

INSTRUCTIONS FOR USING FLEXITIME WORKBOOK

Note: be sure to save this Microsoft Excel file to your local hard drive before using it

1) CUSTOMIZE YOUR FLEXITIME SPREADSHEETS BY USING THE SETUP SHEET.

- (a) Click on the "setup" tab at the bottom of this Excel window to display the setup worksheet.
- (b) Follow the steps and enter your personal information in the [blue shaded cells](#).

This only needs to be done once at the start of each year, or when you start employment.

2) AT LEAST ONCE EVERY 4 WEEKS ENTER THE HOURS YOU WORKED:

- (a) Click in one of the tabs P01 through P13 at the bottom of this Excel window to select a four week period to modify.
Check last month's worksheet to verify that the correct hours, minutes and CR or DB have carried forward to this month.
Note that by default you can only carry forward a maximum of 21 hours of credit into the next period.
If you have special permission to carry over more than 21 hours then change the "21" in the setup sheet to a maximum of "42".
Any hours worked over these in any one 4 week period are sacrificed.

- (b) Record your hours worked on each day by entering times in the four [blue shaded cells](#):

Your start of day time, start of lunch time, end of lunch time, and end of day time.

Use 24 hour time, for example 1:00pm = 13:00

Note, these times will have the default values you entered in the "setup" sheet and only need to be changed if you arrived or departed at other than your default times.
DO NOT include any non-Flexi Leave time in your starting and ending times for the day, record only the actual time worked.

For example, if you came in 3 hrs late due to sick leave, enter the ACTUAL time when you came in, such as 12:00

If you didn't work at all on a day, delete all 4 start and end times for the day, and specify a leave type code.

- (d) Specify any Leave or Public Holidays in the [gray shaded cells](#):

- i) If you took any type of leave then enter a leave type code (1-11) in the "Type" column. (Refer to the Flexitime Manual for details)
- ii) **If you took non-flexi leave then also enter the number of hours and minutes of non-flexi leave that you took in the "Hrs" and "Mins" columns**
For full days off (other than flexi days) enter your number of normal working hours *for that day* for the amount of leave taken. For full-time staff this Flexitime is calculated and shown in the "Flex CR" and "Flex DB" columns.

3) PRINT THE FLEXITIME SHEET:

- (a) Print 2 copies of the worksheet for the current period.

Keep one copy for your records and sign the other copy and submit it to your supervisor.

Note that cells which contain formulas are locked so that you can't accidentally alter them.

IF YOU HAVE ANY QUESTIONS PLEASE RING TERRI NOWAK

Change History

SETUP **Customise your timesheets by entering data in the blue shaded cells below.**

STEPS

- 1 Type your full name as you want it to appear on every flexitime sheet: Jane Smith
- 2 Type the name of your department or unit: Jackson Printing

- 3 The number of HOURS that you are carrying over from the previous year: 19
- 4 The number of MINUTES that you are carrying over from the previous year: 10
- 5 If the above hours and minutes are DEBIT (hours you owe) choose DB: CR

- (6) Optionally, increase the maximum number of flexitime credit hours which you are allowed to carry over to the next period. 21 is the normal amount, but 42 is allowed with supervisor's permission. 42

This step is optional but will save you typing if you work regular hours.

- (7) Type your normal starting, lunch, and finishing times into the blue cells.
Use h:mm format and 24 hour time: 1:00pm = 13:00
Note: Don't go back and change these times after you've begun using the monthly worksheets.

| MORNING | | | AFTERNOON | | | |
|---------|--------|--------------|-----------|--------|--------------|-------------|
| Start | Finish | Hours Worked | Start | Finish | Hours Worked | Total Hours |
| 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7:00 |

- (8) Full-time staff are finished setup and can go to worksheet P01. Part-time staff please continue.
Part-time staff enter the number of HOURS which you work on each day of the week.

| | Mon | Tue | Wed | Thu | Fri | 1 Wk Hrs |
|----------|-----|-----|-----|-----|-----|----------|
| Std Hrs: | 7 | 7 | 7 | 7 | 7 | 35 |
| | 420 | 420 | 420 | 420 | 420 | |

For example, if you work 5.5 hours on Mondays and 7 hours on Tuesdays only, enter 5.5, 7, 0, 0, 0

In each spreadsheet P01 through P13 be sure to blank out the start and end times on the days which you do not work.

If you work an alternating pattern of hours or days every 2 weeks, fill in the hours in "Part Time Working Week, Pattern 2" (scroll right)

- (9) Enter the number of hours in your standard working day. (Full-time staff leave this at 7). 7

You can now start using your monthly worksheets by selecting the tabs P01 through P13 at the bottom of this window.

The following are not user modifiable:

Date of the first Monday of this year's workbook 1-Jan-07

Supervisor's signature line with this year's date SUPERVISOR: _____ / /2007

Part Time Working Week, Pattern 2

| | Mon | Tue | Wed | Thu | Fri | 1 Wk Hrs |
|-----------|------------|------------|------------|------------|------------|-----------------|
| Std Hrs2: | 7 | 7 | 7 | 7 | 7 | 35 |
| | 420 | 420 | 420 | 420 | 420 | 4 Wk Hrs 140 |

FLEXTIME RECORD

NAME : Jane Smith

DEPT: Jackson Printing

Period] 1-Jan-07 TO 26-Jan-07

Standard Working Hours
PER DAY 7.00 HRS

Carried Forward from Previous Period
(Debits shown as 19 HRS 10 MINS CR

| Date | Day | MORNING | | | AFTERNOON | | | Tot Hrs Wked | | Remark | Leave/Public Holidays | | | Flex CR | | Flex DB | | Cumulative | | CR DB |
|----------------------------|-----------|---------|--------|--------------|-----------|--------|--------------|--------------|-----------|-----------------------------------|-----------------------|-----|-----------|-----------|--|---------|----|------------|-----------|-----------|
| | | Start | Finish | Hours Worked | Start | Finish | Hours Worked | Hr | Min | | Type* | Hrs | Mins | Super Int | Hr | Min | Hr | Min | Hrs | |
| 1/01/2007 | Monday | | | 0:00 | | | 0:00 | 0 | 00 | Public Hol | 8 | 7 | | | | | | 19 | 10 | CR |
| 2/01/2007 | Tuesday | 9:00 | 10:15 | 1:15 | | | 0:00 | 1 | 15 | | 1 | | | | | 5 | 45 | 13 | 25 | CR |
| 3/01/2007 | Wednesday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | | | | | | | | | 13 | 25 | CR |
| 4/01/2007 | Thursday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | | | | | | | | | 13 | 25 | CR |
| 5/01/2007 | Friday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | | | | | | | | | 13 | 25 | CR |
| 8/01/2007 | Monday | 9:20 | 12:20 | 3:00 | 13:00 | 16:30 | 3:30 | 6 | 30 | | | | | | | 30 | | 12 | 55 | CR |
| 9/01/2007 | Tuesday | 9:15 | 12:30 | 3:15 | 13:15 | 17:30 | 4:15 | 7 | 30 | | | | | 30 | | | | 13 | 25 | CR |
| 10/01/2007 | Wednesday | 9:15 | 12:40 | 3:25 | 13:20 | 17:30 | 4:10 | 7 | 35 | | | | | 35 | | | | 14 | 00 | CR |
| 11/01/2007 | Thursday | 9:20 | 12:50 | 3:30 | 13:30 | 17:00 | 3:30 | 7 | 00 | | | | | | | | | 14 | 00 | CR |
| 12/01/2007 | Friday | 8:50 | 13:00 | 4:10 | 13:30 | 17:00 | 3:30 | 7 | 40 | | | | | 40 | | | | 14 | 40 | CR |
| 15/01/2007 | Monday | 9:10 | 13:00 | 3:50 | 13:45 | 16:30 | 2:45 | 6 | 35 | | | | | | | 25 | | 14 | 15 | CR |
| 16/01/2007 | Tuesday | 9:15 | 13:00 | 3:45 | 13:40 | 17:30 | 3:50 | 7 | 35 | | | | | 35 | | | | 14 | 50 | CR |
| 17/01/2007 | Wednesday | 9:20 | 13:00 | 3:40 | 13:30 | 16:50 | 3:20 | 7 | 00 | | | | | | | | | 14 | 50 | CR |
| 18/01/2007 | Thursday | 9:10 | 13:15 | 4:05 | 14:00 | 17:00 | 3:00 | 7 | 05 | | | | | 05 | | | | 14 | 55 | CR |
| 19/01/2007 | Friday | 9:10 | 13:10 | 4:00 | 14:00 | 16:30 | 2:30 | 6 | 30 | | | | | | | 30 | | 14 | 25 | CR |
| 22/01/2007 | Monday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | mtg in Sydney | | | | | | | | 14 | 25 | CR |
| 23/01/2007 | Tuesday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | mtg in Sydney | | | | | | | | 14 | 25 | CR |
| 24/01/2007 | Wednesday | | | 0:00 | | | 0:00 | 0 | 00 | | 1 | | | | | 7 | | 7 | 25 | CR |
| 25/01/2007 | Thursday | 9:10 | 11:45 | 2:35 | 14:20 | 17:25 | 3:05 | 5 | 40 | | | | | | 1 | 20 | | 6 | 05 | CR |
| 26/01/2007 | Friday | | | 0:00 | | | 0:00 | 0 | 00 | Public Hol | 8 | 7 | | | | | | 6 | 05 | CR |
| Total Hours Worked: | | | | | | | | 112 | 55 | Tot. Leave Taken: | | | 14 | 00 | Debit/Credit This Period: | | | 13 | 05 | DB |
| | | | | | | | | | | Tot. Personal Leave Taken: | | | 0 | 00 | Hours carried forward to next period: | | | 6 | 05 | CR |

FLEXTIME WORKING HOURS
7:00AM - 7:00PM

- *TYPE**
- | | |
|-----------------------|-----------------------|
| 1. Flex Leave | 6. Study Leave |
| 2. Sick Leave | 7. Exam Leave |
| 3. Annual Leave | 8. Public Holiday |
| 4. Long Service Leave | 9. University Holiday |
| 5. Special Leave | 10. Leave Without Pay |
| | 11. Other |

SIGNATURE: _____

SUPERVISOR: _____ / /2007

APPLICATION FORMS ATTACHED WHERE NECESSARY Y/N



FLEXTIME RECORD

NAME : Jane Smith

DEPT: Jackson Printing

Period] 29-Jan-07 TO 23-Feb-07

Standard Working Hours
PER DAY 7.00 HRS

Carried Forward from Previous Period
(Debits shown as 6 HRS 5 MINS CR

| Date | Day | MORNING | | | AFTERNOON | | | Tot Hrs Wkd | | Remark | Leave/Public Holidays | | | Flex CR | | Flex DB | | Cumulative | | CR DB | |
|----------------------------|-----------|---------|--------|--------------|-----------|--------|--------------|-------------|-----------|-----------------------------------|-----------------------|----------|-----------|--|----|----------|-----------|------------|-----|-------|------|
| | | Start | Finish | Hours Worked | Start | Finish | Hours Worked | Hr | Min | | Type* | Hrs | Mins | Super Int | Hr | Min | Hr | Min | Hrs | | Mins |
| 29/01/2007 | Monday | 9:00 | 13:10 | 4:10 | 13:50 | 16:30 | 2:40 | 6 | 50 | | | | | | | | 10 | 5 | 55 | CR | |
| 30/01/2007 | Tuesday | 9:00 | 13:50 | 4:50 | 14:30 | 15:30 | 1:00 | 5 | 50 | | | | | | | 1 | 10 | 4 | 45 | CR | |
| 31/01/2007 | Wednesday | 8:50 | 12:00 | 3:10 | 12:40 | 17:40 | 5:00 | 8 | 10 | | | | | 1 | 10 | | | 5 | 55 | CR | |
| 1/02/2007 | Thursday | 8:40 | 13:00 | 4:20 | 13:40 | 17:00 | 3:20 | 7 | 40 | | | | | | 40 | | | 6 | 35 | CR | |
| 2/02/2007 | Friday | 9:00 | 13:00 | 4:00 | 14:30 | 17:10 | 2:40 | 6 | 40 | | | | | | | | 20 | 6 | 15 | CR | |
| 5/02/2007 | Monday | 10:35 | 13:30 | 2:55 | 14:15 | 16:30 | 2:15 | 5 | 10 | | | | | | | 1 | 50 | 4 | 25 | CR | |
| 6/02/2007 | Tuesday | 9:00 | 12:30 | 3:30 | 13:15 | 16:00 | 2:45 | 6 | 15 | | | | | | | | 45 | 3 | 40 | CR | |
| 7/02/2007 | Wednesday | 8:50 | 13:00 | 4:10 | 13:35 | 18:20 | 4:45 | 8 | 55 | | | | | 1 | 55 | | | 5 | 35 | CR | |
| 8/02/2007 | Thursday | 8:45 | 12:30 | 3:45 | 13:10 | 17:00 | 3:50 | 7 | 35 | | | | | | 35 | | | 6 | 10 | CR | |
| 9/02/2007 | Friday | 9:10 | 14:30 | 5:20 | 15:00 | 17:30 | 2:30 | 7 | 50 | | | | | | 50 | | | 7 | 00 | CR | |
| 12/02/2007 | Monday | 9:05 | 12:30 | 3:25 | 13:30 | 16:30 | 3:00 | 6 | 25 | | | | | | | | 35 | 6 | 25 | CR | |
| 13/02/2007 | Tuesday | 9:05 | 14:00 | 4:55 | | | 0:00 | 4 | 55 | | | | | | | 2 | 05 | 4 | 20 | CR | |
| 14/02/2007 | Wednesday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | Sydney | | | | | | | | 4 | 20 | CR | |
| 15/02/2007 | Thursday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | Sydney | | | | | | | | 4 | 20 | CR | |
| 16/02/2007 | Friday | 9:55 | 12:30 | 2:35 | 13:15 | 17:00 | 3:45 | 6 | 20 | | | | | | | | 40 | 3 | 40 | CR | |
| 19/02/2007 | Monday | 8:45 | 12:30 | 3:45 | 13:10 | 16:30 | 3:20 | 7 | 05 | | | | | | 05 | | | 3 | 45 | CR | |
| 20/02/2007 | Tuesday | 9:00 | 13:30 | 4:30 | 14:00 | 17:00 | 3:00 | 7 | 30 | | | | | | 30 | | | 4 | 15 | CR | |
| 21/02/2007 | Wednesday | 8:50 | 12:10 | 3:20 | 12:50 | 18:00 | 5:10 | 8 | 30 | | | | | 1 | 30 | | | 5 | 45 | CR | |
| 22/02/2007 | Thursday | 9:20 | 13:30 | 4:10 | 14:15 | 16:50 | 2:35 | 6 | 45 | | | | | | | | 15 | 5 | 30 | CR | |
| 23/02/2007 | Friday | 9:00 | 12:15 | 3:15 | 12:45 | 15:00 | 2:15 | 5 | 30 | | | | | | | 1 | 30 | 4 | 00 | CR | |
| Total Hours Worked: | | | | | | | | 137 | 55 | Tot. Leave Taken: | | 0 | 00 | Debit/Credit This Period: | | 2 | 05 | DB | | | |
| | | | | | | | | | | Tot. Personal Leave Taken: | | 0 | 00 | Hours carried forward to next period: | | 4 | 00 | CR | | | |

FLEXTIME WORKING HOURS
7:00AM - 7:00PM

- *TYPE**
- | | |
|-----------------------|-----------------------|
| 1. Flex Leave | 6. Study Leave |
| 2. Sick Leave | 7. Exam Leave |
| 3. Annual Leave | 8. Public Holiday |
| 4. Long Service Leave | 9. University Holiday |
| 5. Special Leave | 10. Leave Without Pay |
| | 11. Other |

SIGNATURE: _____

SUPERVISOR: _____ / /2007

APPLICATION FORMS ATTACHED WHERE NECESSARY Y/N



FLEXTIME RECORD

NAME : Jane Smith

DEPT: Jackson Printing

Period | 26-Feb-07 TO 23-Mar-07

Standard Working Hours
PER DAY 7.00 HRS

Carried Forward from Previous Period
(Debits shown as 4 HRS 0 MINS CR)

| Date | Day | MORNING | | | AFTERNOON | | | Tot Hrs Wked | | Remark | Leave/Public Holidays | | | Flex CR | | Flex DB | | Cumulative | | CR DB |
|----------------------------|-----------|---------|--------|--------------|-----------|--------|--------------|-----------------------------------|-----------|--------------------------|-----------------------|-----------|--|-----------|----------------------------------|----------|-----------|------------|-----------|-----------|
| | | Start | Finish | Hours Worked | Start | Finish | Hours Worked | Hr | Min | | Type* | Hrs | Mins | Super Int | Hr | Min | Hr | Min | Hrs | |
| 26/02/2007 | Monday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | Sydney | | | | | | | | 4 | 00 | CR |
| 27/02/2007 | Tuesday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | Sydney | | | | | | | | 4 | 00 | CR |
| 28/02/2007 | Wednesday | 9:00 | 13:00 | 4:00 | 14:00 | 17:00 | 3:00 | 7 | 00 | Sydney | | | | | | | | 4 | 00 | CR |
| 1/03/2007 | Thursday | | | 0:00 | | | 0:00 | 0 | 00 | | 1 | | | | | 7 | | 3 | 00 | DB |
| 2/03/2007 | Friday | 9:15 | 12:45 | 3:30 | 13:30 | 17:30 | 4:00 | 7 | 30 | | | | | | 30 | | | 2 | 30 | DB |
| 5/03/2007 | Monday | 9:30 | 13:15 | 3:45 | 14:00 | 15:45 | 1:45 | 5 | 30 | | | | | | | 1 | 30 | 4 | 00 | DB |
| 6/03/2007 | Tuesday | 9:20 | 12:30 | 3:10 | 13:00 | 17:35 | 4:35 | 7 | 45 | | | | | | 45 | | | 3 | 15 | DB |
| 7/03/2007 | Wednesday | 10:20 | 13:00 | 2:40 | 13:30 | 17:00 | 3:30 | 6 | 10 | | | | | | | | 50 | 4 | 05 | DB |
| 8/03/2007 | Thursday | 9:00 | 13:45 | 4:45 | 14:20 | 17:10 | 2:50 | 7 | 35 | | | | | | 35 | | | 3 | 30 | DB |
| 9/03/2007 | Friday | 9:25 | 12:30 | 3:05 | 13:30 | 17:00 | 3:30 | 6 | 35 | | | | | | | | 25 | 3 | 55 | DB |
| 12/03/2007 | Monday | 9:00 | 13:15 | 4:15 | 14:00 | 16:30 | 2:30 | 6 | 45 | | | | | | | | 15 | 4 | 10 | DB |
| 13/03/2007 | Tuesday | 8:45 | 12:25 | 3:40 | 13:10 | 17:00 | 3:50 | 7 | 30 | | | | | | 30 | | | 3 | 40 | DB |
| 14/03/2007 | Wednesday | 9:00 | 12:00 | 3:00 | | | 0:00 | 3 | 00 | | 2 | 4 | | | | | | 3 | 40 | DB |
| 15/03/2007 | Thursday | 8:30 | 12:35 | 4:05 | 13:30 | 16:30 | 3:00 | 7 | 05 | | | | | | 05 | | | 3 | 35 | DB |
| 16/03/2007 | Friday | 9:00 | 14:00 | 5:00 | 14:30 | 16:00 | 1:30 | 6 | 30 | | | | | | | | 30 | 4 | 05 | DB |
| 19/03/2007 | Monday | 8:35 | 12:50 | 4:15 | 13:30 | 16:35 | 3:05 | 7 | 20 | | | | | | 20 | | | 3 | 45 | DB |
| 20/03/2007 | Tuesday | 8:30 | 13:00 | 4:30 | 13:50 | 17:30 | 3:40 | 8 | 10 | | | | | | 1 | 10 | | 2 | 35 | DB |
| 21/03/2007 | Wednesday | 9:10 | 13:45 | 4:35 | 14:30 | 17:15 | 2:45 | 7 | 20 | | | | | | 20 | | | 2 | 15 | DB |
| 22/03/2007 | Thursday | 8:55 | 12:30 | 3:35 | 13:30 | 17:45 | 4:15 | 7 | 50 | | | | | | 50 | | | 1 | 25 | DB |
| 23/03/2007 | Friday | 9:00 | 12:30 | 3:30 | 14:00 | 17:00 | 3:00 | 6 | 30 | | | | | | | | 30 | 1 | 55 | DB |
| Total Hours Worked: | | | | | | | | 130 | 05 | Tot. Leave Taken: | | | 4 | 00 | Debit/Credit This Period: | | | 5 | 55 | DB |
| | | | | | | | | Tot. Personal Leave Taken: | | | 4 | 00 | Hours carried forward to next period: | | | 1 | 55 | DB | | |

FLEXTIME WORKING HOURS
7:00AM - 7:00PM

- *TYPE**
- | | |
|-----------------------|-----------------------|
| 1. Flex Leave | 6. Study Leave |
| 2. Sick Leave | 7. Exam Leave |
| 3. Annual Leave | 8. Public Holiday |
| 4. Long Service Leave | 9. University Holiday |
| 5. Special Leave | 10. Leave Without Pay |
| | 11. Other |

SIGNATURE: _____

SUPERVISOR: _____ / /2007

APPLICATION FORMS ATTACHED WHERE NECESSARY Y/N