FLEXITIME HOW-TO

JacksonStone & Partners

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IMPORTANT POINTS

- We close off the month in FlexiTime to the **last Friday of the month** – NOT by calendar month. Please note the pay schedule that is sent though with other documents.
- Please note that FlexiTime works in **7 day blocks**. If your normal hours are Monday- Friday, then it's best to send off the week for approval on Friday night or Monday morning.
- If you work some hours in the weekend, then please do not request approval until **ALL** your working hours for those 7 days are in.
- If you have requested approval by mistake earlier in the week and they are still **orange-flagged (pending approval)** and you have more hours to enter in, then please enter in and request approval as normal. FlexiTime will pick up the latter hours and will request just for those hours.
- If you have requested approval by mistake earlier in the week and they are **green-flagged (approved)** and you have more hours to enter in, then please contact us at JacksonStone & Partners as we can revoke an approval and allow you to re-do or add hours
- You can download a remittance if you require another copy (as standard these are emailed through to you) via Tools/My Account. However, changing your password or looking up your YTD payments or Pay Records are not available on the mobile app version of FlexiTime - only on the desktop version.

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 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

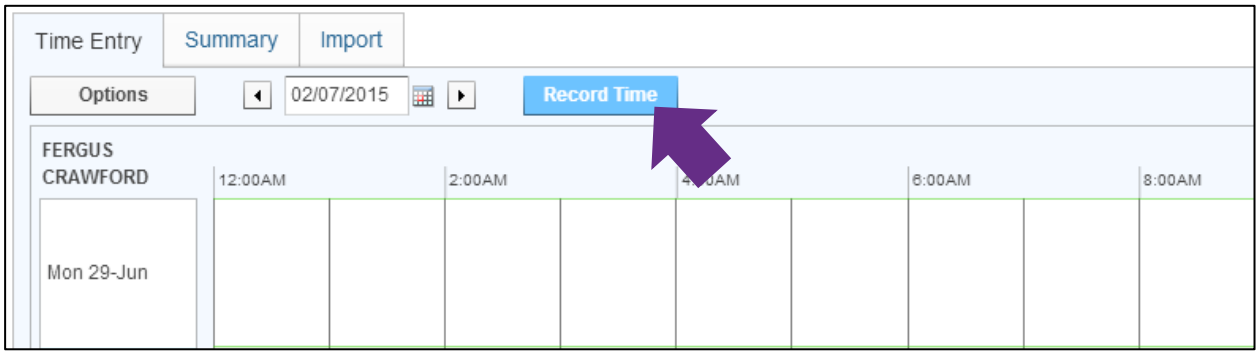
Occasionally, you will see a third box below *Password* asking for a 'Company' – if so enter **jsp** in lower case.

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.

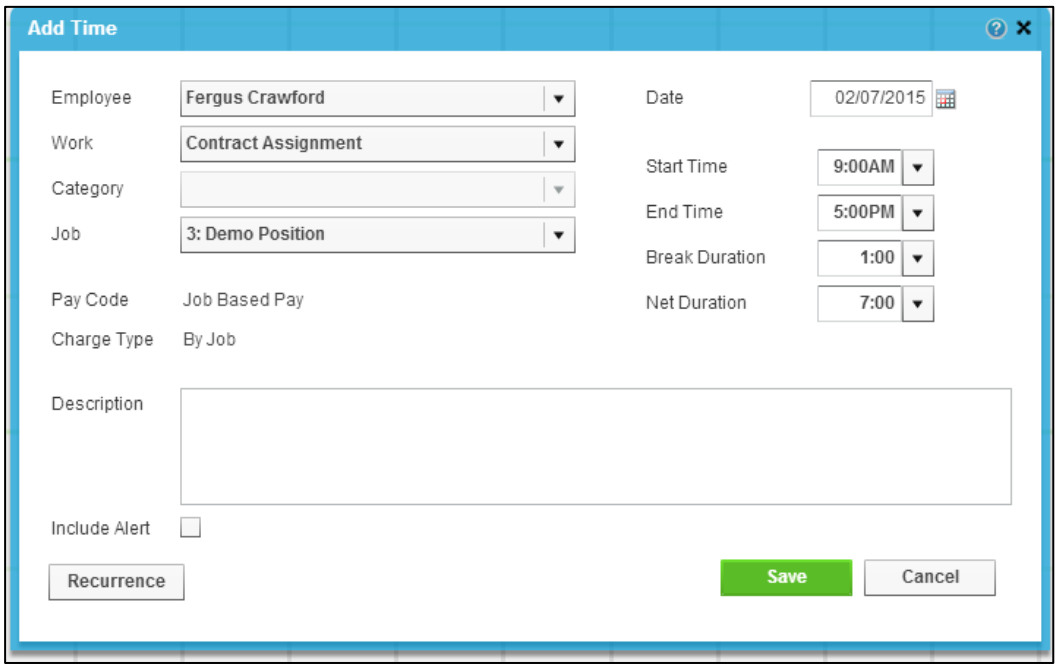
Entering hours

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



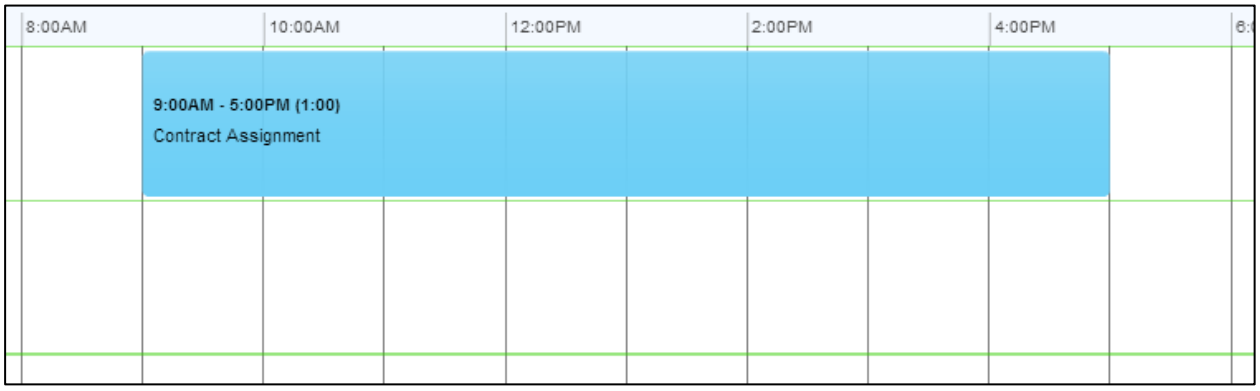
Upon clicking **Record Time** the **Add Time** window will open. Use the drop down menu to select the date you are interested in (it will default to today's date). Enter your ***Start Time***, ***End Time*** and ***Break Duration*** (***Net Duration*** is automatically calculated).

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.



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

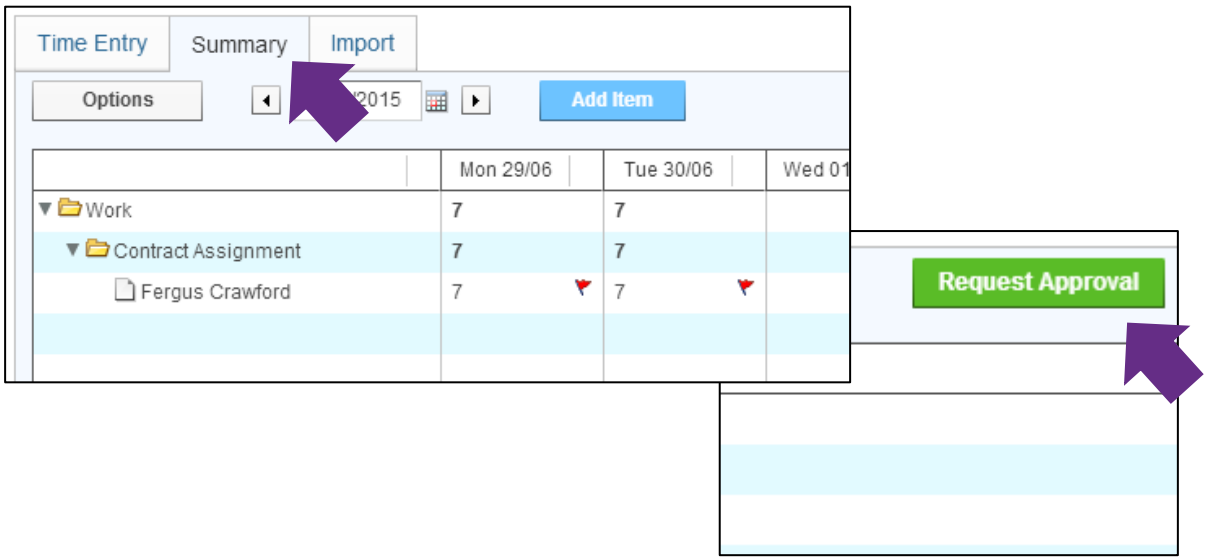
After clicking ***Save*** you will be able to see your entered time (this example has no recurrence set):



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.



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

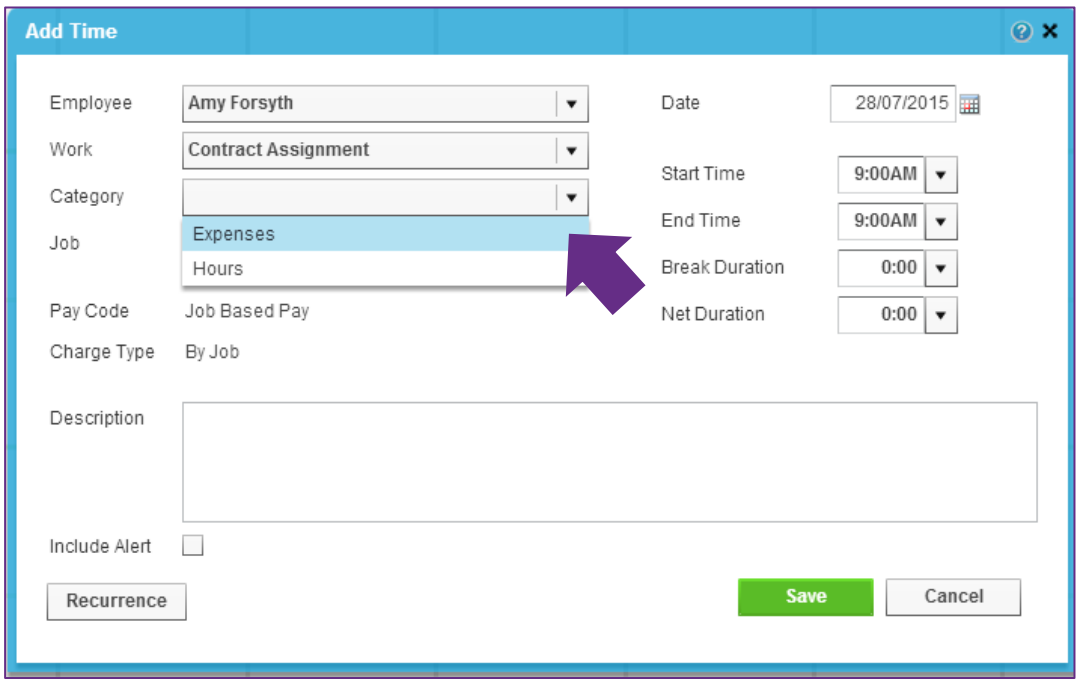
Expenses

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.

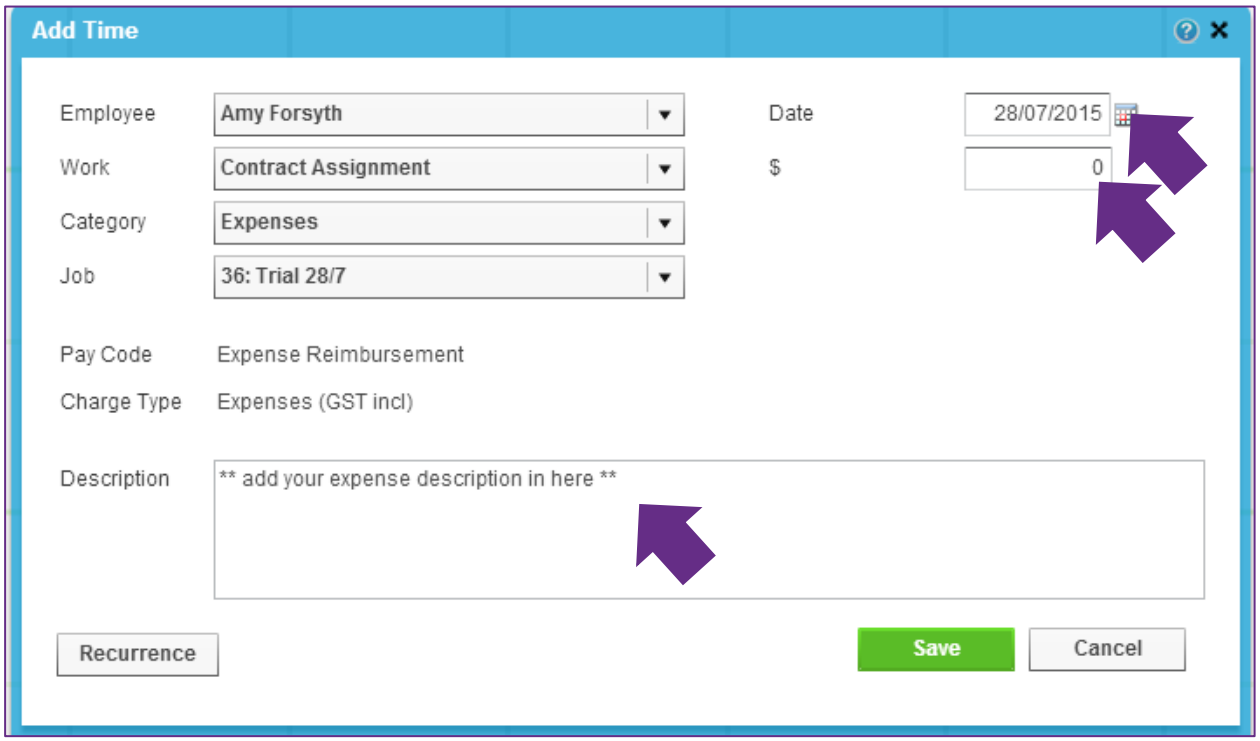
Before you enter expenses through Flexitime you must:

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:***



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.



Entering hours with the Mobile FlexiTime App

You can download the app onto your phone that will allow you to enter in time and request approval.

Bear in mind that when you request approval through the app, it will pull through ANY time that you have entered in that hasn't been requested. Eg: if you have 3 weeks' worth of work entered but not sent - all 3 weeks will be taken. IT DOESN'T WORK IN THE 7 DAY RULE AS THE DESKTOP DOES.

We have also had feedback that it sends off the request very fast. You may not realise that it has sent the request off and might click it again to which it will then come up with an error saying that there is no time entered to request approval for. Please either log into a desktop version and click on the summary tab to see what has been sent or give us a call and we will be able to check the request has been sent for you.

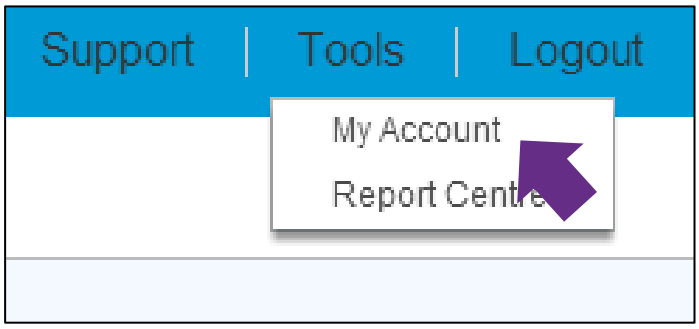
For more details regarding the mobile app and how to enter and request time, please visit:

http://support.flexitime.co.nz/hc/en-us/articles/205758105-Mobile-App

Other Useful Things

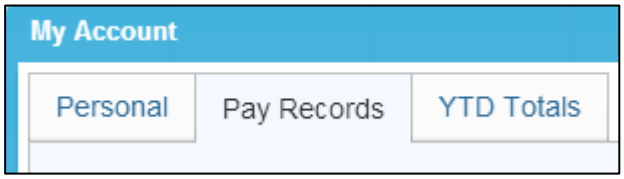
FlexiTime lets you extract year to date information on your pay information.

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.