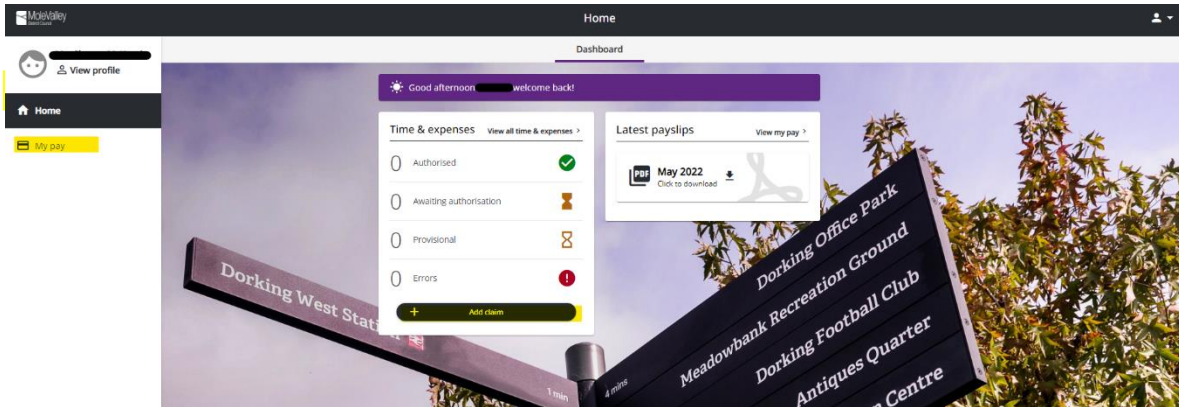


# Entering a claim for Casual Hours



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)

23/05/2022

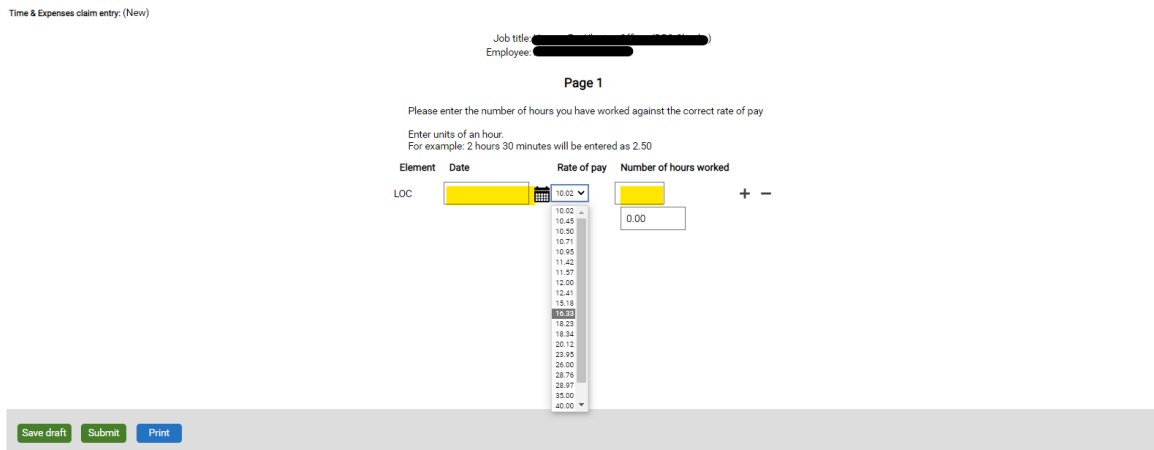
Job title (required)

Member of Staff (Pippbrook Ltd) P00001

Claim template (required)

Pippbrook Casuals

The overtime and expense template will open:



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

**Rate of Pay:** Select the relevant rate of pay for your hours.

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

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.

The screenshot shows the 'Time & Expenses' section of a web application. At the top, there are tabs for 'My pay' and 'Time & Expenses'. Below the tabs, there are filters for 'In progress' and 'Authorised'. There are input fields for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', both set to 07/01/2022. A 'Search' button is below these fields. A table lists claims with columns for 'Claim name', 'Start date', 'Reference', 'Cut off date', and 'Status'. One claim is highlighted in yellow: 'Expenses (OT, travel, committee etc) - 07 Feb 2022 - EXP03930 - 14 Feb 2022 - Provisional'. To the right of this row is a 'Summary' button. Below the table is an '+ Add claim' button. The 'Saved journeys' section has a 'Journey name' input field, an 'Active status' dropdown menu set to 'Active', and a 'Search' button. Below this is the text 'No personalised journey details have been added yet' and an '+ Add saved journey' button.

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: Pippbrook Casuals

Job title: [REDACTED]  
Employee: [REDACTED]  
Reference: LOC000072  
Payroll: MVDC Monthly

Page 1

Please enter the number of hours you have worked against the correct rate of pay

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

| Element | Date       | Rate of pay | Number of hours worked |     |
|---------|------------|-------------|------------------------|-----|
| LOC     | 30/05/2022 | 24.00       | 2.00                   | + - |
|         |            |             | 2.00                   |     |