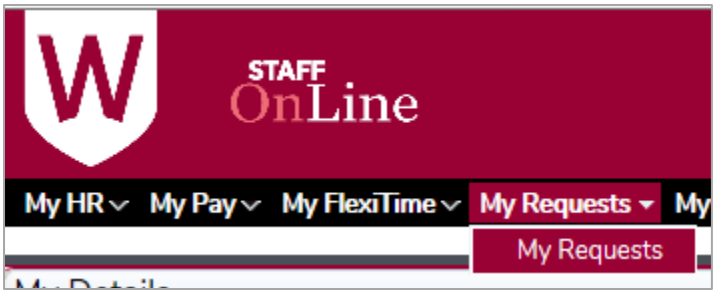


Figure 14

If your FlexiTime sheet is still awaiting manager approval, it will appear on this screen. If the FlexiTime sheet has already been approved, it will not appear in this screen and no further changes can be made to the record.

To unsubmit the FlexiTime sheet select the 'delete' check box and press the 'delete' button.

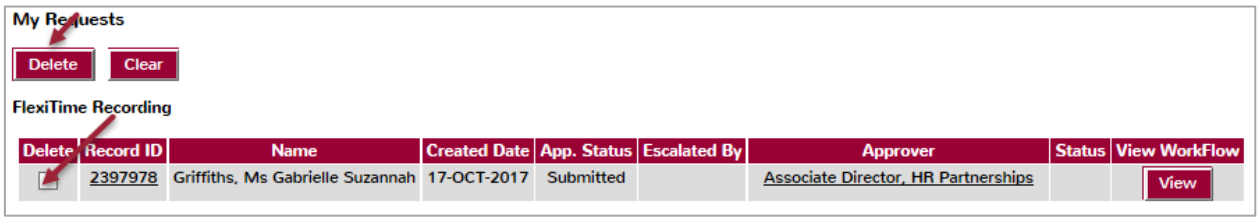
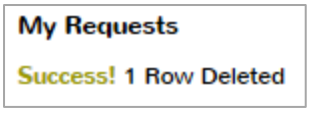
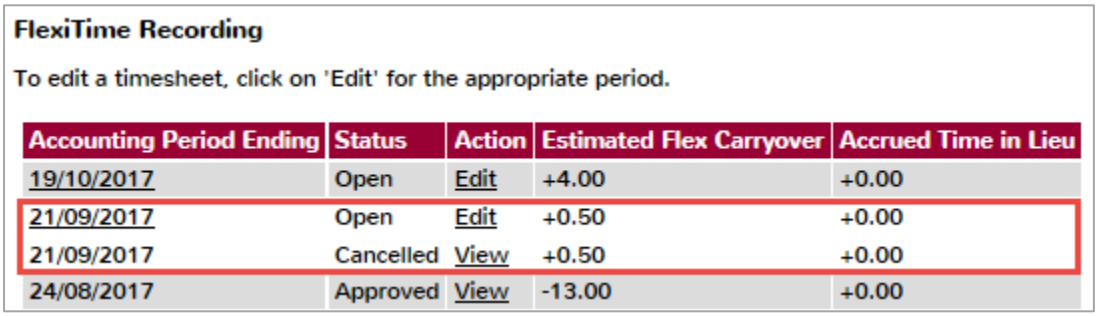


Figure 15

The message 'Success! 1 Row Deleted' will appear to confirm that the FlexiTime sheet has been successfully removed.



The FlexiTime sheet for that period will then appear twice in the FlexiTime recording screen. One record will show as 'Cancelled' and the other record will show as 'Open'.



Accounting Period Ending	Status	Action	Estimated Flex Carryover	Accrued Time in Lieu
19/10/2017	Open	Edit	+4.00	+0.00
21/09/2017	Open	Edit	+0.50	+0.00
21/09/2017	Cancelled	View	+0.50	+0.00
24/08/2017	Approved	View	-13.00	+0.00

Figure 16

You can make adjustments to the FlexiTime sheet with the status of 'Open' and resubmit for approval once ready.

Rejected FlexiTime Sheets

If your FlexiTime sheet is rejected by your supervisor, you will need to make the required changes and resubmit for approval.

In the FlexiTime Recording screen, you will see the status 'Rejected' against any FlexiTime sheets which have been rejected. You will see an open FlexiTime sheet for the same accounting period.

FlexiTime Recording

To edit a timesheet, click on 'Edit' for the appropriate period.

Accounting Period Ending	Status	Action	Estimated Flex Carryover	Accrued Time in Lieu
19/10/2017	Open	Edit	+4.00	+0.00
21/09/2017	Open	Edit	+0.50	+0.00
21/09/2017	Rejected	View	+0.50	+0.00

Figure 17

Click on the 'Edit' button for the open FlexiTime sheet and make the relevant adjustments. Once the FlexiTime sheet is updated, select the 'Save and Submit' button to resend to your supervisor for approval.

Time in Lieu

Time in lieu is approved overtime where the University grants the employee time off at overtime rates in lieu of overtime payment. It does not refer to excess accumulated Flex hours.

Any time in lieu that you accrue is to be recorded on your FlexiTime sheet in the 'Time in Lieu' field against the relevant day.

Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments	Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri	1000	2000	60	3		0.00	9.00	0.00	-13.00

Figure 18

If you want to claim time in lieu for a non-rostered day such as a weekend, you will not be able to record this on the FlexiTime sheet. You will need to complete the 'Overtime Claim Form' and submit this to HR for processing.

Time in lieu is to be recorded in your FlexiTime sheet at overtime rates. For example, if you worked 2 hours of overtime which would have been paid at time and a half, you need to enter the equivalent value of time in lieu i.e. 2 hours x time and a half = 3 hours of time in lieu.

The total value of time in lieu accrued during the accounting period will display at the bottom of the FlexiTime sheet.

21/09/2017 Thu 0830 1600 30

Estimated Flex Carryover at END of period: +7.50 Hours
Total Time in Lieu accrued: +3.00 Hours

Save | Save and Submit | Cancel

Figure 19

The total will also show against the accounting period summary on the FlexiTime recording page.

FlexiTime Recording

To edit a timesheet, click on 'Edit' for the appropriate period.

Accounting Period Ending	Status	Action	Estimated Flex Carryover	Accrued Time in Lieu
19/10/2017	Open	Edit	+4.00	+0.00
21/09/2017	Open	Edit	+7.50	+3.00

Figure 20

Note: the total time in lieu shown does not include any time in lieu accrued in previous accounting periods. It is a summary for the current accounting period only.

The total amount of time in lieu that you have accrued is displayed in the leave balances screen. Select 'My HR' and 'Leave' and 'Leave Balances' from the drop down menu.

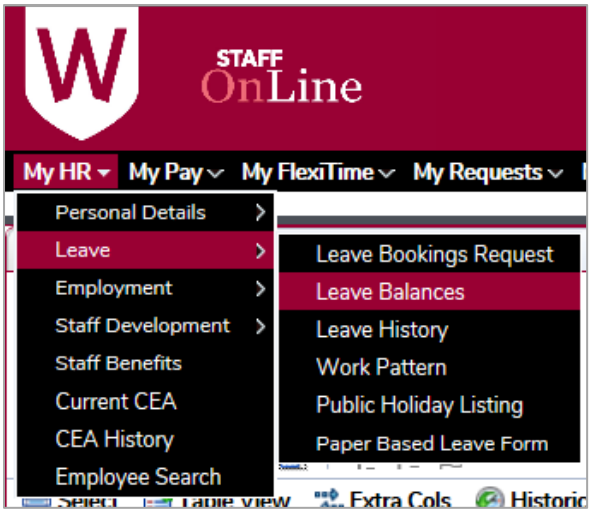


Figure 21

The accrued hours of time in lieu will show in the 'Actual Balance' column.
Note: Only time in lieu recorded on approved FlexiTime sheets will show in your leave balances. If the FlexiTime sheet which the time in lieu has been recorded has not yet been approved, it will not be included in your actual balance.

Leave Balances

Enquiry Date [ ] Calculate Balances

Balances at enquiry date

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	01	20-JUL-2017	21-JUL-2017	67.603	Hours
Long Service Leave	01	20-JUL-2017	21-JUL-2017	0	Hours
Personal Leave	01	20-JUL-2017	01-JAN-2018	42	Hours
Sick Leave	01	20-JUL-2017	21-JUL-2017	80.452	Hours
Time in Lieu	01	20-JUL-2017	21-JUL-2017	3	Hours

Figure 22

If you want to use some of your accrued time in lieu, you will need to lodge a leave application in Staff OnLine as you would for most forms of leave. The leave code will be specified as 'Time in Lieu'.

Appendix A: FlexiTime Sheet Troubleshooting

When there are issues on a FlexiTime Sheet, important messages will appear at the bottom of the screen to inform you of the nature of the problem. Error messages will prevent you from submitting the FlexiTime sheet until the issue has been addressed. Warning messages will not prevent you from submitting the FlexiTime sheet, however they often alert you to take action in order to avoid inaccuracies.

1. Error Messages

Below are common error messages that will prevent you from submitting your Flexitime Sheet.

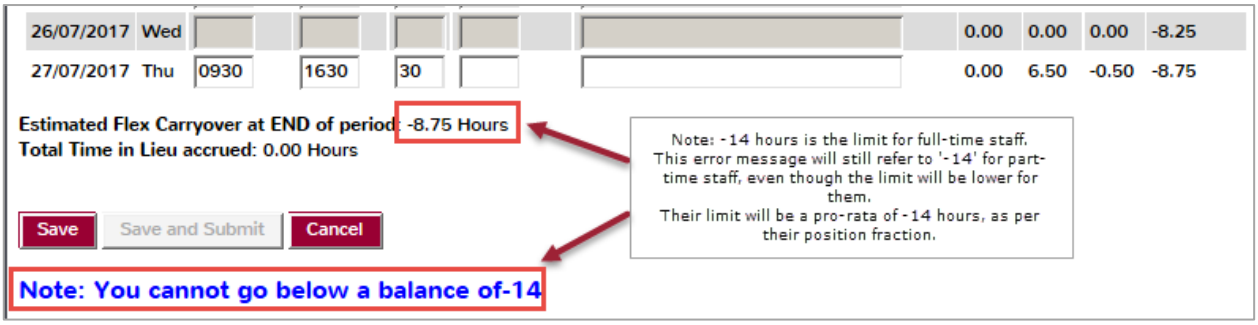
1.1. You cannot go below a balance of -14

This error message indicates that the negative Flex balance exceeds the allowable limit which is -14 hours or pro-rata for part-time staff.

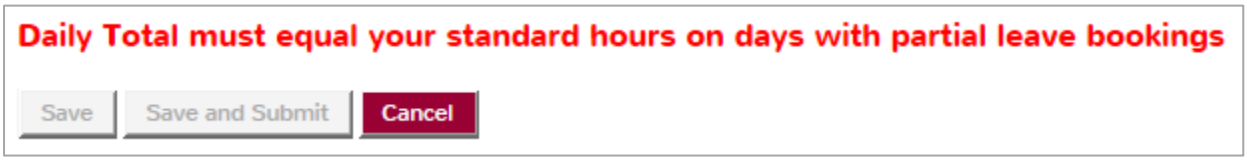
<u>Actions to take:</u>

This instance is likely to require a leave booking (not Flex) to compensate for the deficit hours. The Flex sheet cannot be submitted until the maximum debit carry-over is no longer being exceeded.

Note: The error message remains the same for part-time staff, even though the maximum allowable debit will be less than 14 hours. The error message defaults to 14 hours which is applicable to full-time staff.



1.2. Daily Total must equal your standard hours on days with partial leave bookings



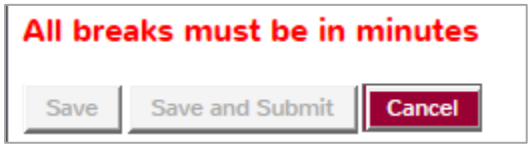
This will appear if you have one or multiple part day leave bookings on a day within this timesheet, and the combination of the leave amount and the working hours for that day are less than the normal working hours. Normal working hours are 7 for a full-time staff member (FTE 1.0). If no work hours occurred on that day, then additional leave must be booked to make the daily total reach the normal work hours. The FlexiTime sheet can then be submitted.

1.3. The Save & Submit button will be available once all times have been recorded and no errors found

This message indicates that not all working days have times entered. The FlexiTime sheet is not complete. Look for Start/End/Break fields that are white which means data is expected.

If this message appears and there are no white Start/End/Break fields, contact HR for assistance.

1.4. All breaks must be in minutes

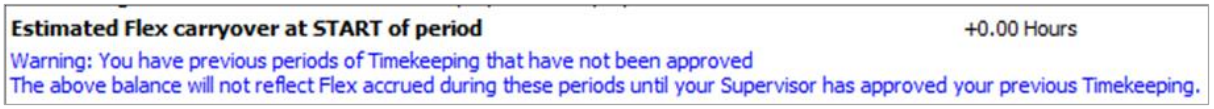


This error message indicates that a character that is not a number has been entered into the break field, i.e. a decimal point. All breaks are recorded in whole minutes. The FlexiTime sheet can not be saved until this is rectified.

1.5. Warning Messages

Warning messages do not prevent submission of the FlexiTime Sheet, however they are important to pay attention to as they may indicate that action should be taken prior to submission to avoid errors on the following FlexiTime sheet.

1.6. You have previous periods of Timekeeping that have not been approved



This is an important notice advising you that if you submit this FlexiTime sheet, before your last FlexiTime sheet has been approved by your Supervisor, the carry-forward figure will be incorrect.

1.7. Break Field Highlighted Yellow – Note Appears at Bottom of Page

If the break field is left blank or less than 30 minutes has been entered the field will highlight yellow and the warning message will appear at the bottom of the screen to remind you of the requirement to take a 30 minute break if working more than 5 hours in a day.

1.8. You have times entered on a day with leave booked

Date	Day	Start Time	End Time	Break (min)	Time In Lieu	Comments	Leave Value	Daily Total	Flex Value	Estimated Flex Balance
25/08/2017	Fri	0830	1600	30		AN Un-Approved	7.00	14.00	+7.00	-6.00
26/08/2017	Sat						0.00	0.00	0.00	-6.00
27/08/2017	Sun						0.00	0.00	0.00	-6.00
28/08/2017	Mon	0800	1700	30			0.00	8.50	+1.50	-4.50

You may have inadvertently entered hours on a day which was later approved for leave. The FlexiTime sheet will permit this recording to be saved and submitted, however it is showing as having 7 hours worked, plus a leave booking totalling 7 hours. The black cross icon invites you to click on it to remove the hours worked, which happens automatically once clicked.