

Frequently Asked Questions – Flexitime Sheets

1. What do I put on my flexitime sheet if my work day was interrupted? Eg: A period of sick leave in the middle of the day

Enter your start and finish times, including breaks in the appropriate columns. Apply for leave (via Staff Online) to cover the time you were away from work. You can make notes in the “comments” field to account for the actual situation for the day.

2. I am on a single day of ½ paid leave, how do I record this on my flexitime sheet?

Your leave booking once processed, will show on your flexitime sheet as equivalent to half of a day worked, even though it is a full day out of the office on leave. You will need to enter the equivalent of a half day of work to ensure that the system can total to a full day (eg enter 3.5 hours for a standard 7 hour day). In the comments section, make a note that this was a full day of leave taken at half pay.

Please note that all bookings of half pay leave cannot be booked via staff online but will need to be booked via a paper based form which you are able to access via Staff Online or from the below link. Please contact your OPC Partnership Team if you have any questions. Attached below is the link to the paper based leave form:

http://www.uws.edu.au/people_and_culture/opc/opc_forms_and_templates?result_697724_result_page=2

3. I need half a day of leave – how do I book leave and then complete my Flexitime Sheet for that day?

Submit your leave booking via staff online. This booking will show on your Flexitime Sheet as unapproved whilst it is pending approval. You can then enter the relevant hours worked on your Flexitime Sheet – the total hours for the day should equal 7 hours (or your standard working day). Once your supervisor has approved your leave, the finalised leave booking will show on your Flexitime Sheet.

4. I have not submitted my Flexitime Sheet for more than one period – what do I do?

Please ensure that all Flexitime Sheets are submitted at the end of each settlement period. The system will provide both you and your supervisor with reminders.

In the event that you have not submitted a Flexitime Sheet before the end of the following settlement period, please ensure that you submit each Flexitime Sheet in order. The Flexitime Sheet must also be approved in order of submission and prior to the submission of the next Flexitime Sheet to ensure that the data flows correctly and all carry over balances are correct. It is recommended that you submit one Flexitime Sheet at a time and wait until it is approved before submitting the next Flexitime Sheet.

Failure to follow the correct process will result in significant errors that will require substantial audit and manual reconciliation.

5. Where is my flexitime sheet sitting within the approval flow?

You should have received an email if your Flexitime Sheet has been approved (check your junk mail as well). If not approved, check with your supervisor that you have the correct reporting line, if not the School Manager/Dean/Director is required to approve reporting line change and advise OPC that records require updating.

You can also check in your approvals pending to see if it has been approved. If there is nothing pending and it was definitely submitted, it has been approved.

Note: The approver position may be viewed in My Requests.

6. What if I have approved leave in the settlement period but this was not taken and needs to be reversed?

If the Flexitime Sheet has not yet been approved then your approving supervisor should authorise the appropriate OPC Partnership Team to cancel the leave booking. Adjustment to accrual and Flexitime Sheet entry will be made accordingly. If the electronic Flexitime Sheet has been submitted and confirmed before the leave has been reversed, then the leave will always show on that time sheet even if the leave has been re-credited correctly following reversal.

7. I am not able to submit my Flexitime Sheet, as I have entered two types of leave totalling 7 hours on one day and the day is greyed out and there is a red triangle on display. What should I do?

Log into your Flexitime Sheet, click on the red triangle with white exclamation mark. This will allow you to clear the hours, and your Flexitime Sheet should adjust accordingly, if this does not occur contact your OPC partnership team.

8. Why is my flex leave balance carry over balance not correct?

It may be that you have not yet submitted your previous Flexitime Sheet/sand had them approved.

It is important to submit Flexitime Sheets in order and on time. Do not submit the next Flexitime Sheet until the previous one has been approved, otherwise, the carry over balances will not be correct and there will need to be a full audit and manual reconciliation of your Flexitime Sheet.

9. I have saved and submitted my Flexitime Sheet and it is wrong – can I retract and resubmit?

If your Flexitime Sheet has not yet been approved by your supervisor you can retract the Flexitime Sheet by going into My Requests, pending transactions approvals in staff online. If the Flexitime Sheet has been submitted and approved by your supervisor it cannot be changed.

It is your responsibility to ensure that your Flexitime Sheet is correct prior to submission, and your supervisor's responsibility to check thoroughly before approving your Flexitime Sheet. By approving the Flexitime Sheet, your supervisor is confirming your Flexitime Sheet is correct.

10. My leave balances, particularly my flex leave balance is not accurate, how I do I fix this?

Ensure that you have submitted your Flexitime Sheet for the last settlement period and that it has been approved. Your flex balance will only update once your Flexitime Sheet has been approved. Please ensure that all leave requests are submitted and approved prior to submitting your Flexitime Sheet, and ensure that you submit your Flexitime Sheets in date order. If this still does not correct your error, please contact your OPC partnership team.

11. My Flexitime Sheet has not been approved and my supervisor does not seem to have it in their approvals – where has it gone?

- a. A supervisor has 5 working days to action a Flexitime Sheet. If this time has lapsed it will escalate to the next level approver.
- b. If your supervisor has set up an approval delegation for another staff member to approve Flexitime Sheet on their behalf, it may be sitting with the delegated approver.
- c. Discuss this with your supervisor, as they should be able to advise if they have seen the request, or if they have a delegation set up.

12. The “Save and Submit” button is greyed out and not available to use – Why?

Your Flexitime Sheet may be incomplete – check each days total of hours and check the leave bookings – have they been made and approved?

Your Flexitime Sheet may be incorrect – for example, you may have accrued greater than 14 hours in flex debit at the end of the period – the difference from the maximum allowed for carry over needs to be accounted for with a leave booking.

Note: Error and warning messages are displayed at the bottom of the flexitime sheet. This will advise what is incorrect on the flexitime sheet.

13. I have made a duplicate/incorrect leave booking – how do I fix it?

If the leave has already been approved, please get approval from your supervisor in an email trail to cancel the incorrect booking. Once you have the approval, pass this email trail onto your OPC Partnership Team for processing – if you don't know who your OPC Partnership Team is, please see the OPC website for the list of Partnership teams at the bottom of this document.

If your leave booking is not yet approved you may remove the request from My Requests, pending transaction in staff online

14. What is the difference between “accumulated flex leave” and “flex leave”?

Accumulated flex leave is the flex leave that has been carried over from a previous settlement period. Accumulated flex leave must be approved by your supervisor in the first instance.

Flex leave is the additional hours accrued in the current settlement period.

Both types of flex leave may be booked if there is prior agreement and approval by the supervisor in one period.

15. How do I carry over? Untaken flex leave?

Untaken flex leave accrued over and above 14 hours should be approved by the supervisor. Your OPC Partnership Team should then be advised via an email with relevant information, copy of Flexitime Sheet and approval and they will then be able to transfer across to the HR system and register as a leave balance.

16. How do I book “accumulated flex leave”?

When you are booking your flex leave via staff online, you will see a drop down box at the bottom of the form asking for a reason for the booking. Choose accumulated flex leave if this is the case.

17. What is “Time in Lieu”, and how do I record it on my time sheet?

Before Time in Lieu (TIL) is taken all time in lieu must be pre-approved in accordance with the Overtime Clauses 23.17 - 23.27 of the Professional Staff Agreement. TIL is time in lieu of receiving overtime payments. TIL must be accrued under the same conditions as overtime, and is not additional hours worked within the bandwidth.

All TIL accruals must be used within 3 months of accruing or be paid out as overtime – this is managed by your supervisor. Please refer to Clauses 23.17 - 23.27 of the Professional Staff Agreement – “Overtime”.

18. How do I claim TIL?

TIL hours should be shown in the appropriate column on the electronic Flexitime Sheet. The total hours will be transferred across to the HR system and register as a leave balance.

When claiming/taking the TIL a leave booking is made via staff online. The supervisor will need to keep track of the number of hours and ensure that the hours are being accrued and taken appropriately. You can view your TIL in the leave balances tab of staff online. Your balance will not show on your flexitime sheet.

19. I work hours that are different to the standard bandwidth hours – how can I capture my hours correctly on the Flexitime Sheet?

OPC are able to make adjustments to the standard bandwidth of hours available on the electronic Flexitime Sheet to account for different shift requirements of work areas. Please discuss this with your supervisor as they will need to provide OPC with Dean/Director approval to amend your bandwidth hours.

20. I am a supervisor and my view of a staff member’s carry-forward differs to that of the staff members view. What should I do?

Ensure that all leave bookings for that period have been approved, once approved, reject the Flexitime Sheet and have the staff member re-submit their Flexitime Sheet.

21. I can’t approve a Flexitime Sheet, what should I do?

Click on the underlined record ID, this will open the submitted flexitime sheet, check the request is accurate, change the status to “approved” in the drop down box and click the update button.

22. I am on a period of maternity leave and my “save and submit button is greyed out” and my carry forward at the end of the period exceeds the maximum allowable debit, what should I do?

As the flex leave is in debit and there is a maternity leave booking you will need to make a leave booking to account for the negative flex leave balance. You will be required to contact your OPC Partnership Team to adjust your leave.

23. I am a professional staff member recently seconded to an Academic position and/or a Senior Management position, how do I manage my online Flexitime Sheet?

Academic staff members are not required to use online Flexitime Sheets. Your professional staff Flexitime Sheet must remain active for the entire period of the secondment, so therefore at the end of each period you will still have to save and submit until you return to your substantive position.

24. I note that there is provision for Public Holidays on the Flexitime sheet, however, it does not register a hour value i.e. 7 hours, is this correct?

The online Flexitime Sheet only records the actual hours we have worked, hours of leave we have taken and flex hours accrued. As such, all Public Holidays will have a zero balance displayed.

You will still be paid for the public holiday if this is a standard work day for you, even if this is not represented on your Flexitime Sheet.

25. How do I account for my morning/afternoon tea breaks or cigarette breaks on my timesheet? Or

Am I entitled to morning/afternoon tea breaks, and, how do I account for these on my timesheet?

Breaks are not provided for in our Enterprise Agreement, however, the University acknowledges that staff do leave their desk from time to time for work health and safety reasons. All breaks should be accounted for in the timesheet entry. For instance, if you do break for morning and afternoon tea, you should add this to your breaks for that day. Similarly, if you leave campus for a cigarette and are away from your desk, then this time should be added to your total break time for that day. The University, however, does not expect short breaks away from your desk, such as to use the bathroom or make a cup of tea or coffee, to be added to your breaks for the day.”

For further details in relation to OPC Contacts, please click on the link below and click on the “Which OPC Partnership team should I contact? Then click on your Division/School:

http://www.uws.edu.au/people_and_culture/opc