

FLEXI SCHEME

Guidance on How to Make a Flexi Adjustment

Background

Occasionally you may be required to make an adjustment to your Optimum flexi account.

How to Request an Adjustment

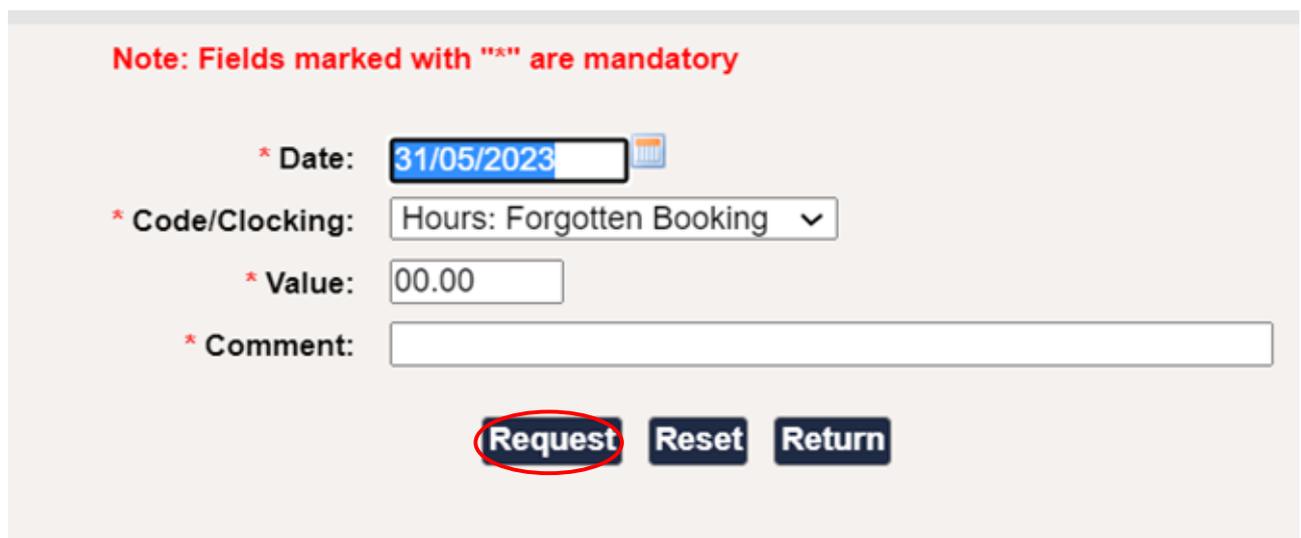
- Click on **Adjustment Requests**
- Click **New Request** on the right-hand side of page.



The screenshot shows a navigation bar with three tabs: 'Adjustment Authorisation', 'Adjustment Requests', and 'Manager Delegation'. Below the navigation bar are three dropdown menus: 'Year: 2023', 'Status: [All]', and 'Code: [All]'. On the right side, there is a 'New Request' button circled in red. Below these elements is a table header with the following columns: 'g', 'Value/Time', 'Allowed', 'Status', 'Requested', 'Reason/Comment', 'Processed', and 'Processed Comment'.

Enter the following information into the Adjustment Request form:

- Date - Day that your adjustment is for
- Code/Clocking - Type of Adjustment you are requesting
- Time or Value – depending on type of adjustment request
- Comment – this is mandatory so try to put in brief description.



The screenshot shows the Adjustment Request form with the following fields and buttons:

- Note: Fields marked with "*" are mandatory**
- * Date: 31/05/2023 (with a calendar icon)
- * Code/Clocking: Hours: Forgotten Booking (with a dropdown arrow)
- * Value: 00.00
- * Comment: (empty text area)
- Buttons: Request (circled in red), Reset, Return

- Click **Request** once the form is completed.

If you require any assistance with Optimum, please email MyView@pkc.gov.uk or telephone 01738 4(75555) and select Option 5.