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 online timesheet system called 'Flexitime'

Your log in details are as follows:
Click here http://www.velocityrecruitment.co.nz/candidate-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 9am 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 FlexiTime

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

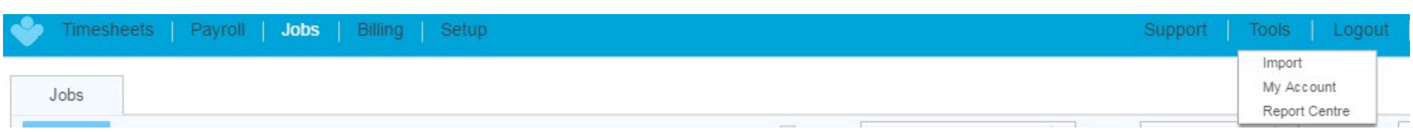
*** Please can you logon and check your account information under Tools – My account ***

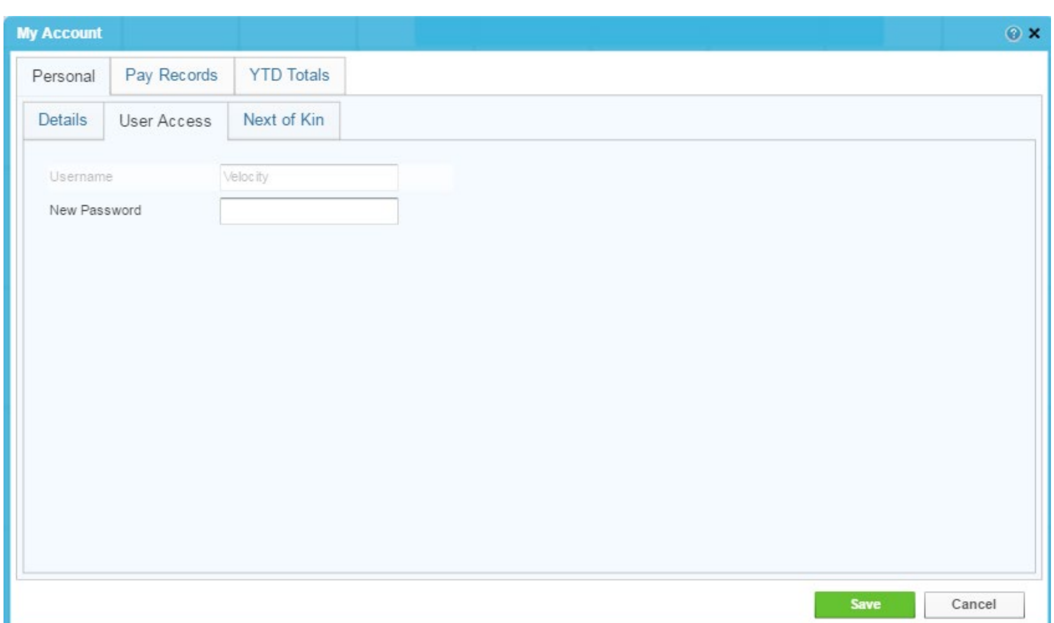
Kind Regards,

Mitchell

CHANGING YOUR PASSWORD:

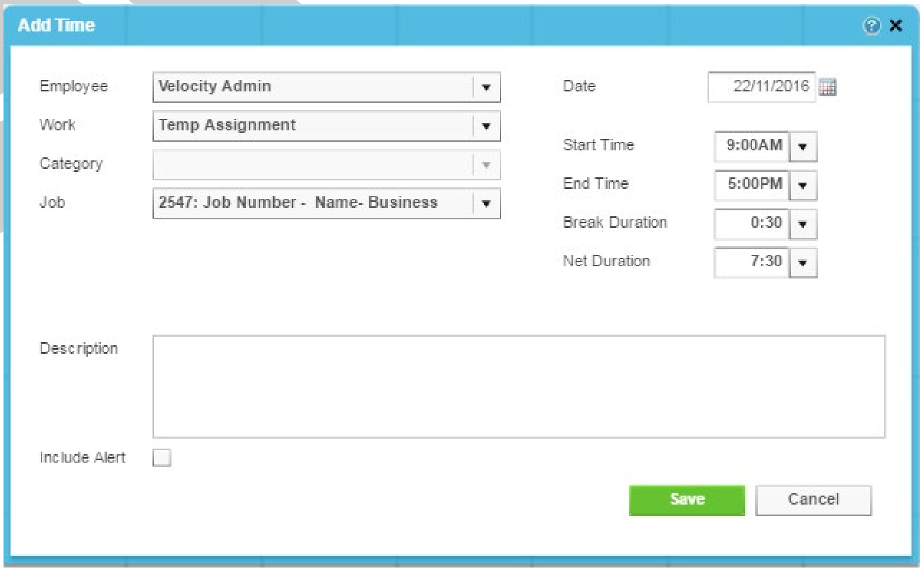
To change your password, click on the Tools Tab and select My Account. Under the user access tab, you'll see a field to enter a new password. Remember to save it!



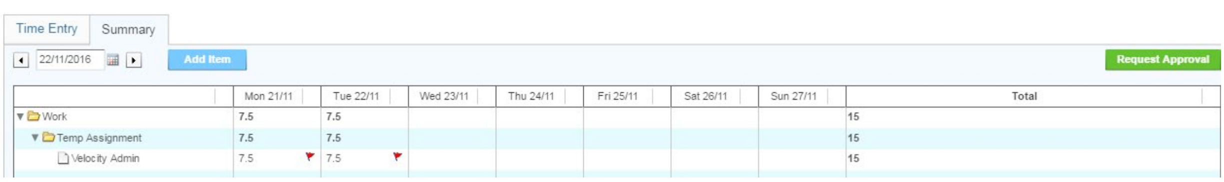


ENTERING TIME:

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.



Once you have entered all the time you've worked for the week, select the Summary tab to see your full week's wroth 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.



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 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.