Flexitime Implementation Process

Employee	Flexitime Manager (Agresso Department)	HR

Employee(s) requests(s) Flexitime → **Manager receives request and reviews service need and business requirements**

Manager agrees to go with Flexitime?

- No → **Manager informs requester(s)**
- Yes → **Manager Completes application form and submits to HR**

Latest documentation on HR website www.ul.ie /hr/ flexitime

HR contacts manager and agrees on implementation plan

Flexitime is implemented on system in line with Flexi period.

Employee(s) record time

The Department Flexi Manager and or the Line Manager continues to monitor flexitime to ensure it enables service delivery.

If service delivery is impacted manager can revert to non-flexitime hours.

End