

How to Do – Overtime Claim

Overtime and additional payments can now be claimed via the My Leave / My Claims section on My View.

To submit claims, select the Log New Attendance button:

Leave Management

Leave Dashboard | Team Leave Calendar

My leave summary

Holiday | Bank Holidays | Lieu - Booking >

Holiday entitlement from 1 Apr 2023 to 31 Mar 2024

152.07 hours Leave available	99.5 hours Leave taken	251.57 hours Total entitlement
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Log new attendance

Book new leave

Notify new sickness

Log new attendance

View all entitlements

My upcoming dates

in the next 30 days

Here you will see the different types of overtime / additional payments option applicable within your service area.

Log new attendance

Select the type of attendance you would like to record.

Overtime (Standard) | Lieu - Accrual | Stand By - IT (1 Stand by is 1 hour)

Close

When selecting Overtime (Standard), you will need to select the correct category of overtime applicable to the work you have undertaken, i.e. overtime at basic, overtime at time and a half and overtime at double time.

The screenshot shows a web application interface for logging overtime. The main window is titled "Log new attendance - Overtime". It contains the following fields and options:

- Type: Overtime
- Category: Overtime at basic
- Comments: (empty text box)
- Date: 30/01/2024
- Total Time: hh, mm, hrs decimal (0.00)
- Do you want to charge to a different cost centre? Yes No
- Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.
- Buttons: Submit, Back, Close

Employees can input comments, the date the overtime was worked, the number of hours and minutes to be claimed.

Payments will automatically be charged to your home costcode, if payment should be charged to an alternative code you can input the applicable objective and subjective code. Where an employee may not know the correct cost centre at the point of submission the authorising manager will be able to adjust on receipt of the claim.

The screenshot shows a web application interface for logging overtime. The main window is titled "Log new attendance - Overtime (Standard)". It contains the following fields and options:

- Type: Overtime (Standard)
- Comments: (empty text box)
- Date: 19/01/2024
- Total Time: hh, mm, hrs decimal (0.00)
- Do you want to charge to a different cost centre? Yes No
- Cost Centre: (empty text box)
- Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.
- Buttons: Submit, Back, Close

For each type of overtime or additional payment selected the system will automatically calculate the correct rate of pay to be paid.

Employees should submit a claim for each individual date worked.

Once submitted this will go to your appropriate payment approver linked within the authorised signatory database.

Via the MyView History tab employees will be able to check the progress or details of their claim.

Once the claim has been approved, payment will be made in the next available pay cycle.