

# FLEXITIME HOW-TO

## JacksonStone & Partners



# HOURLY RATE CONTRACTING

Well done on securing a new assignment with JacksonStone & Partners, we're delighted to be working with you. Flexitime works as an online timesheet solution where you log in, enter hours and then request approval.

Below are instructions on how to use Flexitime, and Flexitime enables:

1. Recording of hours;
2. Having them approved;
3. Buyer Generated Invoices (meaning we create an invoice for you).

## Logging in

Once we have your contract details confirmed you will be sent an email by Flexitime to set up an account. Your *Login* name will be **firstname.lastname** and you can select your own password.

Flexitime is a web-based service and so should work in any modern browser – though you do need Flash installed. [Google Chrome](#) comes with a built-in Flash player, which is highly secure and regularly updated.

*If you are on a device that can't use Flash, you can use [m.flexitime.co.nz](https://m.flexitime.co.nz) on your mobile phone to record time. This will suffice if you are only wanting to record time and request approval. Alternatively you can use a browser that does support Flash such as Puffin Browser: <https://www.puffinbrowser.com/index.php>*

To access Flexitime for JacksonStone, click [here](#), or visit: [jsp.flexitimehq.com](http://jsp.flexitimehq.com)

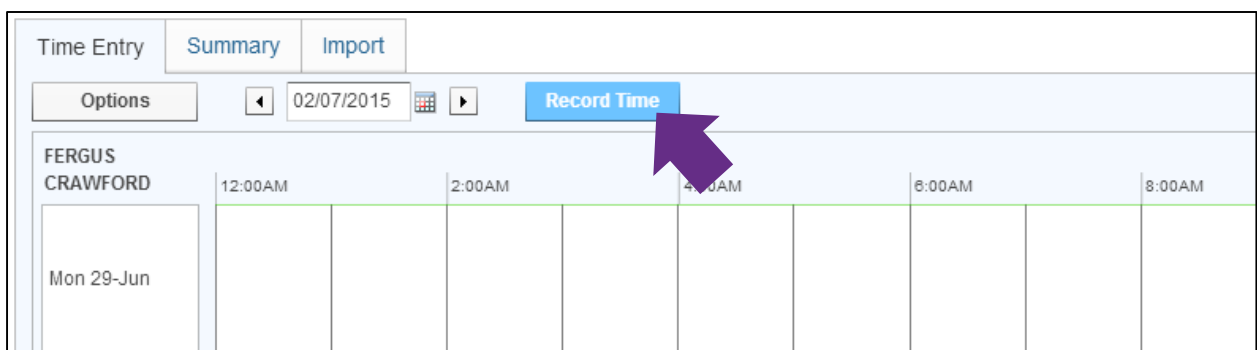
Occasionally, you will see a third box below *Password* asking for a 'Company' – if so enter **jsp** in lower case.

## Daily-rate Contracting

If you are a Daily Rate contractor, you simply click the days you have worked. You don't need to enter specific hours.

## Entering hours

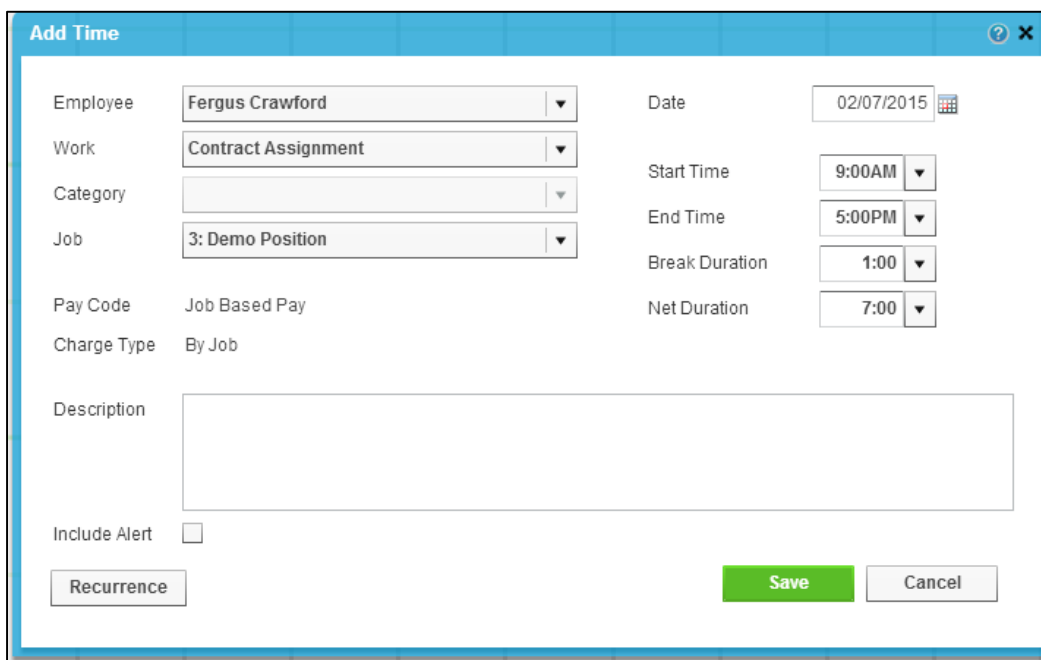
When you login you will see a graphical outline of the week. To add your hours, click **Record Time**.



The screenshot shows the 'Time Entry' interface. At the top, there are tabs for 'Time Entry', 'Summary', and 'Import'. Below these is an 'Options' button and a date selector set to '02/07/2015'. A prominent blue button labeled 'Record Time' is highlighted with a purple arrow. Below the date selector is a grid for 'FERGUS CRAWFORD'. The grid has columns for time slots: 12:00AM, 2:00AM, 4:00AM, 6:00AM, and 8:00AM. The first row is labeled 'Mon 29-Jun'.

Upon clicking **Record Time** the **Add Time** window will open. Use the drop down menu to select the date you are interested in (it will default to today's date). Enter your **Start Time**, **End Time** and **Break Duration** (**Net Duration** is automatically calculated).

By clicking **Recurrence** you can set the entered data to repeat every weekday (if appropriate). If you do this, please ensure you enter an end date of your contract as the end date of the recurrence.



The 'Add Time' window is shown with the following fields and values:

- Employee: Fergus Crawford
- Work: Contract Assignment
- Category: (empty)
- Job: 3: Demo Position
- Pay Code: Job Based Pay
- Charge Type: By Job
- Description: (empty text area)
- Date: 02/07/2015
- Start Time: 9:00AM
- End Time: 5:00PM
- Break Duration: 1:00
- Net Duration: 7:00
- Include Alert: ☐
- Buttons: Recurrence, Save, Cancel

Once you've entered that time click **Save**.

After clicking **Save** you will be able to see your entered time (this example has no recurrence set):

8:00AM	10:00AM	12:00PM	2:00PM	4:00PM	6:00PM
	9:00AM - 5:00PM (1:00) Contract Assignment				

From here you can copy those hours to other times in the applicable week. By clicking and dragging the time block you can adjust the time block to match your day, you can even click on the ends of the time block and drag them in or out to shorten or lengthen, you can also hold the **CTRL** key (**Command** on a Mac) and drag the time block to copy it to another day.

## Requesting Approval

Once your hours for the week are entered and you're ready to request approval, click on the **Summary** button. This will give you an overview of the time entered for the week, and from there you can click **Request Approval** which will send an email request to your manager to review and approve the timesheet.

The screenshot shows the 'Time Entry' interface with the 'Summary' tab selected. The table displays hours for 'Fergus Crawford' under 'Contract Assignment' for Mon 29/06 and Tue 30/06. A purple arrow points to the 'Summary' tab. Another purple arrow points to the 'Request Approval' button. A third purple arrow points to a red flag icon next to the hours for Tue 30/06.

	Mon 29/06	Tue 30/06	Wed 01/07
▼ Work	7	7	
▼ Contract Assignment	7	7	
Fergus Crawford	7	7	

Request Approval

Once you have sent off your weekly timesheet off for approval, the red flags will turn orange.

Once these have been approved by your manager/approver - the flags beside them will turn green. Please follow up with your manager/approver if these are not approved in a timely manner.

**If you have entered in time for multiple weeks, you will have to send off multiple requests for approval.**

**1 week = 1 approval = 1 email to your approver**

Time that has been approved cannot be changed. If you have requested approval, then make a further change to the week, you should request approval again so that the manager is sent the most recent changes.

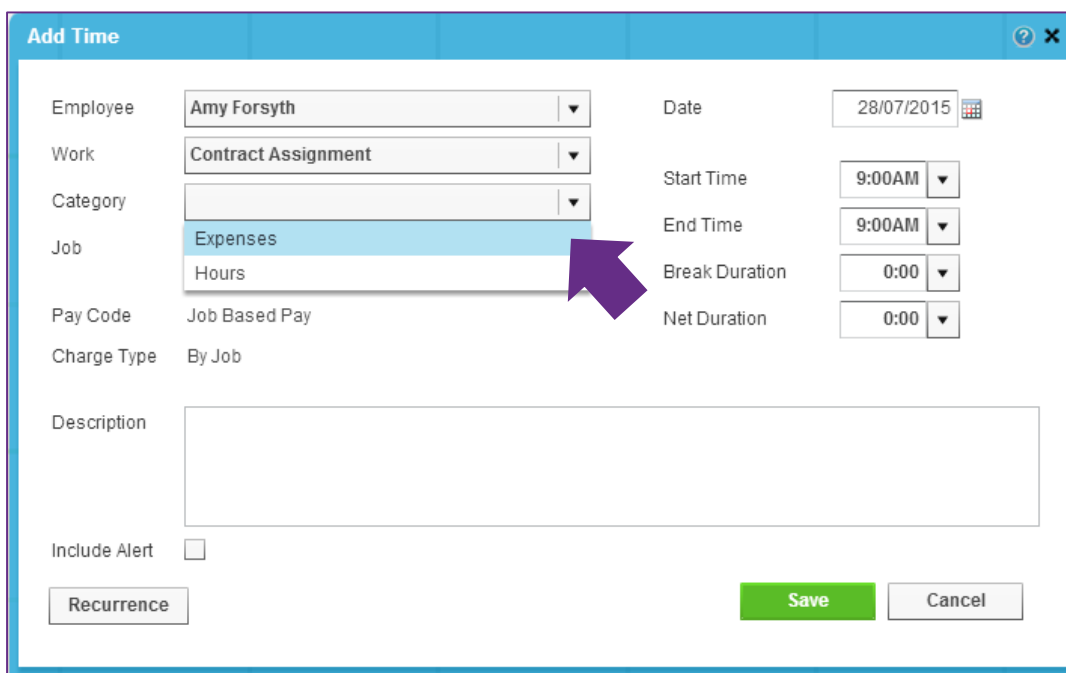
## Expenses

Before incurring expenses you should seek the explicit approval of your Manager. There may be an internal expenses protocol which you should follow, in which case you do not need to use Flexitime to claim back expenses. If the client is happy for your expenses to be included with your hours, you can enter them through Flexitime.

Before you enter expenses through Flexitime you must:

1. Be GST registered. If you are not, contact us.
2. Have the GST inclusive value of your expenses.

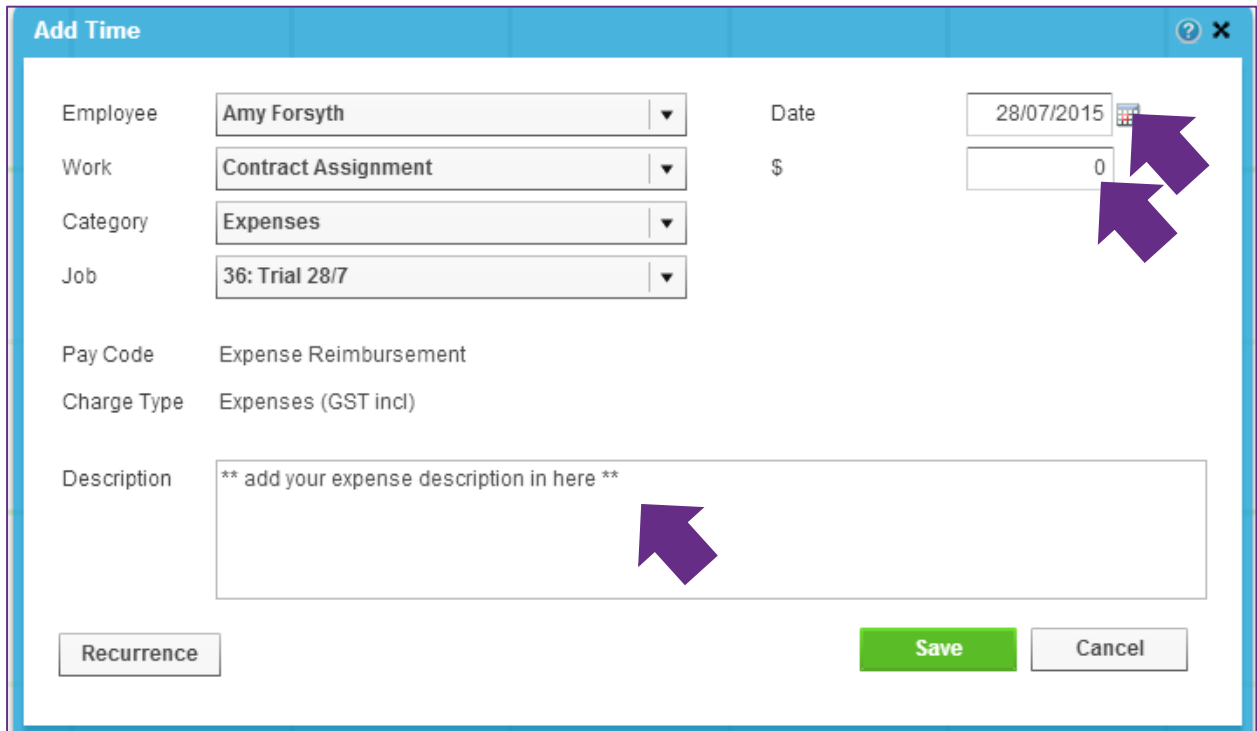
Entering expenses is similar to entering time, except you change the **Category** to **Expenses**:



The screenshot shows the 'Add Time' form with the following details:

- Employee:** Amy Forsyth
- Work:** Contract Assignment
- Category:** (Empty dropdown)
- Job:** Expenses (Selected and highlighted in blue, indicated by a purple arrow)
- Hours:** (Empty dropdown)
- Pay Code:** Job Based Pay
- Charge Type:** By Job
- Date:** 28/07/2015
- Start Time:** 9:00AM
- End Time:** 9:00AM
- Break Duration:** 0:00
- Net Duration:** 0:00
- Description:** (Empty text area)
- Include Alert:** ☐
- Buttons:** Recurrence, Save, Cancel

Selecting **Expenses** will allow you to enter when the charge was incurred, and the dollar cost (enter the GST inclusive amount, and the system will handle GST appropriately on invoice). You should add a separate entry per expense incurred.



The screenshot shows the 'Add Time' form with the following fields and values:

- Employee:** Amy Forsyth
- Work:** Contract Assignment
- Category:** Expenses
- Job:** 36: Trial 28/7
- Date:** 28/07/2015
- \$:** 0
- Pay Code:** Expense Reimbursement
- Charge Type:** Expenses (GST incl)
- Description:** \*\* add your expense description in here \*\*

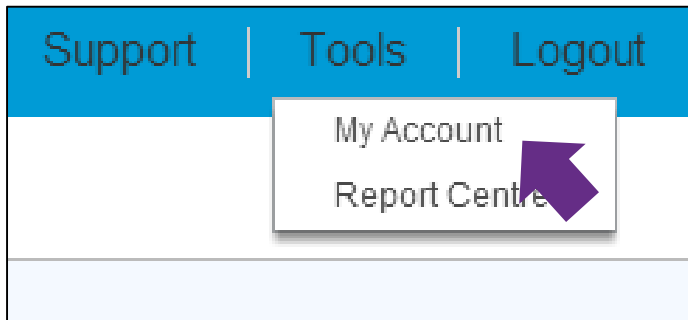
Annotations include three purple arrows pointing to the Date, \$, and Description fields, and a purple arrow pointing to the Description field.

Buttons at the bottom: Recurrence, Save, Cancel.

## Other Useful Things

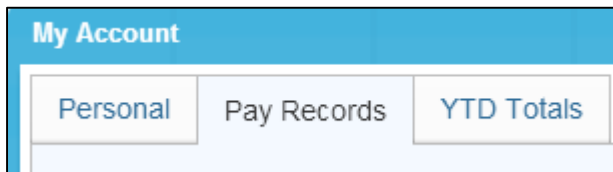
Flexitime lets you extract year to date information on your pay information.

When you are logged in, click **Tools** in the top-right corner, then **My Account**.



On the top row of options you can view your **Pay Records** or your **YTD Totals**.

This data is on demand, and will be up to date as of the most recent approved pay.



If you view a pay and print it, a pdf version of your invoice will be downloaded for you.

**You do not need to generate your own invoices, we will generate them for you at the end of the month.**

### **Handy hints:**

- 1) Please let us know if your approving manager goes away on leave, and who will be approving time sheets in their absence.
- 2) Please make sure that you enter in your hours weekly and request approval at the end of each week. This makes things easier at the end of the month.
- 3) Be aware that if you send in 4 weeks at one time to get approval- that **your manager will receive 4 separate emails** to approve. This is why weekly approval requests are preferable and is less likely to be missed.