



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:

	Regular	OT1	OT2	Comp Time	Leave	Total
11/03 11:00 PM - 11/10 10:59 PM	37:30	0:00	0:00	3:00	0:00	40:30

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

ACCRUALS

Select forecast date: 11/14/2019

Showing 6 records of 6

Leave Bank↑	Accrued	Accrual Forecast
Comp Time (Monthly)	0.0000	4.5000

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

	Regular	OT1	OT2	Comp Time	Leave	Total
11/10 11:00 PM - 11/17 10:59 PM	29:00	0:00	0:00	0:00	3:30	0:00

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

ACCRUALS

Select forecast date: 11/14/2019

Showing 6 records of 6

Leave Bank↑	Accrued	Accrual Forecast	Used	Used Forecast
Comp Time (Monthly)	0.0000	4.5000	0.0000	3.5000

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