

How to request Paid Flex Time

Paid Flex Time will be available to use on Monday, July 13th. Employees will see a leave plan with the assigned number of hours to use under the Leave/Compensatory Time tab in the timesheet. Time will be selected and submitted through the timesheet as outlined below. Supervisors will need to approve the requested time.

| new window | help

Timesheet

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 07/13/2020 📅 ↻

Reported Hours 0.00 Print Timesheet

Reported time on or after 07/13/2020 is for a future period.

From Monday 07/13/2020 to Sunday 07/19/2020 ?

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total Time Reporting Code
			5				10 Paid Flex Time Exempt
							▼
							▼

Submit

Reported Time Status |
 Summary |
 Leave / Compensatory Time |
 Exceptions |
 Payable Time

Leave and Compensatory Time Balances ?
Personalize | Find | 📄 | 1-5 of 5

Plan	Recorded Balance	View Detail
Sick		📄
Vacation		📄
Furlough		📄
Pblc Hlth Emergency Sick Leave		📄
Paid Personal Flex Time	43.00	📄

Return to Select Employee