



# HUMAN RESOURCES

*Illinois State University*

## Understanding Flex Schedules

A flex schedule is a mutual agreement between employee and supervisor to allow an employee whether exempt or hourly to work variable hours within a work week. Flex schedules can be temporary or permanent and must be approved by the department's HR employment consultant. Refer to ISU's Flex Policy [3.6.25 and 3.4.12 Flexible Work Schedules](#).

Some examples of a Flex schedule include:

- 7.5 (or 8 hours for a 40-hour work week employee) each day with varying start and end times (5 days/week).
- Split shifts which include workday(s) in which starting and ending times are adjusted to accommodate a meal break of more than one hour.
- Four-day work week – Four days totaling 37.5 (or 40) hours per week.
- Variable work week (hours can change every day depending on work week).

Points to Note:

- ✓ Flex employees cannot "flex" hours from one week to another. Hours can only be flexed within the same work week. A work week at ISU is considered Monday-Sunday.
- ✓ It is possible to have a flex schedule as both a full-time (FTE equal to 1.0) and part-time employee (FTE less than 1.0).
- ✓ Flex employees must work up to their FTE for the week. For example: An employee with a 1.0 FTE (full-time) would need to work or use benefits up to a total of 37.5 (or 40) hours per week. An employee with a .50 FTE (part-time) would need to work or use benefits up to a total of 18.75 (or 20 for a 40-hour work week).

- ✓ Total work hours for the week remain at 37.5 (or 40) hours; however, daily work hours and the number of work days in the week could vary from day to day and/or week to week.
- ✓ Flex employees' holiday hours are pro-rated based on their FTE. For example, an employee who is .50 FTE would get 3.75 hours (or 4 hours for a 40-hour work week) of Holiday pay whereas an employee who is 1.0 FTE would get 7.5 hours (or 8 hours for a 40-hour work week). *Flex employees will want to take this into account when planning their work hours for weeks with a holiday, they may need to work more or less hours to meet their weekly FTE.*
  - During weeks where paid holidays occur, the work schedule may need to be adjusted so that the 7.5 hours (or 8 hours for a 40-hour work week) allowed for holiday pay does not reduce or increase the total hours scheduled in the work week.
- ✓ *For hourly employees only:* Flex employees do not receive daily overtime. Overtime is paid only if flex employees work more than 37.5 hours (or 40 hours for a 40-hour work week) in one week.
- ✓ Flexible work hours cannot be averaged over multiple weeks to avoid the payment of overtime.

#### How to View Timesheet by Week:

- ✓ Viewing timesheets by week is helpful for flex employees to ensure they are working the correct number of hours each week.
- ✓ Viewing timesheets by week can be used by supervisors to ensure employees are not exceeding hours due to FTE, student status, extra help status, or international status.

# Hourly Flex Employees

⚠ Examples shown below are based on a 37.5-hour work week. Employees whose standard hours are 8 hours per day would need to work 40 hours per week.

Timesheets can be viewed by week by changing the settings on the “View By” and “Date” drop downs.

Employee ID [redacted]  
Empl Record 0  
Earliest Change Date 07/04/2023

Actions ▾

Select Another Timesheet

\*View By **Calendar Period** ▾ Previous Period Next Period  
\*Date 06/01/2023 📅 ↺ Next Employee

Scheduled Hours 82.50 Reported Hours 82.50

From Thursday 06/01/2023 to Thursday 06/15/2023 ⓘ

Thu 6/1	Fri 6/2	Sat 6/3	Sun 6/4	Mon 6/5	Tue 6/6	Wed 6/7	Thu 6/8	Fri 6/9	Sat 6/10	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Total	Time Reporting Code
7.50	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50			67.50	1REG - Regular - Shift 1 - Overtime ▾
													6.50	5.75	12.25	1REG - Regular - Shift 1 - Overtime ▾
													1.00	1.75	2.75	SIC - Sick Pay ▾

Submit

1. Select the “View By” drop down and choose “Week.”

Select Another Timesheet

\*View By **Calendar Period** ▾  
Calendar Period  
Day  
Week

\*Date  
Scheduled Hours 82.50 Reported Hours 82.50

2. IMPORTANT: ISU's work week is Monday-Friday. Always use a Monday to view by week.

**Select Another Timesheet**

\*View By: Week

\*Date: 06/01/2023

Scheduled Hours: 37.50    Reported Hours: 7.50

from Thursday 06/01/2023 to Wednesday 06/07/2023

Thu 6/1	Fri 6/2	Sat 6/3	Sun 6/4	Mon 6/5
7.50	7.50			7.50

Submit

Reported Time Status    Summary    Ex

Reported Time Status

3. Hit the Refresh arrows so that the change takes effect.

**Select Another Timesheet**

\*View By: Week

\*Date: 06/05/2023

Scheduled Hours: 37.50    Reported Hours: 37.50

Flex employees should view their timesheet by week as opposed to calendar period. This helps to see whether the hours worked that week are equal to the FTE. For Example: The screenshot below shows the weekly hours for an employee with a 1.0 FTE.

**CORRECT**

Scheduled Hours 0.00    Reported Hours 37.50

From Monday 03/20/2023 to Sunday 03/26/2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
3/20	3/21	3/22	3/23	3/24	3/25	3/26	37.50	RC1 - Regular - Shift 1 - Comp Time
9.50	9.50	9.50		9.00				

Employees with less than 1.0 FTE: The screenshot below is an example of how the view by week looks for a part-time employee with a .60 FTE. The weekly hours worked should be 22.5 for this employee.

**CORRECT**

Scheduled Hours 0.00    Reported Hours 22.50

From Monday 03/20/2023 to Sunday 03/26/2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
3/20	3/21	3/22	3/23	3/24	3/25	3/26	22.50	REG - Regular Pay
	7.50		7.50	7.50				

The screenshot below is incorrect because this employee is trying to “flex” their hours from one week to another. Each week needs to total 37.5 hours or match the employee’s FTE if not full-time.

Select Another Timesheet

\*View By: Calendar Period

\*Date: 10/16/2023

Scheduled Hours:      Reported Hours:

**Incorrect**

From Monday 10/16/2023 to Tuesday 10/31/2023

Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27	Sat 10/28	Sun 10/29
10	10	10					10	10	10	10	5		

45 hours total

30 hours total

### Exempt Flex Employees

The screenshot below shows an exempt flex employee reporting vacation time. If the employee is out all week, the total hours for the week should match the employee’s FTE.

\*View By: Calendar Period

\*Date: 07/01/2023

Scheduled Hours: 0.00      Reported Hours: 37.50

From Saturday 07/01/2023 to Saturday 07/15/2023

Sat 7/1	Sun 7/2	Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Total	Time Reporting Code
									9.50	9.50	9.50	9.00			37.50	X1VC - Vacation - Exempt

Please email [iPeople@ilstu.edu](mailto:iPeople@ilstu.edu) to request additional information or virtual training on Flex time.