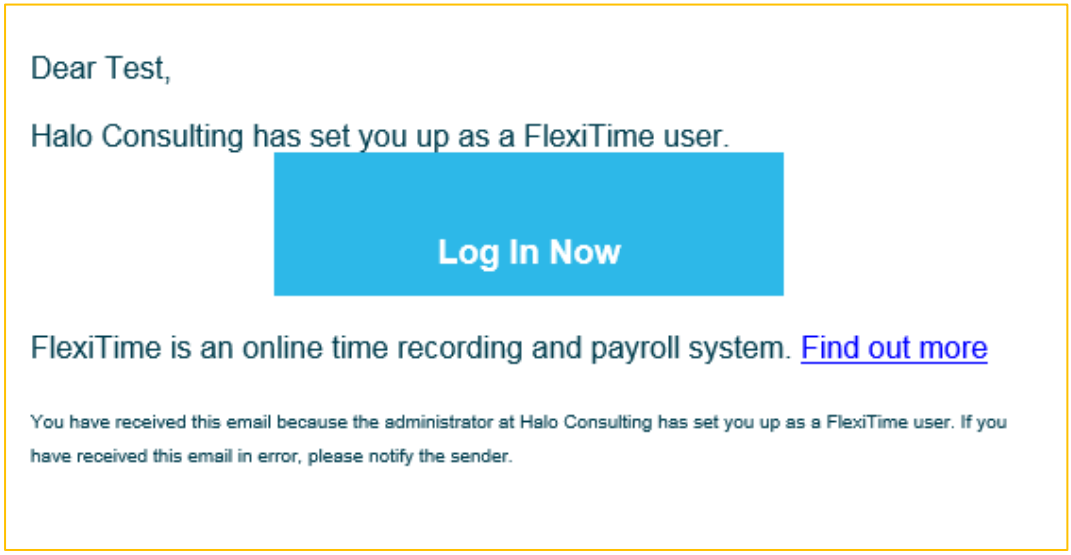
Introduction to FlexiTime

Halo Consulting uses an online time-entry system called FlexiTime. All Contractors are required to enter their hours/days worked online.

You will save time on admin as we will now issue you with a Buyer Created Invoices (BCI) meaning that ***GST registered*** *contractors* ***no longer need to send us an invoice****. We will issue you with a remittance and your pay all at the same time.*

You will receive an email that looks like this …



To assist with this change here is a step by step guide on how to login, enter your hours and request your manager's approval. If you have any questions, please contact us.

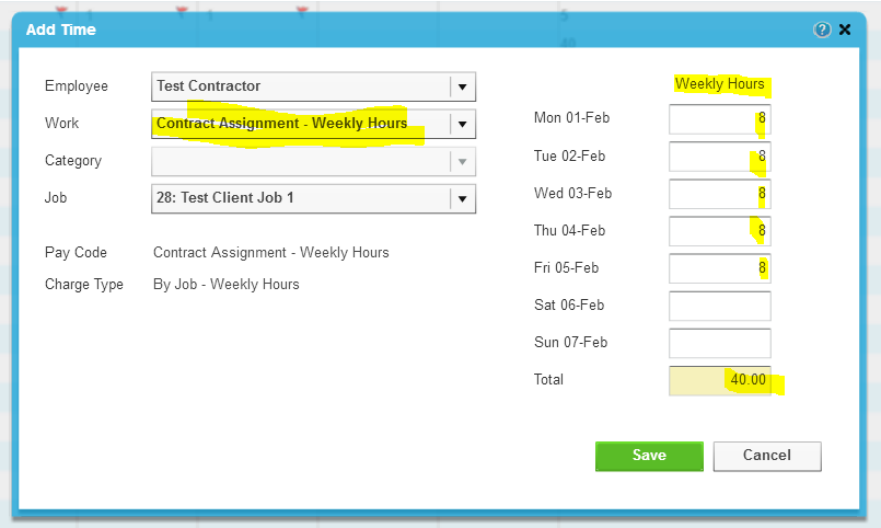
1. **Login into FlexiTime**

Enter your login, password. This will be emailed to you.

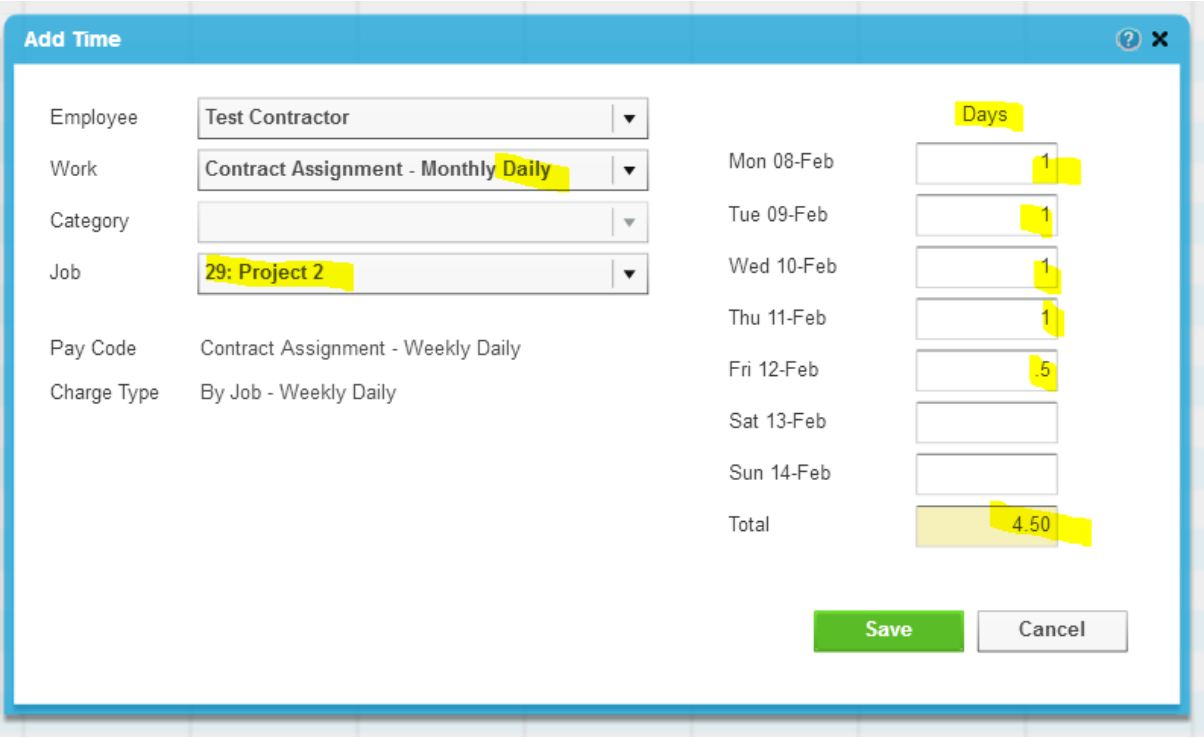
Entering your hours worked

Go to Timesheets – Record Time

a. Hours worked entry



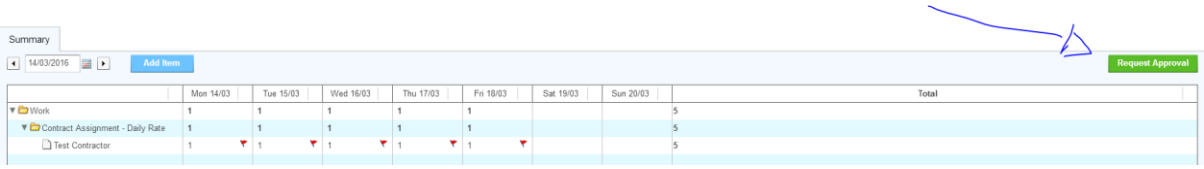
b. Days worked entry



2. Requesting approval

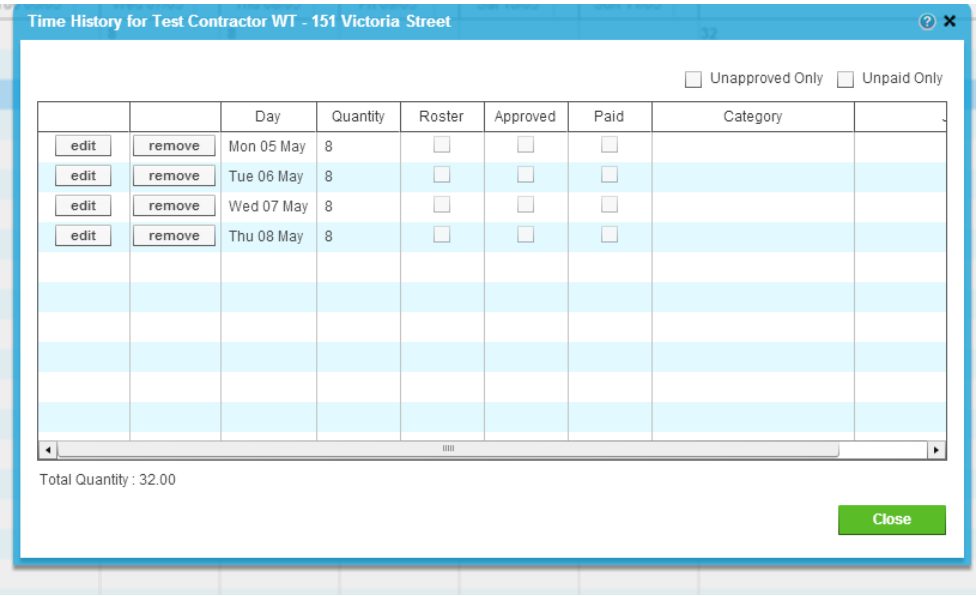
It is **very important** that at the end of the working week or month you **request approval** this will send an email to your timesheet approval manager to alert them to approve your time worked. You can see if your time has been approved when the little red flag turns to a **green flag.**

Go to Timesheets – **Summary** – Request Approval button on far right



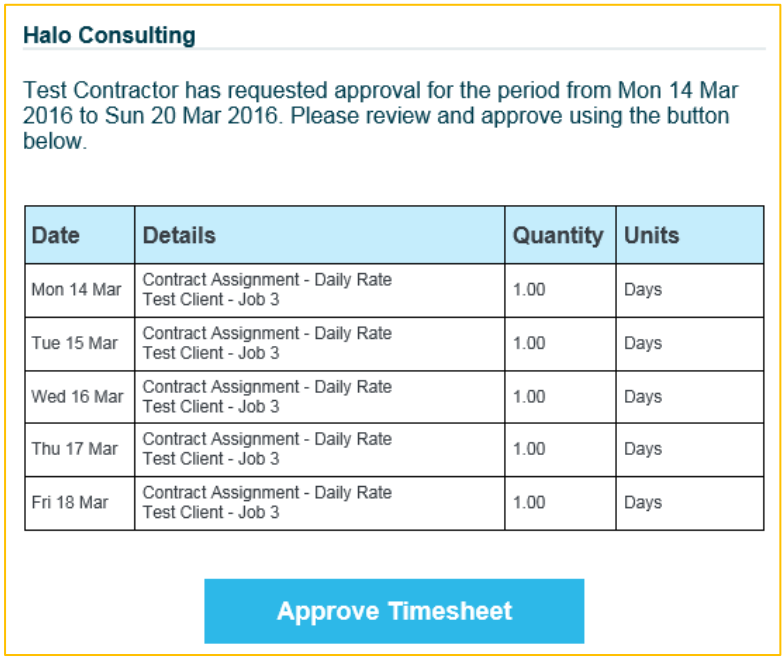
Quick tip – Edit or Remove a time entry

Double click on **time entry** to open to view, edit or remove a time entry or double click on **your name** to edit and remove from week view



What does your manager see?

Your manager receives an email from noreply@flexitime.co.nz and they simply click the blue APPROVE TIMESHEET button. If they **do not agree** with your time they **need to contact, you** to amend your entry and resend for approval.



Halo Consulting

Test Contractor has requested approval for the period from Mon 14 Mar 2016 to Sun 20 Mar 2016. Please review and approve using the button below.

Date	Details	Quantity	Units
Mon 14 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Tue 15 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Wed 16 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Thu 17 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Fri 18 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days

Approve Timesheet