Syncro Flexi

Flexi time software, part of Syncro Connect

FLEXITIME WITHOUT THE SPREADSHEET

Flexi balances kept for you, from real clockings.

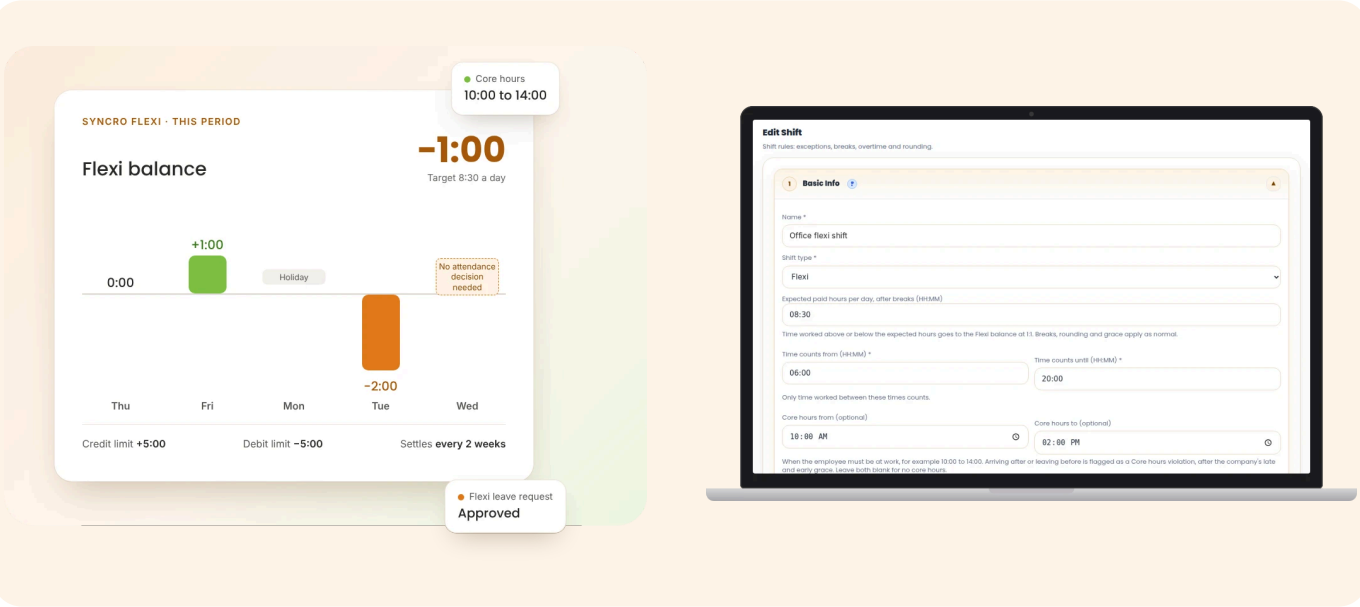
Each working day has an expected number of paid hours. Time worked above it goes into the flexi balance, time below it comes out, hour for hour. At the end of each period the balance settles to your rules.

- Balances worked out from actual clockings
- Optional core hours, with exceptions rather than lates
- Holiday and sickness lower the day's target automatically
- Each period settles itself, straight into the payroll export
- Staff see their balance and request flexi leave in the app

£2

included in Syncro Connect

Flexi management is in the software. £3 with the app, so staff check their own balance and book flexi leave.



How the balance works

one week on a target of 8:30 a day

	What happened	Target	Counted	Flexi	Balance
Thu	Worked 08:00 to 17:15, less a 45 minute break	8:30	8:30	0:00	0:00
Fri	Worked an hour longer	8:30	9:30	+1:00	+1:00
Mon	A full day of approved holiday	0:00	0:00	0:00	+1:00
Tue	Left two hours early	8:30	6:30	minus 2:00	minus 1:00

Each flexi day is paid at its expected hours, so pay only changes when the period settles.

All prices are per employee per month, exclude VAT and are billed annually.

You set the rules

different teams can have different rules

The shift

- Expected paid hours, such as 8:30 after breaks
- A window such as 06:00 to 20:00, so nobody builds credit by clocking in at 05:00
- Optional core hours, such as 10:00 to 14:00

The schedule

- Weekly, fortnightly or monthly periods
- A credit limit: the most that carries forward
- A debit limit: the most that can be owed before the rest is deducted from pay

The days that do not go to plan

1

A forgotten clock-out

The day is marked "may change" until the finish time is corrected.

2

No show, nothing booked

The manager decides: take it from the balance, or leave it unpaid.

3

A day off on flexi

Booked like any other absence, and paid as normal.

4

A balance to correct

An adjustment with a reason, recorded and never edited away.

Settling each period

- Settles two days after the period ends, so missed clockings can be cleared first
- Within the limits, the balance carries forward
- Above the credit limit, the extra is forfeited unless a manager chooses to pay it
- Below the debit limit, the rest is deducted from pay

Every balance on one screen

- Everyone on flexi, with where their balance is heading
- Filter by schedule, site, department or team
- Day by day figures for anyone, and export to CSV
- Managers only see the people they are responsible for

For staff. With the Syncro Connect app, staff check their own balance and request flexi leave from their phone. Staff without a phone can do the same at Syncro Kiosk, with their clock number and PIN.

Try Syncro Flexi free

Call the Leeds team on 0113 350 9043 · computimeuk.com

syncroconnect.com/signup.php