

# FLEXITIME

## LOGIN DETAILS:

When you are assigned your first temp assignment, your Flexitime login details will be emailed to you as below:

Hi

**Congratulations on your recent placement through Velocity.**

This email is to let you know that we use an on-line timesheet system called 'Flexitime'

Your login details are as follows:

Click here: <http://www.velocityrecruitment.co.nz/cand-data-info/> and click the Flexitime Logo

User ID: **REDO**

Password: **ve**

Company: **Velocity**

**YOU WILL NEED TO INPUT YOUR HOURS FOR THE WEEK AND REQUEST APPROVAL** by Barn the following Monday each week. If you have any questions please don't hesitate to call me on 04-499 6161 and I will be happy to walk you through FlexTime

FLEXITIME VIDEO LINKS			
click on the thumbnail to view videos			
 Introduction - View this video first	 You must update your personal details and change your password	 How to enter your times	 Finally how to request approval!

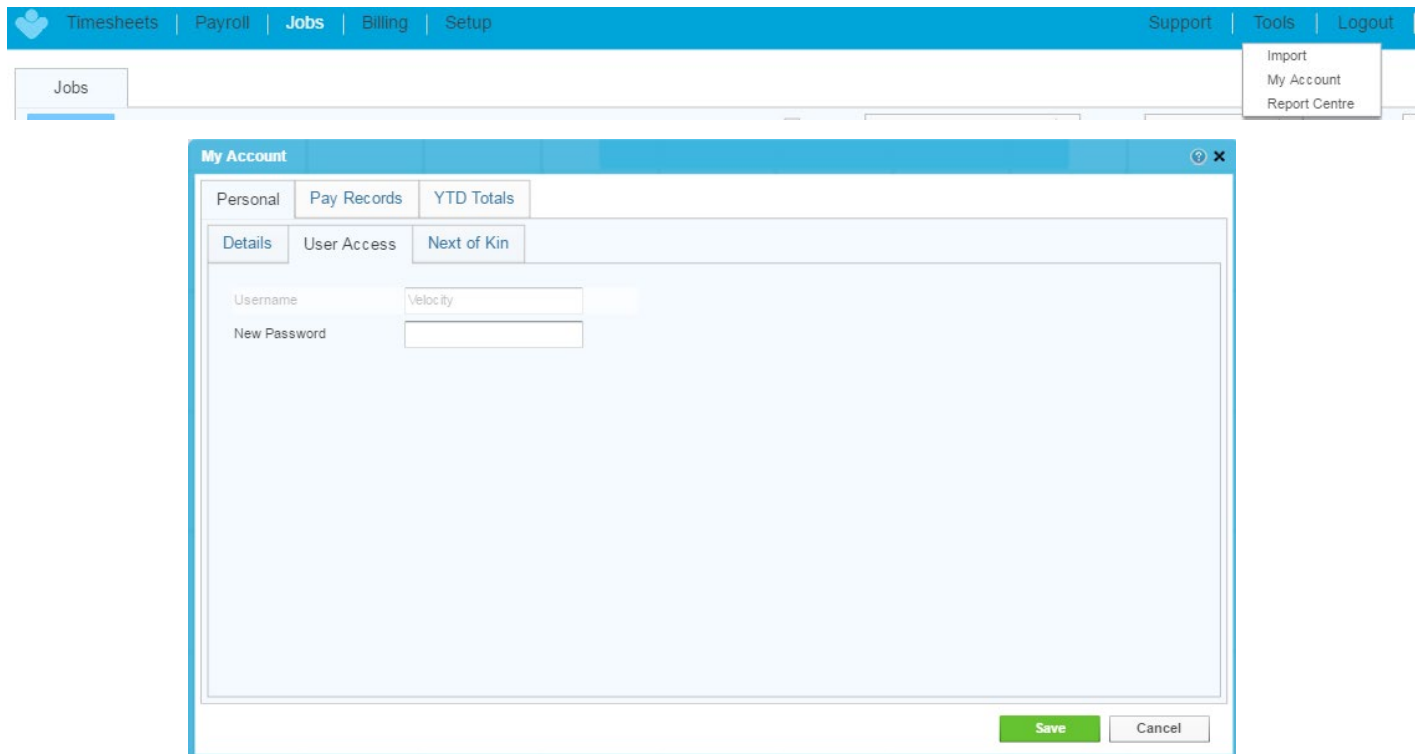
\*\*\* Please can you login and check your account information under Tools - My account \*\*\*

Kind Regards,

Mitchel

## CHANGING YOUR PASSWORD:

To change your password, click on the Tools Tab and select My Account. Under the user access tab, you'll see a field to enter a new password. Remember to save it!



The screenshot shows the Flexitime web application interface. At the top, there is a navigation bar with tabs for Timesheets, Payroll, Jobs, Billing, Setup, Support, Tools, and Logout. The 'Tools' tab is active, and a dropdown menu is open showing 'Import', 'My Account', and 'Report Centre'. The 'My Account' window is open, displaying the 'User Access' tab. The window has a header with 'My Account' and a close button. Below the header, there are tabs for 'Personal', 'Pay Records', and 'YTD Totals'. Under 'Personal', there are sub-tabs for 'Details', 'User Access', and 'Next of Kin'. The 'User Access' sub-tab is selected, showing a form with two input fields: 'Username' (containing 'Velocity') and 'New Password'. At the bottom right of the window, there are 'Save' and 'Cancel' buttons.

## ENTERING TIME:

To log your work (and be paid for it!), log into your Flexitime account and select the relevant week that you want to enter time for. Click Record Time, and select the work type (temp assignment for normal working days). Once you've selected it, the 'job' should automatically populate with your name and role. Select the date and enter your hours that you have worked (enter them to the nearest 15-minute intervals) and click Save.

**Add Time**

Employee: Velocity Admin  
Work: Temp Assignment  
Category:   
Job: 2547: Job Number - Name- Business  
Date: 22/11/2016  
Start Time: 9:00AM  
End Time: 5:00PM  
Break Duration: 0:30  
Net Duration: 7:30

Description:   
Include Alert:

Save Cancel

Once you have entered all the time you've worked for the week, select the Summary tab to see your full week's worth and total hour at a glance. If you're happy that you have entered a complete week, select Request Approval in the right-hand corner. This will submit your electronic timesheet to your employer contact to approve via email.

Time Entry Summary

22/11/2016 Add Item Request Approval

	Mon 21/11	Tue 22/11	Wed 23/11	Thu 24/11	Fri 25/11	Sat 26/11	Sun 27/11	Total
Work	7.5	7.5						15
Temp Assignment	7.5	7.5						15
Velocity Admin	7.5	7.5						15

The flags will be red when you haven't logged time, orange when you have requested approval, and green when your time has been approved. NB: Please log your time by no later than 9am on the Monday following the date of your assignment.

### How do I request leave?

Please email [leaverequest@momentum.co.nz](mailto:leaverequest@momentum.co.nz) with the following information:

1. Your name and preferred email address
2. The type of leave you wish to take (Annual Leave, Sick Leave, Bereavement Leave)
3. The date range you will be on leave, and the number of days you are taking
4. Any questions or comments you wish to ask or make

### Do I need to apply for leave over a Public Holiday?

No, you don't have to do anything. You will be paid your average working hours for that day.

### How can I print off my payslip?

Log into Flexitime and click on My Account. Click on the Pay Records tab to find a list of your payslips to date. Print the payslip you want by selecting it then clicking View, then Print.

### Can I get my own Certificate of Earnings?

Yes you can! You will find your Certificate of Earnings under My Account. Select the YTD Totals tab. Use the drop-down box at the bottom of the table to select the year you want the Certificate of Earnings for. Click View Certificate of Earnings and select print.