

## Flexitime spreadsheet help

You must read the flexitime guidance before you start using the flexitime spreadsheet. This can be found in the [Flexible Working Toolkit](#) on the website.

<b>Macros</b>	<b>The spreadsheet uses Macros which are automatic calculations. You need to make sure you have allowed Macros when you open the spreadsheet.</b> You need to allow Macros everytime. If you see <b>#Name?</b> in any of the totals columns, macros are not working and need to be allowed. There are instructions in the Flexible Working Toolkit on how to automatically allow Macros.
<b>Saving your timesheet</b>	<b>Every month, you need to start a new timesheet and each timesheet should be saved separately.</b> You should save your timesheets in the same folder. For easy reference, save the timesheet with your name and the month in the title. Your manager may have a specific place for everyone in your team's timesheets.
<b>Name</b>	Enter your full name
<b>Set date</b>	Click this button to choose the correct month and year. If you are changing to a new month, you must save the previous month before you change otherwise you may lose the data you have already entered.
<b>Set hours</b>	The default setting of hours is 7:18 per day which is the usual full-time hours worked over 5 days. If you are part-time or work different hours per day, click 'set hours' and set your hours accordingly. You must use the format h:mm (so 6 hours and 20 minutes per day is 6:20)
<b>Core hours</b>	The core hours listed are the standard University flexitime scheme core hours. Your team may have different core hours so you should check with your manager. If the hours you record on the spreadsheet fall outside of the standard core hours, the hours will be highlighted but this is just a visual reference and has no effect on the calculation of your flexitime.
<b>Earliest start and latest finish times</b>	The earliest start and latest finish times listed are the standard University time flexitime earliest start and latest finish times (also known as bandwidth). If the hours you record on the spreadsheet fall outside of these times, the hours will be highlighted as a visual reference. You should not normally work outside of the bandwidth.
<b>Maximum credit and debit carry forward</b>	The maximum credit carry forward listed is the standard University flexitime amounts. <b>You should usually work your minimum contracted hours each month and not regularly carry a debit over.</b>
<b>Day type</b>	Choose the correct type from the dropdown list. If you have set your hours and do not work on some days of the week, you do not need to choose a day type.
<b>Work day</b>	This is a normal working day for you. It is based on what you enter when you click 'Set hours'.
<b>Illness</b>	Choose this if you are off sick. The timesheet will automatically credit you the full number of hours that you usually work for that day.
<b>Holiday</b>	Choose this option when you have a holiday. If you have a full day holiday, you do not need to do anything else as the spreadsheet will automatically credit you with your full hours. If you have a half day holiday, you should enter the hours you do in the other half of the day and then in the 'Extra' column enter the hours to equal half a day. You should write 'Holiday AM' or 'Holiday PM' in the Comments cell so that it is clear what you have taken as holiday.

<b>Flexiday</b>	Flexiday should be used when you are taking off a whole day to use up some of your credited hours. This must be in agreement with your manager.
<b>Flexiday AM</b>	Flexiday AM should be used when you are taking a morning off to use up some of your credited hours. This must be in agreement with your line manager. You just need to add your in and out times for the afternoon and leave the morning blank.
<b>Flexiday PM</b>	Flexiday PM should be used when you are taking an afternoon off to use up some of your credited hours. This must be in agreement with your line manager. You just need to add your in and out times for the morning and leave the afternoon blank.
<b>UniClosed</b>	UniClosed should be used for days that the University is closed and you don't usually work e.g. Bank holidays. If you usually work on these days, then just choose 'WorkDay'
<b>In/out times</b>	Enter your start and finish times including when you break for lunch and re-start again. You must use the format hh:mm so if you start at 8am, you should type 08:00. Times must be entered in pairs using either the morning or afternoon pair of IN/OUT. The calculations will not work if only the morning IN and the afternoon OUT has hours in it. You should follow the core hours and earliest start and finish times that are listed at the top of the spreadsheet unless you have different core hours/bandwidth within your team/line manager.
<b>Extra</b>	This is used for half day holiday as explained in "Holiday" above. It can also be used for any hours you do that are out of scope of the flexitime scheme (such as occasional evening work) but you should make sure that you are clear what and why you did these hours in the comments section and check that your manager wants you to record it in this way.
<b>Hours/Day</b>	<b>You cannot edit this cell.</b> This cell automatically completes according to the information you put in when you press the "Set hours" button on the top left
<b>Total for Day</b>	<b>You cannot edit this cell.</b> This cell automatically adds up the number of hours you have worked in a day according to what you write in the In/Out cells.
<b>Credited Hours</b>	<b>You cannot edit this cell.</b> This cell automatically completes according to the times you enter in the In/Out cells for that day.
<b>Running Total</b>	<b>You cannot edit this cell.</b> This cell automatically completes according to the information you put in the In/Out cells throughout the month and the balance you bring forward from the previous month.
<b>Comments</b>	You can use this column to make any notes. For example, if your manager looks at your timesheet, they may wish you to use this column to explain any particularly long or short days. Or you may use it for your own reference.
<b>Balance bought forward from previous month</b>	On your first month, this should be zero (0:00). Then on subsequent months, you should enter the number of hours you have as credit or debit from the previous month. You will find this information in red next to the 'Carry forward to next month' on your previous month's spreadsheet.
<b>Carry forward to next month</b>	You do not need to edit this cell. It automatically updates according to your running total.