

Introduction to FlexiTime

Halo Consulting contractors will be required to enter their hours worked into our new online time-entry system called FlexiTime.

You can now approve timesheets in 'one-click' from an email sent to you. It will look like this...

Halo Consulting

Test Contractor has requested approval for the period from Mon 14 Mar 2016 to Sun 20 Mar 2016. Please review and approve using the button below.

Date	Details	Quantity	Units
Mon 14 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Tue 15 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Wed 16 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Thu 17 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days
Fri 18 Mar	Contract Assignment - Daily Rate Test Client - Job 3	1.00	Days

[Approve Timesheet](#)

If you are not in agreement with the time entry please contact the contractor requesting they make the necessary correction. You will receive an updated email from which you can approve.

If you are **managing multiple contractors**, you can login to FlexiTime. Please let us know you'd like a login and you will receive an email that looks like this...

Dear Test,

Halo Consulting has set you up as a FlexiTime user.

[Log In Now](#)

FlexiTime is an online time recording and payroll system. [Find out more](#)

You have received this email because the administrator at Halo Consulting has set you up as a FlexiTime user. If you have received this email in error, please notify the sender.

Login to FlexiTime by selecting “Timesheet Login” from the menu at www.haloconsulting.co.nz

OR navigate directly to FlexiTime - <http://halo.flexitimeHQ.com>

Enter your login, password this would have been emailed to you.

Approving Time Entries

Once you are logged in you will see a week summary of the total hours worked each day by the workers. You can approve from this screen by clicking on the green approve button on the far right. If you are managing multiple contractors you can filter your view by clicking on the options tab

	Mon 07/07	Tue 08/07	Wed 09/07	Thu 10/07	Fri 11/07	Sat 12/07	Sun 13/07	Total
Work			0.5		2.5		1.25	4.25
The Detail Ltd			0.5		2.5		1.25	4.25
Hattie XIAO			0.5		2.5		1.25	4.25

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