

Flex Schedule Checklist

Flextime Timesheet Review

On most timesheets the Flex Schedule employee enters their time against their work schedule. There are three exceptions Overtime, Holiday / Training and Leave.

- Confirm you are viewing the time in a two week period with both the first and second week displayed. (this allows you to see the Flex Schedule)
- Confirm the Employee entered time against work schedule
- Review timesheet for Holiday or Training (both are coded at 8 hours).
 - For holiday/training on 9 or 10 hour days - confirm Employee entered leave for one or two hours OR worked an additional one or two hours during the holiday week
- Confirm leave was entered according to work schedule
- Review the Flex Friday / Monday for early arrival or late departure (this will result in overtime unless it is a holiday week)