



Introduction to FlexiTime

Imara Limited has integrated its end to end recruitment and payroll management platform with the online time-entry system FlexiTime. All Contractors are required to enter their hours/days worked online.

*Imara will enable you to save time on admin as Imara will create Buyer Created Invoices (BCI) meaning that **GST registered** contractors **no longer need to send us and invoice**. We will issue you with a remittance and your pay all at the same time.*

1. You will receive and email that looks like this ...

Dear Test,

Imara Limited 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 Imara Limited has set you up as a FlexiTime user. If you have received this email in error, please notify the sender.

2. When you click Log In Now you will be taken to a website with a screen that looks like this ...
Enter a **new** personal password and then **confirm** your new password and click Login.



Welcome to FlexiTime

 FlexiTime

Please enter a new password.

Login:

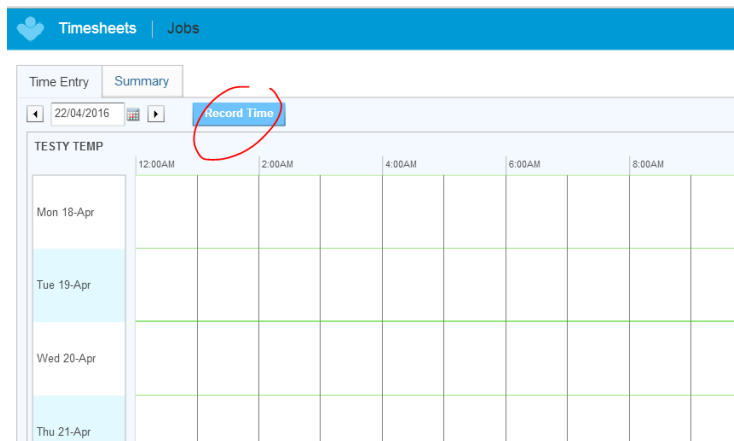
Password:

Confirm Password:

Company:

By logging in I agree to the FlexiTime [Terms of Use](#).
(last updated 1-July-2015). version 2.0.5890

3. You will be taken into FlexiTime where you can now Record Time



Timesheets | Jobs

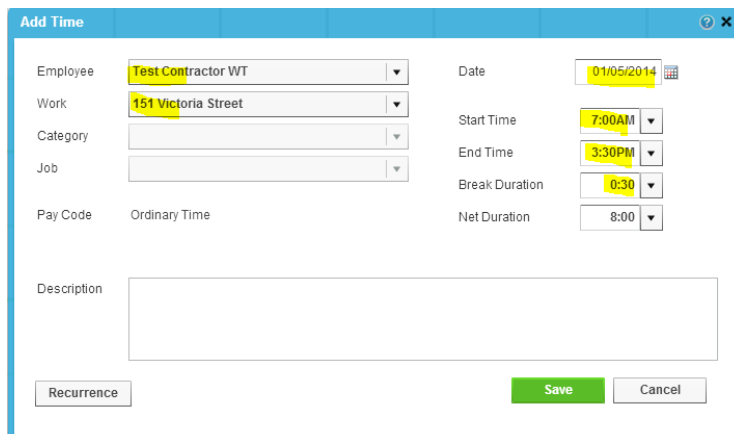
Time Entry | Summary

22/04/2016

TESTY TEMP

	12:00AM	2:00AM	4:00AM	6:00AM	8:00AM
Mon 18-Apr					
Tue 19-Apr					
Wed 20-Apr					
Thu 21-Apr					

4. Select your assignment from the WORK drop down, enter the date, your hours and SAVE



Add Time

Employee:

Work:

Category:

Job:

Pay Code: Ordinary Time

Date:

Start Time:

End Time:

Break Duration:

Net Duration:

Description:

5. If you are on a daily rate your screen will ask you for the days over the week you can enter .5 for half day etc.

6. Go to Timesheets – **Summary Tab** – Request Approval button on far right
 It is **very important** that you **request approval** for your hours worked this will send an email to your timesheet approval manager to alert them to approve your time worked. You can see if your time you've sent the request as the little red flag turns **orange** and when your time has been approved when the little red flag turns **green**.

Go to Timesheets – **Summary** – Request Approval button on far right

	Mon 14/03	Tue 15/03	Wed 16/03	Thu 17/03	Fri 18/03	Sat 19/03	Sun 20/03	Total
Work	1	1	1	1	1			5
Contract Assignment - Daily Rate	1	1	1	1	1			5
Test Contractor	1	1	1	1	1			5

Quick tip – Edit or Remove a time entry

Double click on **time entry** to open to view, edit or remove a time entry or double click on **your name** to edit and remove from week view

		Day	Quantity	Roster	Approved	Paid	Category
edit	remove	Mon 05 May	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
edit	remove	Tue 06 May	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
edit	remove	Wed 07 May	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
edit	remove	Thu 08 May	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Total Quantity : 32.00

What does your manager see?

Your manager receives an email from noreply@flexitime.co.nz and they simply click the blue APPROVE TIMESHEET button. If they **do not agree** with your time they **need to contact, you** to amend your entry and resend for approval.

Imara Limited

Test Test has requested approval for the period from Mon 23 May 2016 to Tue 24 May 2016. Please review and approve using the button below. [\[\[HiddenLink\]\]](#)

Date	Details	Quantity	Units
Tue 24 May	Test Work TEST	1.00	

Approve Timesheet