

How to Do – Stand By Claim

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

To submit claims for Stand By, select the Log New Attendance button:

The screenshot displays the 'Leave Management' interface. On the left is a navigation menu with 'My Leave / My Claims' selected. The main content area is titled 'Leave Management' and includes a 'Leave Dashboard' and 'Team Leave Calendar' tab. The 'My leave summary' section features a progress bar and three cards: 'Holiday entitlement from 1 Apr 2023 to 31 Mar 2024', '42.6 hours Leave available', '209 hours Leave taken', and '251.6 hours Total entitlement'. Below this is a section for 'My upcoming dates in the next 30 days' showing a 'Holiday' on 16/02/2024 for 9.25 hours. At the bottom, there is a 'My recent requests' section.

Select Stand By

The screenshot shows a 'Log new attendance' modal window overlaid on the dashboard. The modal contains the text 'Select the type of attendance you would like to record.' and three buttons: 'Overtime (Standard)', 'Lieu - Accrual', and 'Stand By - IT (1 Stand by is 1 hour)'. A 'Close' button is located at the bottom right of the modal. In the background, a calendar illustration is visible, and a message at the bottom of the dashboard reads 'There is no upcoming leave in the next 30 days.'

For information Stand By is calculated in units, in total there are 13 claimable units per week, these are split as.

Monday 1

Tuesday 1

Wednesday 1

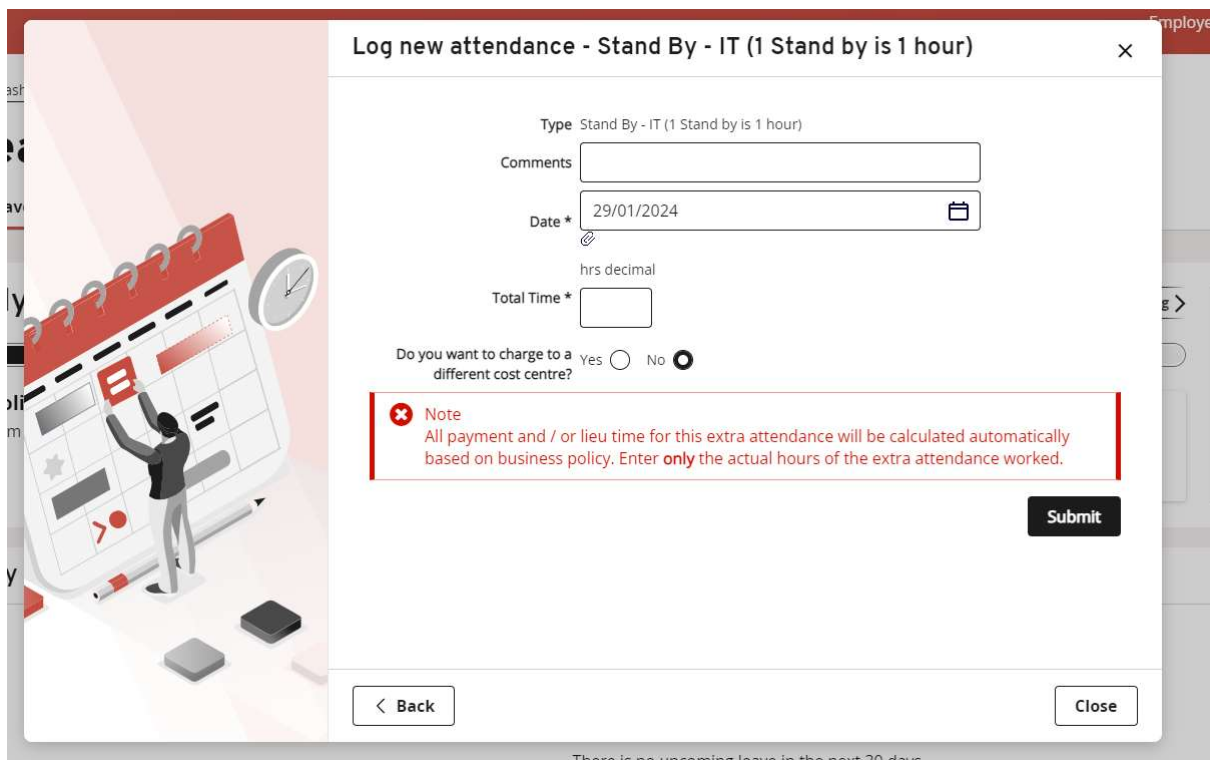
Thursday 1

Friday 1

Saturday 4

Sunday 4

For a bank holidays an employee would be entitled to an additional 3 units for that day.



The screenshot shows a web form titled "Log new attendance - Stand By - IT (1 Stand by is 1 hour)". The form contains the following elements:

- Type:** Stand By - IT (1 Stand by is 1 hour)
- Comments:** An empty text input field.
- Date *:** 29/01/2024, with a calendar icon to the right.
- Total Time *:** An empty input field with "hrs decimal" written above it.
- 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" (black), "< Back" (white), and "Close" (white).

At the bottom of the page, there is a status message: "There is no upcoming leave in the next 30 days."

You will see the input box as above, where an employee is undertaking a week of stand by the claim date should be the Monday of that week (week commencing) if an employee is covering a part week of stand by i.e Tuesday, Wednesday the claim date should be the date of the first stand by.

Employees can input comments to your authorising manager, and the number of units undertaken.

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. If an employee is not aware of the correct cost centre at the point of submission the authorising manager will be able to adjust on receipt of the claim.

The system will automatically calculate the correct rate of pay to be paid based on the number of units submitted.

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.