

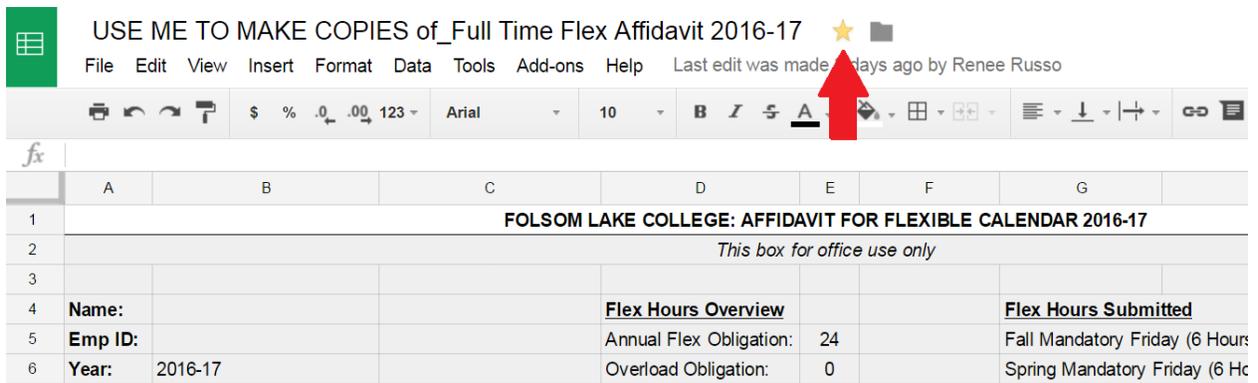
# GETTING STARTED: ONLINE FLEX AFFIDAVIT FORM

1. Log into Los Rios Google Apps: <https://apps.losrios.edu/> 2



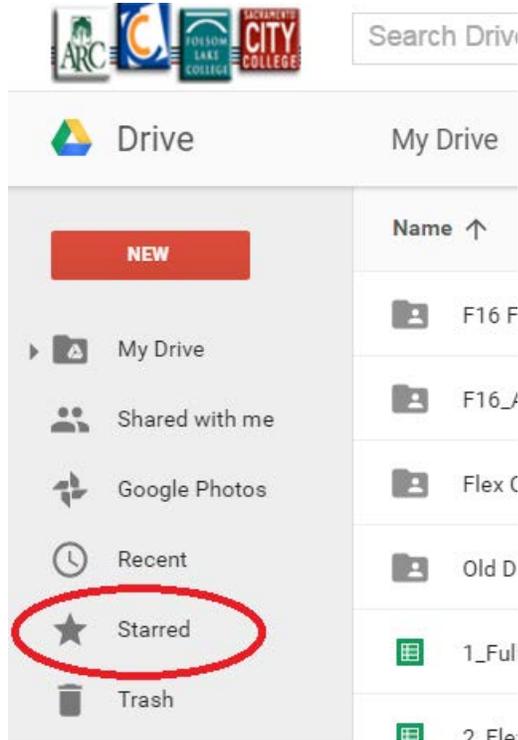
Go to [http://inside.flc.losrios.edu/inside/resources/professional\\_resources/flex.aspx](http://inside.flc.losrios.edu/inside/resources/professional_resources/flex.aspx) and click on “Flex – Affidavit for Flexible Calendar Time.” Find your form by locating your name and clicking (names are listed by last name, first name.)

2. At the top of your form, click on the star next to the file name. The star will change from white to yellow.



You’ve just “bookmarked” your form, and to find it quickly next time– just go to your google drive and click on “starred” in the left navigation bar (see below.) You can come back and add more hours and check your balance any time until the end of the academic year.

# GETTING STARTED: ONLINE FLEX AFFIDAVIT FORM



- Now, let's take a look at your form. The box on the top is for office use only (grey for full time faculty and green for adjunct). Information like your name, employee ID, and flex obligation is already filled out for you, and can't be edited. If there are any errors – contact our office and we'll fix those for you. Any hours you add to the lower part of the form will be auto-calculated here so you have a “dashboard” to see where you stand with meeting your flex obligation. Way cool!

FOLSOM LAKE COLLEGE: AFFIDAVIT FOR FLEXIBLE CALENDAR 2016-17							
A	B	C	D	E	F	G	H
<b>FOLSOM LAKE COLLEGE: AFFIDAVIT FOR FLEXIBLE CALENDAR 2016-17</b>							
<i>This box for office use only</i>							
<b>Name:</b>			<b>Flex Hours Overview</b>			<b>Flex Hours Submitted</b>	
<b>Emp ID:</b>			Annual Flex Obligation:	24		Fall Mandatory Friday (6 Hours):	
<b>Year:</b>	2016-17		Overload Obligation:	0		Spring Mandatory Friday (6 Hours):	
<b>Area:</b>			Total Flex Obligation:	24		Other Flex/Individual Activities:	
<b>Dean:</b>			Total Flex Submitted:	0		<b>TOTAL</b>	
			<b>Flex Balance:</b>	<b>-24</b>			
						<a href="#">About your flex obligation</a>	
						<a href="#">About individual activities</a>	

**Instructions:** In the grey shaded columns below, please confirm which flex week activities you attended and note the number of hours attended. Please enter your individual activities. You will use this form for both fall and spring flex. You can come back to this form and change/updates.

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4. Scroll down a bit, and you will see two columns – one says “Fall 2016” and one says “Spring 2017.” For Fall 2016, go ahead and enter the activity under title, the day and time of attendance, and the total number of hours for each flex activities as indicated below. **Please enter numbers only, and no text.**

need assistance, please contact Molly Senecal at Senecam@fl

[When you are done, click here to e-sign and submit your flex affidavit. Your form will](#)

<b>Fall 2016</b>	Please submit by: October 31st	<b>Spring 2017</b>
Flex Week Activities		
<b>Title</b>	<b>Day and Time</b>	<b>Total Hours Attended</b>
Open Orientation - Tour of the RCC	Tuesday 9:00 - 10:30	TBA
Strategies for student success and retention	Wednesday 10:30 - 12:00	TBA
Open Orientation - Tour of the RCC	Wednesday 1:00 - 2:30	TBA
Screening of the documentary, The Story of Seneca	Wednesday 1:00 - 2:30	TBA



5. Individual activities can be listed at the bottom of the form (see the purple header.) You do not need to provide supporting document, but please enter a short description, date and time, hours (number only!), a very brief description of how this individual activity contributed to your professional development, and then select which area guideline (A-G) this activity meets in the dropdown box.

Total Hours for Mandatory Friday	0	Total Hours for Mandatory Friday	
Total Hours Submitted for Flex Week Fall 2016:	0	Total Hours Submitted for Flex Week Spring 2017:	
<b>Individual Activities for 2016-17</b>			
Total Hours Submitted:		0	Area
Short Description	Date and Time	Hours	How does this contribute to your professional development? (Please be brief.)
			Select A-G
			▼
			▼
			▼

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6. Once you have entered in all your hours, and you are ready to submit your form, please hover over the yellow link at the top of your form (see below.) A hyperlink will appear with a box and an arrow. Click on the box with an arrow.

					<a href="#">About your flex obligation</a>		
					<a href="#">About individual activities</a>		
Instructions: In the grey shaded columns below, please confirm which flex week activities you attended and note the number of hours attended. At the bottom please enter your individual activities. You will use this form for both fall and spring flex. You can come back to this form and change, update and review as needed. <b>When you are done, click here to e-sign and submit your flex affidavit. Your form will not be accepted if you skip this step!</b>							
<b>Fall 2016</b>		Please submit by: October 31st		<b>Spring 2016</b>		Please submit by: March	
Flex Week Activities				Flex Week Activities			

This will open the flex certification form so you can “e-sign” your flex affidavit (see below). *Note: due date for full-time faculty to submit flex hours is at the end of the academic year, and adjunct must submit at the end of each semester.*

### FLC Flex Certification 2016-17

I certify that I have completed all of the professional development activities listed on my flex affidavit. I also certify that any additional and individual activities performed were completed outside of my regular work week/schedule and are not part of my regular work week or routine day-to-day activities. If I do not document or submit a valid absence report, I understand that a loss of pay will be generated for my unmet obligation.

Your username (w905322@apps.losrios.edu) will be recorded when you submit this form. Not you? [Sign out](#)

\* Required

Which semester are you submitting your flex affidavit for? \*

Fall 2016 Semester

Spring 2017 Semester

At the end of the form, you will be able to request an email copy of your flex certification by clicking on the toggle next to “Send me a copy of my responses.”

Date: \*

Your answer

Send me a copy of my responses.

**SUBMIT**

Still have questions, or need help or training? Contact the Office of Institutional Research at 916-608-6529 or [KingsIJ@flc.losrios.edu](mailto:KingsIJ@flc.losrios.edu).