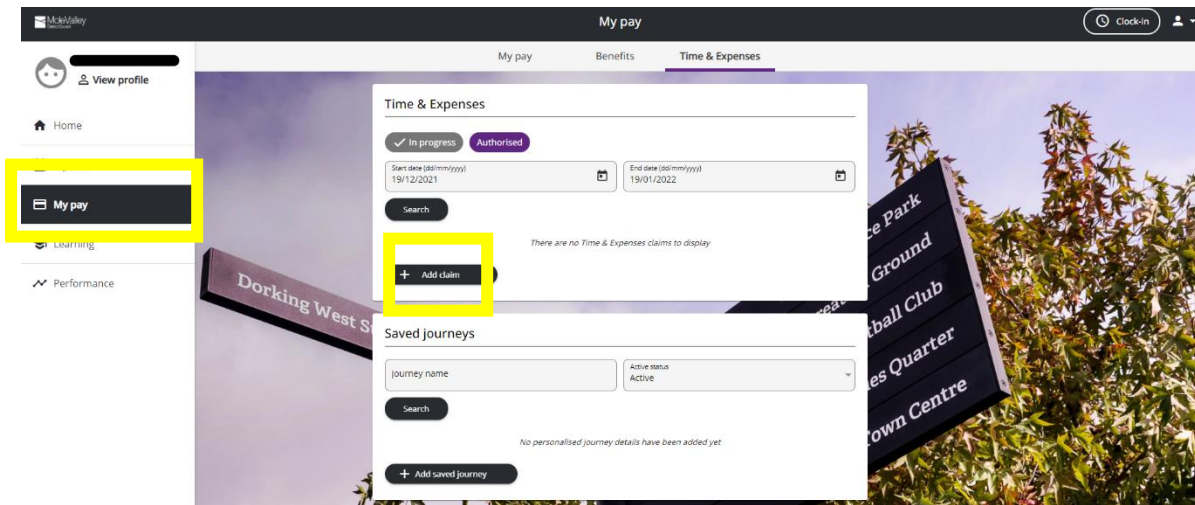


Entering an Overtime Claim on Self Service



Select **My Pay** on the left hand menu and then **Time & Expenses**

Select add claim:



- Date:** Use the earliest date you are claiming for
- Job Title:** Pre filled but check the correct role is selected
- Claim form:** Select from the drop down list the template e.g. Expenses (OT, Travel, Committee etc)

Time & Expenses claim entry: New

Start date (required)

Job title (required)

Claim template (required)

The overtime and expense template will open:

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Please enter the number of hours you have worked

Enter units of an hour.
For example: 2 hours 30 minutes will be entered as 2.50

Element	Date	Details of claim	Time	Total	
BH enhancement			0.00		+ -
OT x 1			0.00		+ -
OT x 1.5			0.00		+ -
OT x 2			0.00		+ -

Enter the overtime hours against the relevant rate per hour:

BH Enhancement:	Please note, for the use of Park House staff only
OT x 1:	Normal hourly rate
OT x 1.5:	Time and a half
OT x 2:	Double time

Date: Select the relevant dates the hours were worked by clicking on the calendar icon:

Details of Claim: Description of what the claim is for e.g. Overtime for Admin

Time: Enter the number of hours you are claiming for.

Total: Will self-populate once the above information is complete.

If required, use the **plus** symbol to insert more lines

Once you have entered all the dates and hours that you are claiming, press **Submit**

On the next screen enter your iTrent password. Then **Submit**.

A workflow email will go to your manager for them to authorise your overtime claim. This will be added to your payslip for the next payroll (provided it is authorised before payroll cut off that month, see Molly for more details).

You will receive an email to let you know when you have submitted a claim and once authorised you will receive a further email confirmation.

Amending / Updating a Draft Expense Claim

Once you have created an expense claim and have saved it as a draft, you can amend / add to this anytime.

Once you have a saved version you can click on the line for the specific claim and a hyperlink will appear for you to amend.

This will reopen the expense form and you can add / save a draft / submit:

← Back to Time & Expenses

Time & Expenses claim entry: Expenses (OT, travel, committee etc)

Job title: HR Systems & Information Manager
 Employee: ██████████
 Reference: EXP03930
 Payroll: MVDC Monthly

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Please enter the number of hours you have worked
 Enter units of an hour.
 For example: 2 hours 30 minutes will be entered as 2.50

Element	Date	Details of claim	Time	Total	
BH enhancement	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	+ -
OT x 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	+ -
OT x 1.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	+ -
OT x 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	+ -

Save draft Delete Submit Print