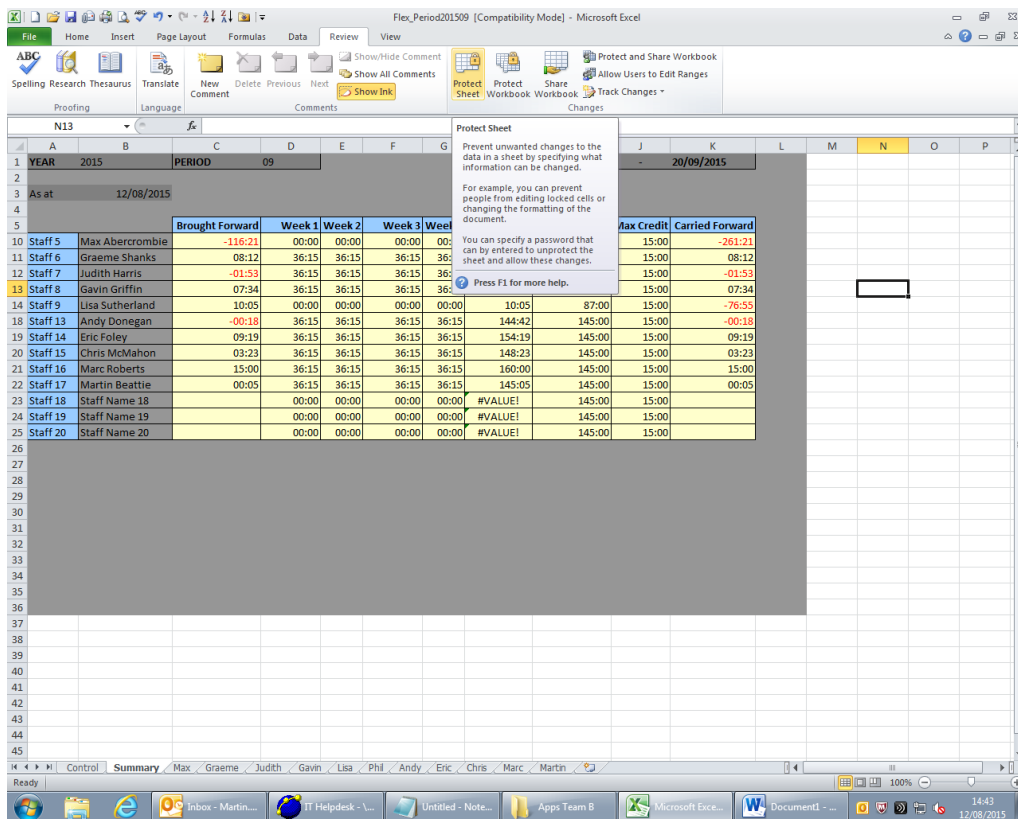


Adding Flexi Sheets

Copy previous flexi sheet and rename (if previous was 07, rename copy 08)

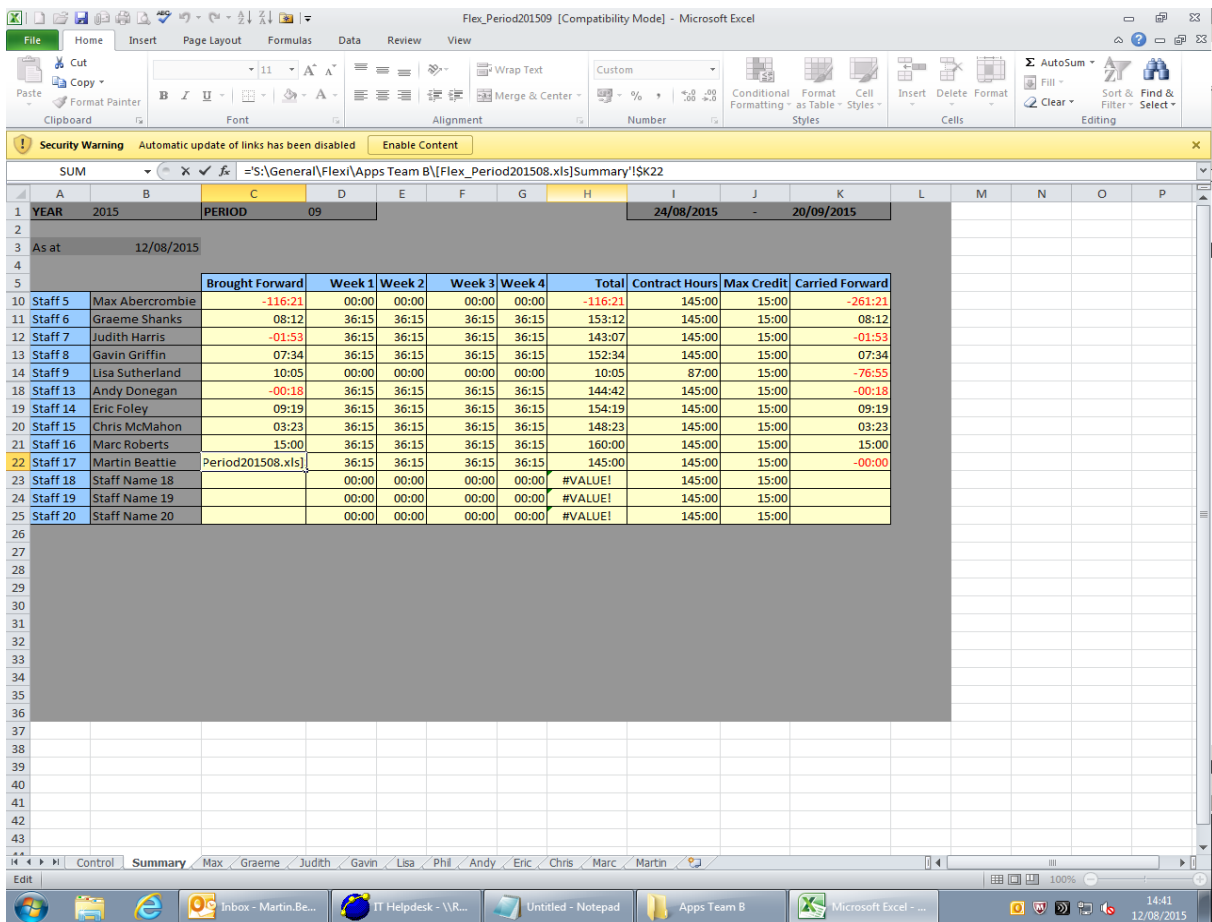
Go into new flexi sheet and unprotect sheet, under Review. (Password in will be given to person in charge of updating flexi sheets)



Last Updated 05/06/2019

Go to summary tab down the bottom of the spreadsheet.

Click on the cell under **Brought Forward** and within the **Formula Bar** change the 07 to 08, do this for all



people in the Summary tab. You can copy the formula to all the other tabs.

Clear all details in start, lunch out, lunch in and finish. Also clear out the reason for adjustments including any comments for every individual on the flexi sheets.

Then repeat a couple times for creating a couple of months' worth of flexi sheets.

Amending Flexi Sheets

Adding Staff

Before making any changes to the flexi spreadsheet you will need to click **Unprotect Sheet/Workbook** which can be found under the **Review** tab.

First copy the last row so that a new staff member can be added, paste it below and work your way along the row so that the new staff member name is correct, and their **Contracted Hours** and **Max Credit** are inputted correctly.

The screenshot shows an Excel spreadsheet with a tab named 'Staff 17'. The data table has columns for staff names, weekly hours (Week 1-4), Total, Contract Hours, Max Credit, and Carried Forward. A context menu is open over the last row (Staff 17), showing options like Cut, Copy, Paste Options, etc.

	A	B	C	D	E	F	G	H	I	J	K
3	As at	01/05/2019									
4											
5			Brought Forward	Week 1	Week 2	Week 3	Week 4	Total	Contract Hours	Max Credit	Carried F
6	Staff 1	Christine	11:20	22:45	21:45	21:45	21:45	99:20	87:00	15:00	
7	Staff 2	Chris	03:25	37:05	36:15	36:15	36:15	149:15	145:00	15:00	
8	Staff 3	Marc	14:55	37:35	36:15	36:15	36:15	161:15	145:00	15:00	
9	Staff 4	DavidB	04:47	36:05	36:15	36:15	36:15	149:37	145:00	15:00	
10	Staff 5	Aaron	07:32	36:15	36:15	36:15	36:15	152:32	145:00	15:00	
11	Staff 6	Tony	09:05	37:15	36:15	36:15	36:15	155:05	145:00	15:00	
12	Staff 7	Grahame	14:29	36:15	36:15	36:15	36:15	159:29	145:00	15:00	
13	Staff 8	Stuart	13:53	38:09	36:15	36:15	36:15	160:47	145:00	15:00	
14	Staff 9	JohnH	01:41	28:24	36:15	36:15	36:15	138:50	145:00	15:00	
15	Staff 10	Julian	-00:14	36:10	36:15	36:15	36:15	144:40	145:00	15:00	
16	Staff 11	Ian	05:00	28:55	36:15	36:15	36:15	142:40	145:00	15:00	
17	Staff 12	Andy	-02:48	36:15	36:15	36:15	36:15	142:12	145:00	15:00	
18	Staff 13	DavidMc	05:40	28:25	36:15	36:15	36:15	142:50	145:00	15:00	
19	Staff 14	MarkO	02:00	36:55	36:15	36:15	36:15	147:40	145:00	15:00	
20	Staff 15	JohnR	07:40	28:17	36:15	36:15	36:15	144:42	145:00	15:00	
21	Staff 16	MarkR	09:14	36:15	36:15	36:15	36:15	154:14	145:00	15:00	
22	Staff 17	Craig	05:35	36:00	36:15	36:15	36:15	150:20	145:00	15:00	

The screenshot shows the same Excel spreadsheet as above, but with an additional column for 'Max Credit' and a 'Carried Forward' column. The data is updated to reflect these changes.

	A	B	C	D	E	F	G	H	I	J	K
3	As at	01/05/2019									
4											
5			Brought Forward	Week 1	Week 2	Week 3	Week 4	Total	Contract Hours	Max Credit	Carried Forward
6	Staff 1	Christine	12:20	21:45	21:45	21:45	21:45	99:20	87:00	15:00	12:20
7	Staff 2	Chris	04:15	36:15	36:15	36:15	36:15	149:15	145:00	15:00	04:15
8	Staff 3	Marc	15:00	36:15	36:15	36:15	36:15	160:00	145:00	15:00	15:00
9	Staff 4	DavidB	04:37	36:15	36:15	36:15	36:15	149:37	145:00	15:00	04:37
10	Staff 5	Aaron	07:32	36:15	36:15	36:15	36:15	152:32	145:00	15:00	07:32
11	Staff 6	Tony	10:05	36:15	36:15	36:15	36:15	155:05	145:00	15:00	10:05
12	Staff 7	Grahame	14:29	36:15	36:15	36:15	36:15	159:29	145:00	15:00	14:29
13	Staff 8	Stuart	15:00	36:15	36:15	36:15	36:15	160:00	145:00	15:00	15:00
14	Staff 9	JohnH	-06:10	36:15	36:15	36:15	36:15	138:50	145:00	15:00	-06:10
15	Staff 10	Julian	-00:19	36:15	36:15	36:15	36:15	144:40	145:00	15:00	-00:19
16	Staff 11	Ian	-02:20	36:15	36:15	36:15	36:15	142:40	145:00	15:00	-02:20
17	Staff 12	Andy	-02:48	36:15	36:15	36:15	36:15	142:12	145:00	15:00	-02:48
18	Staff 13	DavidMc	-02:10	36:15	36:15	36:15	36:15	142:50	145:00	15:00	-02:10
19	Staff 14	MarkO	02:40	36:15	36:15	36:15	36:15	147:40	145:00	15:00	02:40
20	Staff 15	JohnR	-00:18	36:15	36:15	36:15	36:15	144:42	145:00	15:00	-00:18
21	Staff 16	MarkR	09:14	36:15	36:15	36:15	36:15	154:14	145:00	15:00	09:14
22	Staff 17	Craig	05:20	36:15	36:15	36:15	36:15	150:20	145:00	15:00	05:20
23	Staff 17	Staff Test	00:00	36:15	36:15	36:15	36:15	150:20	145:00	15:00	05:20

Then click on any available name tab, right click and select **Move or Copy**, make sure you tick the **Create a copy box**, this will then move a copy of the person's name to the end tab in the spreadsheet.

Last Updated 05/06/2019

1	Day	Date	Start	Lunch Out	Lunch In	Finish	Worked Hours	Reason for Adjustment	Value	Daily Totals	Weekly Totals
2	Monday	27/05/2019				07:15	07:15		00:00	07:15	
3	Tuesday	28/05/2019				07:15	07:15		00:00	07:15	
4	Wednesday	29/05/2019				07:15	07:15		00:00	07:15	
5	Thursday	30/05/2019				07:15	07:15		00:00	07:15	
6	Friday	31/05/2019				07:15	07:15		00:00	07:15	
7	Saturday	01/06/2019					00:00		00:00	00:00	
8	Sunday	02/06/2019					00:00		00:00	00:00	36:15
9	Monday	03/06/2019				07:15	07:15		00:00	07:15	
10	Tuesday	04/06/2019				07:15	07:15		00:00	07:15	
11	Wednesday	05/06/2019								07:15	
12	Thursday	06/06/2019								07:15	
13	Friday	07/06/2019								07:15	
14	Saturday	08/06/2019								00:00	
15	Sunday	09/06/2019								00:00	36:15
16	Monday	10/06/2019								07:15	
17	Tuesday	11/06/2019								07:15	
18	Wednesday	12/06/2019								07:15	
19	Thursday	13/06/2019								07:15	
20	Friday	14/06/2019								07:15	
21	Saturday	15/06/2019								00:00	
22	Sunday	16/06/2019								00:00	36:15
23	Monday	17/06/2019								07:15	
24	Tuesday	18/06/2019				07:15	07:15		00:00	07:15	

Chris

Calendar Year	2019
Flexi Period	06
Start Date	27/05/2019
End Date	23/06/2019
Current Date	01/05/2019
Day in Period	-25

Brought forward hours	04:15
Hours Worked	145:00
Sub Total	149:15
Standard Contract Hours	145:00
Debit/Credit Hours	04:15
Max Credit Permitted	15:00

To Be Carried Forward	04:15
-----------------------	-------

PERIOD NOT STARTED

If the below message appears then click **Yes**



You then need to rename the tab to the new person (Staff Test) and also link the sheet to the **Summary Page**. If you click on the name and look in the **Formula Bar** you can change the link in the summary page to represent where the person is, for this example I would be changing it to S ummary!B23 for the new Staff Test person.

1	Day	Date	Start	Lunch Out	Lunch In	Finish	Worked Hours	Reason for Adjustment	Value	Daily Totals	Weekly Totals
2	Monday	27/05/2019				07:15	07:15		00:00	07:15	
3	Tuesday	28/05/2019				07:15	07:15		00:00	07:15	
4	Wednesday	29/05/2019				07:15	07:15		00:00	07:15	
5	Thursday	30/05/2019				07:15	07:15		00:00	07:15	
6	Friday	31/05/2019				07:15	07:15		00:00	07:15	
7	Saturday	01/06/2019					00:00		00:00	00:00	
8	Sunday	02/06/2019					00:00		00:00	00:00	36:15
9	Monday	03/06/2019				07:15	07:15		00:00	07:15	
10	Tuesday	04/06/2019				07:15	07:15		00:00	07:15	
11	Wednesday	05/06/2019				07:15	07:15		00:00	07:15	
12	Thursday	06/06/2019				07:15	07:15		00:00	07:15	
13	Friday	07/06/2019				07:15	07:15		00:00	07:15	
14	Saturday	08/06/2019					00:00		00:00	00:00	
15	Sunday	09/06/2019					00:00		00:00	00:00	36:15
16	Monday	10/06/2019				07:15	07:15		00:00	07:15	
17	Tuesday	11/06/2019				07:15	07:15		00:00	07:15	
18	Wednesday	12/06/2019				07:15	07:15		00:00	07:15	
19	Thursday	13/06/2019				07:15	07:15		00:00	07:15	
20	Friday	14/06/2019				07:15	07:15		00:00	07:15	
21	Saturday	15/06/2019					00:00		00:00	00:00	
22	Sunday	16/06/2019					00:00		00:00	00:00	36:15
23	Monday	17/06/2019				07:15	07:15		00:00	07:15	
24	Tuesday	18/06/2019				07:15	07:15		00:00	07:15	
25	Wednesday	19/06/2019				07:15	07:15		00:00	07:15	
26	Thursday	20/06/2019				07:15	07:15		00:00	07:15	

Staff Test	
Calendar Year	2019
Flexi Period	06
Start Date	27/05/2019
End Date	23/06/2019
Current Date	01/05/2019
Day in Period	-25
Brought forward hours	00:00
Hours Worked	145:00
Sub Total	145:00
Standard Contract Hours	145:00
Debit/Credit Hours	-00:00
Max Credit Permitted	15:00
To Be Carried Forward	-00:00

PERIOD NOT STARTED

You then need to change the **Brought Forward Hours**, **Standard Contracted Hours** and **Max Credit Permit Hours** in the **Formula Bar** to the new **Summary Page** location, this will just be the row number that needs changed e.g. 23 for this example.

After that you will need to go back to the Summary Page and work your way along the new user's row (Staff Test) and change it to match their name in the **Week 1**, **Week 2**, **Week 3**, **Week 4**, **Total** and **Carried Forward** columns.

Last Updated 05/06/2019

Removing Staff

Go to the **Summary Page** and right click on the row. You can either hide the row if you know the staff member will be coming back or just click delete.

A	B	C	D	E	F	G	H	I	J	K	L
As at		02/05/2019									
		Brought Forward	Week 1	Week 2	Week 3	Week 4	Total	Contract Hours	Max Credit	Carried Forward	
Staff 1	Christine	12:20	21:45	21:45	21:45	21:45	99:20	87:00	15:00	12:20	
Staff 2	Chris	04:15	36:15	36:15	36:15	36:15	149:15	145:00	15:00	04:15	
Staff 3	Marc	15:00	36:15	36:15	36:15	36:15	160:00	145:00	15:00	15:00	
Staff 4	DavidB	04:37	36:15	36:15	36:15	36:15	149:37	145:00	15:00	04:37	
Staff 5	Aaron	07:32	36:15	36:15	36:15	36:15	152:32	145:00	15:00	07:32	
Staff 6	Tony	10:05	36:15	36:15	36:15	36:15	155:05	145:00	15:00	10:05	
Staff 7	Grahame	14:29	36:15	36:15	36:15	36:15	159:29	145:00	15:00	14:29	
Staff 8	Stuart	15:00	36:15	36:15	36:15	36:15	160:00	145:00	15:00	15:00	
Staff 9	JohnH	-06:10	36:15	36:15	36:15	36:15	138:50	145:00	15:00	-06:10	
Staff 10	Julian	-00:19	36:15	36:15	36:15	36:15	144:40	145:00	15:00	-00:19	
Staff 11	Ian	-02:20	36:15	36:15	36:15	36:15	142:40	145:00	15:00	-02:20	
Staff 12	Andy	-02:48	36:15	36:15	36:15	36:15	142:12	145:00	15:00	-02:48	
Staff 13	DavidMc	-02:10	36:15	36:15	36:15	36:15	142:50	145:00	15:00	-02:10	
Staff 14	MarkO	02:40	36:15	36:15	36:15	36:15	147:40	145:00	15:00	02:40	
Staff 15	JohnR	-00:18	36:15	36:15	36:15	36:15	144:42	145:00	15:00	-00:18	
Staff 16	MarkR	09:14	36:15	36:15	36:15	36:15	154:14	145:00	15:00	09:14	
Staff 17	Craig	05:20	36:15	36:15	36:15	36:15	150:20	145:00	15:00	05:20	
Staff 17	Staff Test	00:00	36:15	36:15	36:15	36:15	150:20	145:00	15:00	05:20	

A23 Staff 17

A	B	C	D	E	F	G	H	I	J	K	L
As at		02/05/2019									
		Brought Forward	Week 1	Week 2	Week 3	Week 4	Total	Contract Hours	Max Credit	Carried Forward	
Staff 1	Christine	12:20	21:45	21:45	21:45	21:45	99:20	87:00	15:00	12:20	
Staff 2	Chris	04:15	36:15	36:15	36:15	36:15	149:15	145:00	15:00	04:15	
Staff 3	Marc	15:00	36:15	36:15	36:15	36:15	160:00	145:00	15:00	15:00	
		04:37	36:15	36:15	36:15	36:15	149:37	145:00	15:00	04:37	
		07:32	36:15	36:15	36:15	36:15	152:32	145:00	15:00	07:32	
		10:05	36:15	36:15	36:15	36:15	155:05	145:00	15:00	10:05	
		14:29	36:15	36:15	36:15	36:15	159:29	145:00	15:00	14:29	
		15:00	36:15	36:15	36:15	36:15	160:00	145:00	15:00	15:00	
		-06:10	36:15	36:15	36:15	36:15	138:50	145:00	15:00	-06:10	
		-00:19	36:15	36:15	36:15	36:15	144:40	145:00	15:00	-00:19	
		-02:20	36:15	36:15	36:15	36:15	142:40	145:00	15:00	-02:20	
		-02:48	36:15	36:15	36:15	36:15	142:12	145:00	15:00	-02:48	
		-02:10	36:15	36:15	36:15	36:15	142:50	145:00	15:00	-02:10	
		02:40	36:15	36:15	36:15	36:15	147:40	145:00	15:00	02:40	
		-00:18	36:15	36:15	36:15	36:15	144:42	145:00	15:00	-00:18	
		09:14	36:15	36:15	36:15	36:15	154:14	145:00	15:00	09:14	
		05:20	36:15	36:15	36:15	36:15	150:20	145:00	15:00	05:20	
		00:00	36:15	36:15	36:15	36:15	150:20	145:00	15:00	05:20	

Context menu options: Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Row Height..., Hide, Unhide.

Font settings: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Paragraph, Styles.

You will then need to hide or remove the name tab as well, after any changes remember to protect the workbook again.

Last Updated 05/06/2019

1	Day	Date	Start	Lunch Out	Lunch In	Finish	Worked Hours	Reason for Adjustment	Value	Daily Totals	Weekly Totals
2	Monday	27/05/2019				07:15	07:15		00:00	07:15	
3	Tuesday	28/05/2019				07:15	07:15		00:00	07:15	
4	Wednesday	29/05/2019				07:15	07:15		00:00	07:15	
5	Thursday	30/05/2019				07:15	07:15		00:00	07:15	
6	Friday	31/05/2019				07:15	07:15		00:00	07:15	
7	Saturday	01/06/2019					00:00		00:00	00:00	
8	Sunday	02/06/2019					00:00		00:00	00:00	36:15
9	Monday	03/06/2019				07:15	07:15		00:00	07:15	
10	Tuesday	04/06/2019				07:15	07:15		00:00	07:15	
11	Wednesday	05/06/2019				07:15	07:15		00:00	07:15	
12	Thursday	06/06/2019				07:15	07:15		00:00	07:15	
13	Friday	07/06/2019				07:15	07:15		00:00	07:15	
14	Saturday	08/06/2019					00:00		00:00	00:00	
15	Sunday	09/06/2019					00:00		00:00	00:00	36:15
16	Monday	10/06/2019				07:15	07:15		00:00	07:15	
17	Tuesday	11/06/2019				07:15	07:15		00:00	07:15	
18	Wednesday	12/06/2019				07:15	07:15		00:00	07:15	
19	Thursday	13/06/2019				07:15	07:15		00:00	07:15	
20	Friday	14/06/2019				07:15	07:15		00:00	07:15	
21	Saturday	15/06/2019					00:00		00:00	00:00	
22	Sunday	16/06/2019					00:00		00:00	00:00	36:15
23	Monday	17/06/2019				07:15	07:15		00:00	07:15	
24	Tuesday	18/06/2019				07:15	07:15		00:00	07:15	

Staff Test

Calendar Year	2019
Flexi Period	06
Start Date	27/05/2019
End Date	23/06/2019
Current Date	02/05/2019
Day in Period	-24

Brought forward hours	00:00
Hours Worked	145:00
Sub Total	145:00
Standard Contract Hours	145:00
Debit/Credit Hours	-00:00
Max Credit Permitted	15:00

To Be Carried Forward -00:00

PERIOD NOT STARTED

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

Chris Marc DavidB Aaron Tony Grahame Stuart JohnH Julian Ian Andy DavidMc MarkO JohnR MarkR Craig **Staff Test**