



Entering A Flexible Work Schedule (*On The Employee's Behalf*)

Overview

A flexible work schedule is considered to be a variable work week and is used to make temporary changes to a schedule. The Flexible Work Schedule screen is used to identify the hours the employee plans on working each day for a specified period of time. This schedule is different from the employee's assigned base schedule. The employee's manager must approve the flexible work schedule.

NOTE: Changes made to an employee's Flex Schedule will affect the employee's timesheet and leave accruals.

Standard Guidelines

The following guidelines apply to Flexible Work Schedules.

- The Flex Schedule must equal the employees' contracted hours. The People First System will not allow the Flex Schedule to be saved unless the contracted hours are met.
- 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.
- Only the employee's manager or HR Personnel can make changes to an approved Flex Schedule.
- Employees will need to re-enter/change their Flex Schedule if they experience a FTE or Position change.
- The timesheet and leave accruals will automatically update according to the Flex Schedule once approved.

NOTE: Requesting a flexible work schedule does not change the employee's base work schedule assignment for the position the employee holds. Long-term changes to a schedule will need to be handled by the employee's Human Resources Professional.

28-Day (160 & 192 Hour Employees) Guidelines

The following guidelines apply to 28 day (160 & 192 Hour employees) Flexible Work Schedules.

- The Flex Schedule screen will correspond with the employee's 28-day schedule by displaying in 4 week increments.
 - 28-day employees' Flex Schedule end date must coincide with the last day of a FLSA period.
 - 192-hour employees must have an approved flex schedule prior to saving time entered on the Employee Time Entry screen.
 - FLSA changes should be done at the beginning of each FLSA period.
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Schedule Status Information

Once a flexible work schedule has been entered in the system, a notification alert is sent to the employee's manager to request approval. The system will indicate a Schedule Status of "Unapproved Flexible Schedule" for any schedule that has not been approved by the manager. Once the manager has approved the schedule, the Schedule Status of "Approved Flexible Schedule" will display.

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Error/Warning Messages

The following error/warning messages will display on the Flexible Work Schedule screen:

Message Text	Cause
Flexible Schedule does not equal 40 hours per week.	This message will display if the employee enters either too little or too many hours. Hours entered for the period must equal the employee's contract hours (i.e., 40 hours, 80 hours, 160 hours or 192 hours)
Time has been submitted and/or approved for this period. Flex Schedules cannot be altered once time has been submitted and/or approved.	This message will display when the employee has approved time for the period selected. A flex schedule cannot be changed once time has been approved for any portion of that period.
"You already have an approved flex schedule for this period, please contact your manager to change your schedule."	This message will display when the employee's manager has already approved a schedule. The employee cannot make changes to an approved flex schedule.

Key Activities

The following activities will be covered in this section of the Payroll Related Information User Guide.

Key Activity	Page
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Flexible Work Schedule Screen

This section contains the employee's personal information.

Flexible Work Schedule

Employee ID #:

Title: Agency:

Flexible Work Schedule->Overview

Period	Schedule Status
<input checked="" type="radio"/> 09/15/2006 - 09/21/2006	
<input type="radio"/> 09/22/2006 - 09/28/2006	
<input type="radio"/> 09/29/2006 - 10/05/2006	

19/94

Menu New

This section provides a list of periods (pay or FLSA).

These buttons are used to scroll through the Payroll Periods.

This section provides the flex schedule details associated with the period selected.

Flexible Work Schedule->Details

Begin Week: End Week:

Friday: Saturday: Sunday: Monday: Tuesday: Wednesday: Thursday:

Comments:

Edit Save Cancel

Key Fields

The following table provides details on the key fields found on the Flexible Work Schedule screen.

Key Field	Description
Period	This field identifies the employee’s pay/FLSA periods. NOTE: These will display according to the employee’s current FLSA period.
Week Begin Date	The first day (Friday) of the pay week.
Week End Date	The last day (Thursday) of the pay week
Schedule Status	Indicates whether the flex schedule has been approved.
Begin Week	Indicates the first day of the work week in which the flexible schedule will start.
End Week	Indicates the last day of the period in which the flexible schedule will end.
Days Of The Week	Indicates the days of the week and the associated work hours. The employee also has the ability to indicate the following options instead of actual hours: <ul style="list-style-type: none"> Off Day Evening Night Rotational NOTE: Hours should be entered in quarter hour increments (i.e. 7.00, 7.25, 7.50, 7.75, 8.00).
Comments	This field would be used to record information regarding why the flex schedule was being requested.

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Entering A Flexible Work Schedule (On The Employee’s Behalf), Continued

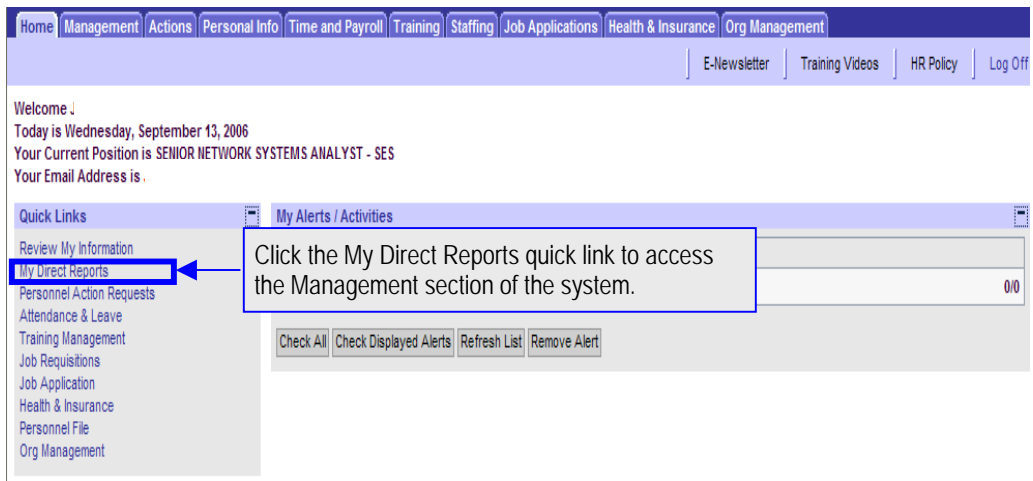
Finding A Payroll Period

The People First System automatically displays the current payroll period upon entering the Flexible Work Schedule screen. If another payroll period is needed, use one of the following buttons located below the Payroll Period box to move through the listing of payroll periods.

Button	Function
First Page	Displays the first page of listings, which are the oldest three (3) payroll periods.
Previous Page	Displays the previous three (3) payroll period listings
Next Page	Displays the next three (3) payroll period listings.
Last Page	Displays the last page of payroll period listings.

Accessing the Screen

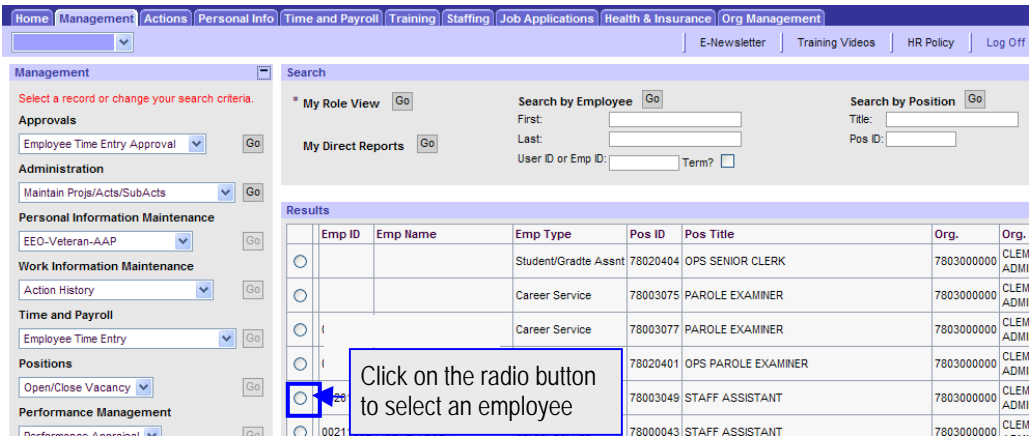
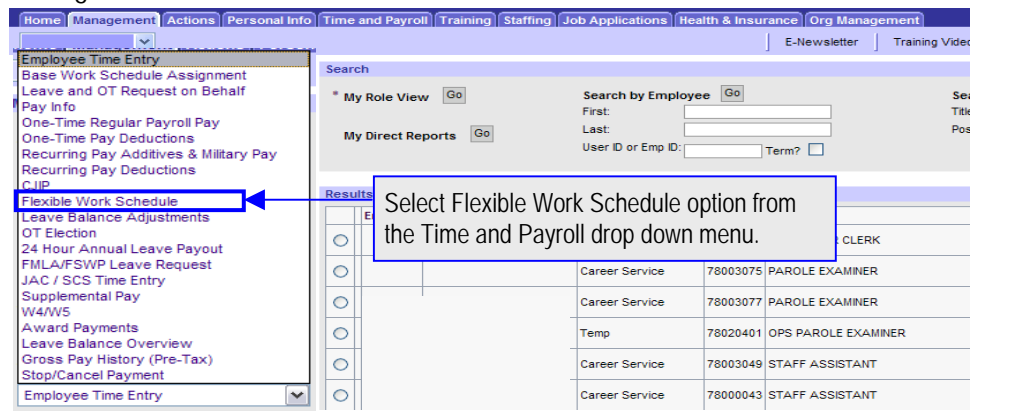
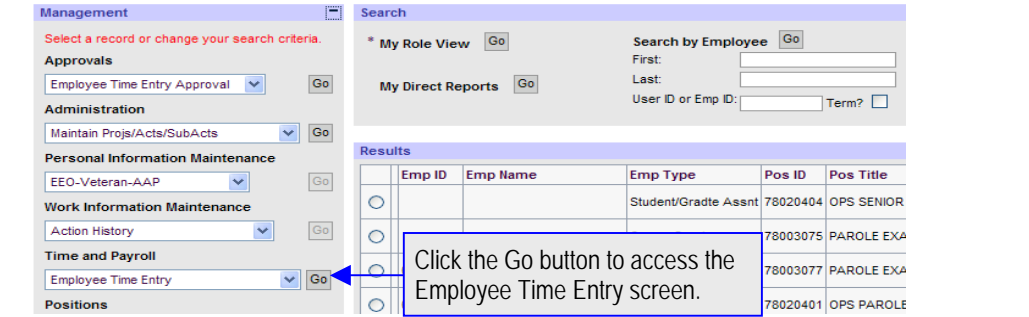
Follow the steps below to access the Flexible Schedule screen.

Step	Action
1	<p>Click on the My Direct Reports link from the Quick Links list on the People First Home Page. The Management Menu screen will be displayed.</p>  <p>NOTE: For information on logging in to the People First system, refer to the <i>Navigating the People First Web Site User Guide</i> located at: http://dms.myflorida.com/human_resource_support/people_first/for_hr_professionals/training_documents.</p>

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Entering A Flexible Work Schedule (On The Employee's Behalf), Continued

Step	Action
2	<p>Click the radio button (circle) to the left of the employee's information on the Management menu to select the employee.</p>  <p>NOTE: If there is no Employee Name or Employee ID, then it is an unfilled position. The manager will need to check with his/her HR Office to determine the status of this position.</p>
3	<p>Select Flexible Work Schedule option from the Time and Payroll drop down menu by clicking the ▼ button.</p> 
4	<p>Click the Go button. The Flexible Work Schedule screen will be displayed.</p> 

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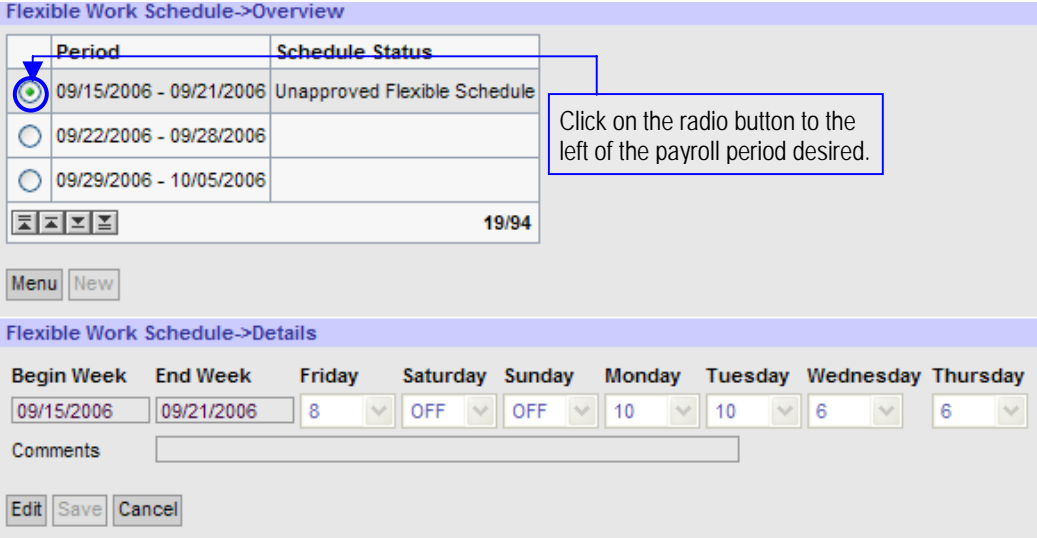


Entering A Flexible Work Schedule (On The Employee's Behalf), Continued

Viewing Flex Schedules

Follow the steps below to view the flex schedule for a specific pay period.

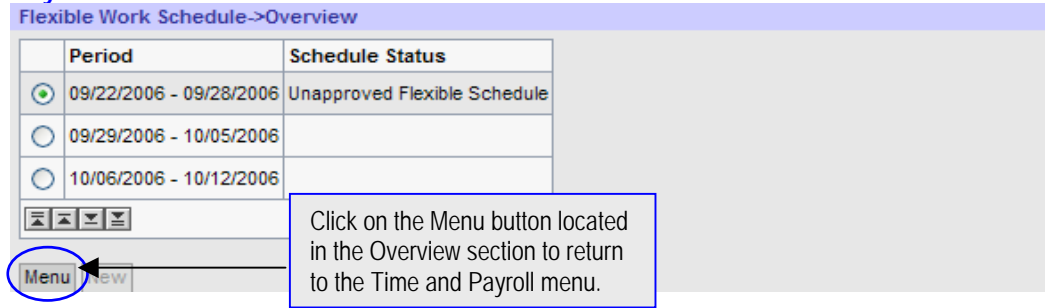
NOTE: Refer to the Accessing the Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action																										
1	<p>Click on the Radio button for the period desired in the Overview box. The flex schedule for that period will be displayed in the Details box. The Pay Periods are listed in descending order, which means the current pay period is listed at the top.</p>  <p>Flexible Work Schedule->Overview</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Schedule Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 09/15/2006 - 09/21/2006</td> <td>Unapproved Flexible Schedule</td> </tr> <tr> <td><input type="radio"/> 09/22/2006 - 09/28/2006</td> <td></td> </tr> <tr> <td><input type="radio"/> 09/29/2006 - 10/05/2006</td> <td></td> </tr> </tbody> </table> <p>Click on the radio button to the left of the payroll period desired.</p> <p>Flexible Work Schedule->Details</p> <table border="1"> <thead> <tr> <th>Begin Week</th> <th>End Week</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> </tr> </thead> <tbody> <tr> <td>09/15/2006</td> <td>09/21/2006</td> <td>8</td> <td>OFF</td> <td>OFF</td> <td>10</td> <td>10</td> <td>6</td> <td>6</td> </tr> </tbody> </table> <p>Comments</p> <p>Edit Save Cancel</p> <p>NOTES:</p> <ul style="list-style-type: none"> The current pay period is automatically selected upon entering this screen from the Time & Payroll menu. The Schedule Status field will indicate whether the flex schedule has been approved. 	Period	Schedule Status	<input checked="" type="radio"/> 09/15/2006 - 09/21/2006	Unapproved Flexible Schedule	<input type="radio"/> 09/22/2006 - 09/28/2006		<input type="radio"/> 09/29/2006 - 10/05/2006		Begin Week	End Week	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	09/15/2006	09/21/2006	8	OFF	OFF	10	10	6	6
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09/15/2006	09/21/2006	8	OFF	OFF	10	10	6	6																			
2	<p>Determine if another pay period needs to be viewed.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Repeat Step 1.</td> </tr> <tr> <td>No</td> <td>Proceed to Step 3.</td> </tr> </tbody> </table>	If...	Then...	Yes	Repeat Step 1.	No	Proceed to Step 3.																				
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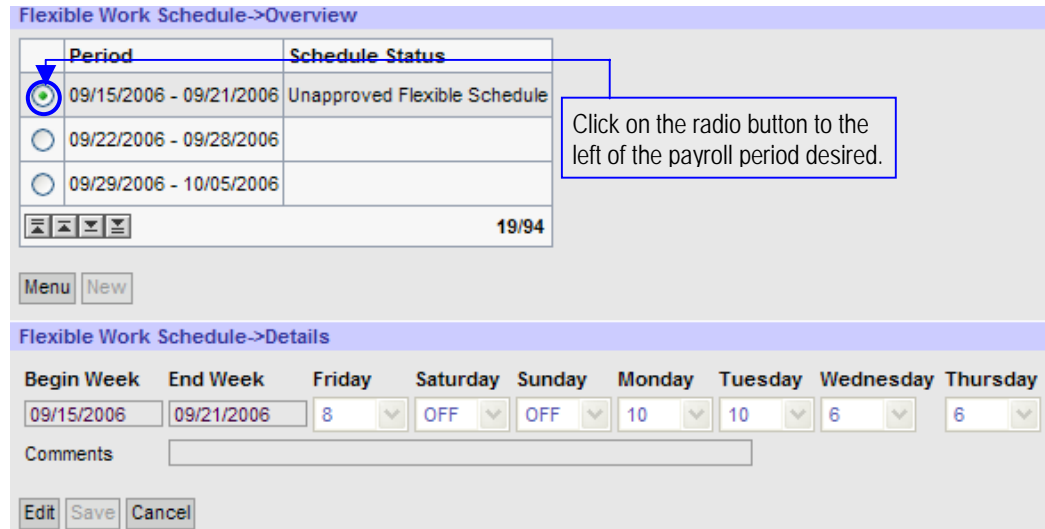
Entering A Flexible Work Schedule (On The Employee's Behalf), Continued

Step	Action
3	<p>Click on the Menu button located in the Overview section to return to the Time and Payroll menu</p> 

Entering A Flex Schedules

Follow the steps below to enter a flex schedule for a specific pay period.

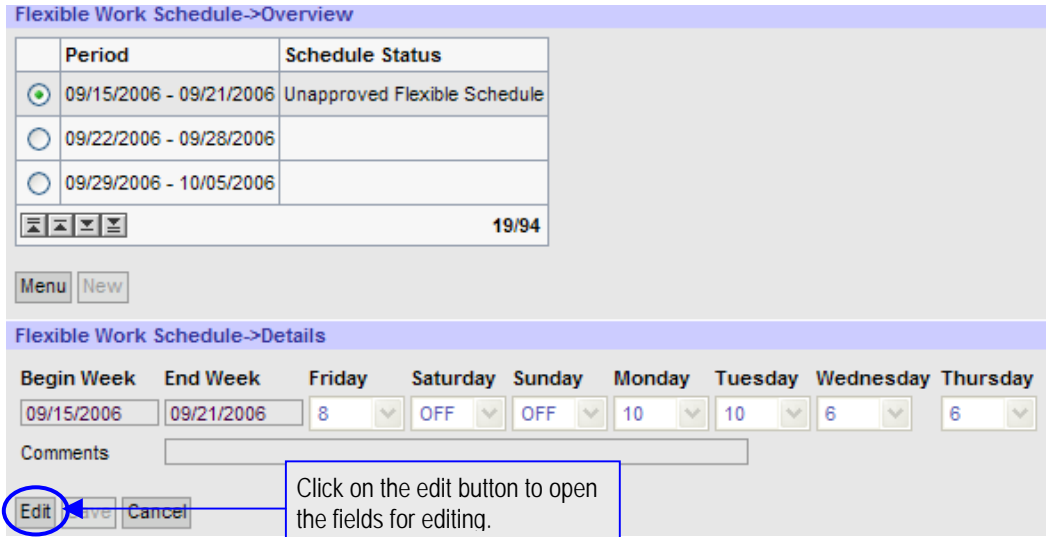
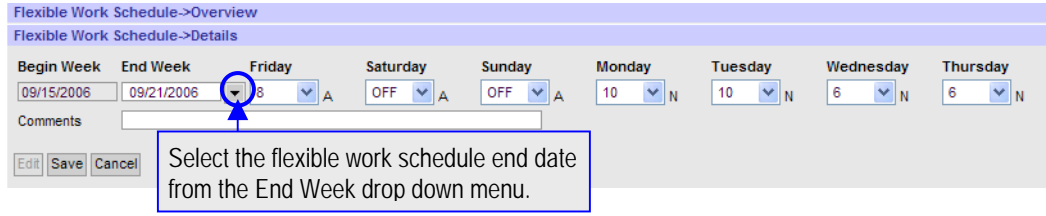
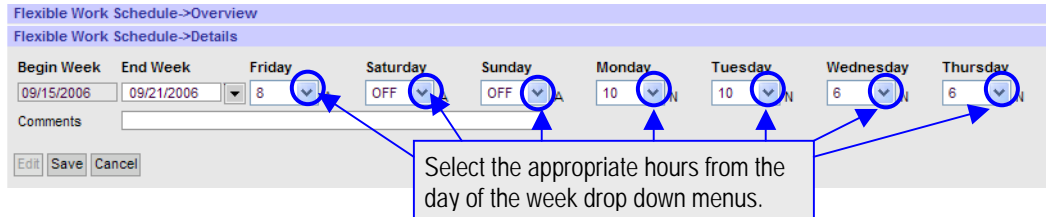
NOTE: Refer to the Accessing the Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the Radio button for the period desired in the Overview box. The flex schedule for that period will be displayed in the Details box. The Pay Periods are listed in descending order, which means the current pay period is listed at the top.</p>  <p>NOTES:</p> <ul style="list-style-type: none"> ▪ The current pay period is automatically selected upon entering this screen from the Time & Payroll menu. ▪ The Schedule Status field will indicate whether the flex schedule has been approved.

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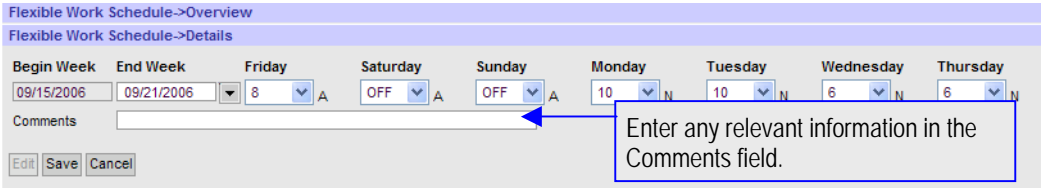
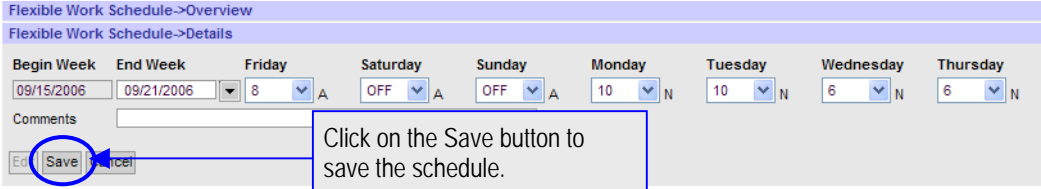
Entering A Flexible Work Schedule (On The Employee's Behalf), Continued

Step	Action								
2	<p>Click on the Edit button in the Details box. The flex schedule fields will open to allow for editing.</p>  <p>Flexible Work Schedule->Overview</p> <table border="1"><thead><tr><th>Period</th><th>Schedule Status</th></tr></thead><tbody><tr><td>09/15/2006 - 09/21/2006</td><td>Unapproved Flexible Schedule</td></tr><tr><td>09/22/2006 - 09/28/2006</td><td></td></tr><tr><td>09/29/2006 - 10/05/2006</td><td></td></tr></tbody></table> <p>19/94</p> <p>Menu New</p> <p>Flexible Work Schedule->Details</p> <p>Begin Week: 09/15/2006 End Week: 09/21/2006</p> <p>Friday: 8 Saturday: OFF Sunday: OFF Monday: 10 Tuesday: 10 Wednesday: 6 Thursday: 6</p> <p>Comments: _____</p> <p>Edit Save Cancel</p> <p>Click on the edit button to open the fields for editing.</p>	Period	Schedule Status	09/15/2006 - 09/21/2006	Unapproved Flexible Schedule	09/22/2006 - 09/28/2006		09/29/2006 - 10/05/2006	
Period	Schedule Status								
09/15/2006 - 09/21/2006	Unapproved Flexible Schedule								
09/22/2006 - 09/28/2006									
09/29/2006 - 10/05/2006									
3	<p>Select the date the flexible schedule should end from the End Week drop down menu, by clicking the ▼ button.</p>  <p>Flexible Work Schedule->Overview</p> <p>Flexible Work Schedule->Details</p> <p>Begin Week: 09/15/2006 End Week: 09/21/2006 Friday: 8 Saturday: OFF Sunday: OFF Monday: 10 Tuesday: 10 Wednesday: 6 Thursday: 6</p> <p>Comments: _____</p> <p>Edit Save Cancel</p> <p>Select the flexible work schedule end date from the End Week drop down menu.</p>								
4	<p>Select the appropriate hours for each day of the week from the drop down menus, by clicking the ▼ button.</p>  <p>Flexible Work Schedule->Overview</p> <p>Flexible Work Schedule->Details</p> <p>Begin Week: 09/15/2006 End Week: 09/21/2006 Friday: 8 Saturday: OFF Sunday: OFF Monday: 10 Tuesday: 10 Wednesday: 6 Thursday: 6</p> <p>Comments: _____</p> <p>Edit Save Cancel</p> <p>Select the appropriate hours from the day of the week drop down menus.</p>								

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Entering A Flexible Work Schedule (On The Employee's Behalf), Continued

Step	Action
5	<p>Type any relevant information regarding the flexible work schedule in the Comments field.</p> 
6	<p>Click on the Save button. The flexible work schedule will be saved and a status of "Unapproved Flexible Schedule" will display in the Schedule Status field.</p> 
7	<p>Click on the Menu button to return to the Time & Payroll menu.</p> 