## **Entering an Overtime Claim on Self Service**

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& View profile		Му рау	Benefi	its Time & Expenses	_		
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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)	~
Please choose	~

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		<b>m</b>		0.00	+	-
OT x 2				0.00	+	-

Enter the overtime hours against the relevant rate per hour:

Please note, for the use of Park House staff only
Normal hourly rate
Time and a half
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.

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🗸 In progress 🔪 Authorise	a					
Start date (dd/mm/yyyy) 07/01/2022			End date (dd/mm/yyyy) 07/02/2022			Ö
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laim name	Start date	Referenc	e Cut off date	Status		
xpenses (OT, travel, committee et	:) 07 Feb 2022	EXP03930	) 14 Feb 2022	Provisional	Summary	G
+ Add claim						18
Saved journeys				101	1/1	<i></i>
Journey name			Active status Active			-
Search						
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+ Add saved journey						

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:

e & Expenses claim entry: Expenses (OI, travel, committee etc)							
			Job title: HR Systems & Infor	mation Manage	a		
			Employee Reference: EXP03930				
			Payroll: MVDC Monthly				
			Page 1   Page 2   P	age 3			
		Plea	se enter the number of hours vo	ou have worked			
		Ente	r units of an hour				
		For	example: 2 hours 30 minutes wi	I be entered as	2.50		
	Element	Date	Details of claim	Time	Total		
	BH enhancement		<b>#</b>		0.00	+	-
	OT x 1		<b></b>		0.00	+	-
	OT x 1.5		<b>#</b>		0.00	+	-
	OT x 2		<b></b>		0.00	+	-
				100			