

OCOPE TimeClock Plus Short Guide

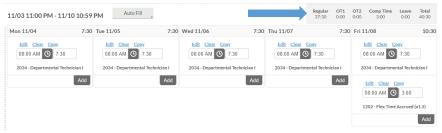


Flex Time Segments

When entering a flextime segment, for flex to be used at a later time, you will need to enter as a new segment on the same day to differentiate from normal worked time.

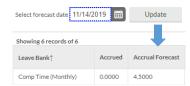


Flex time is earned at the 1.5 rate and you will see the straight time hours accumulate in the weekly/pay period totals:

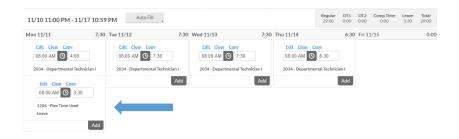


View "Accruals" to see the calculated time and a half totals:

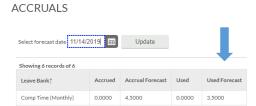
ACCRUALS



When using flextime previously earned in the current pay period, you will want to add a new segment with the "Flex Time Used" job code



Again, accruals will update with the "Used Forecast" to update flex time earned vs used.



^{*}Unused flextime should be changed to overtime if it is not used in the pay period.