

Entering A Flexible Work Schedule

Employees, Managers & HR Professionals



General Information

◆ The information on the Flex Schedule screen will display according to the employee's current FLSA period. This includes any historical which will display based on the employee's current FLSA period. Therefore, an employee who changes from a 160-hour to a 40 hour schedule, will see 40 hour FLSA period options in the Overview section of the Flex Schedule screen

◆ The flex schedule for a period can not be changed once the timesheet has been approved for that period.

NOTE: This also includes partial approval of a FLSA period.

◆ A flex schedule can be projected into the future, as long as there is no approved time for any of the projected periods. Employees will receive the following error message when this occurs:

"Time has been submitted and/or approved for this period. Flex Schedules cannot be altered once time has been submitted and/or approved."

◆ Changes to an approved flex schedule can only be processed by the employee's manager or HR Personnel. Employees will receive the following error message when this occurs:

"You already have an approved flex schedule for this period, please contact your manager to change your schedule."

Did You Know?

- ❓ Employees will need to re-enter/change their flex schedule if they experience a FTE or Position change.
- ❓ FLSA changes should be done at the beginning of each FLSA period.
- ❓ 192 hour employees must have an approved flex schedule prior to saving time on the Employee Time Entry screen.
- ❓ 28 day employees (160 & 192 Hour) Flex Schedule end date must coincide with the last day of a FLSA period.

Navigating To The Screen

1. Click on **Attendance & Leave** under **Quick Links**. The **Time and Payroll** menu will display.
2. Select **Flexible Work Schedule** from the **Time and Payroll** drop down menu.
3. Click on the **Go** button. The Flexible Work Schedule screen will display.
4. Click on the **Overview** button for the appropriate pay period in the **Overview** section. The Flexible Work Schedule for that pay period will display in the **Details** section of the screen.
NOTE: The current pay period is automatically selected upon entering.
5. Click on the **Menu** button to return to the **Time and Payroll** menu.

How Do I Change My Flexible Work Schedule?

1. Click on the **Edit** button in the **Flexible Work Schedule Details** section. The fields on the Flexible Work Schedule screen will open to allow for editing.
 2. Select the appropriate option from the drop down menu for each day of the week(s).
 3. Click the **Save** button. The system will display any warning/error messages.
 - ◆ If there are errors, make the necessary changes and repeat Step 3.
 - ◆ If there are warning messages, determine if any changes are needed.
 - If yes, then make the necessary changes and repeat Step 3.
 - If no, click the **Save** button again and proceed to Step 4.
- Click on the **Menu** button to return to the **Time and Payroll** menu.