

How to Do – Casual Hours Claim for Registration Services

Casual Hours can now be claimed via the My Leave / My Claims section on My View.

If you have multiple posts, select the correct post the work has been undertaken for via the 'My Leave summary for post' tab i.e Casual Ceremonies Officer.

To submit a claim, select the Log New Attendance button:

Leave Management

The screenshot shows the 'Leave Management' dashboard for a 'Casual Ceremonies Officer'. At the top, there are tabs for 'Leave Dashboard' and 'Team Leave Calendar'. The main section is titled 'My leave summary for post' with a dropdown menu set to 'Casual Ceremonies Officer'. Below this, there are tabs for 'Holiday' and 'Bank Holidays'. A 'Holiday entitlement' bar is shown for the period from 28 Jul 2023 to 31 Mar 2024. Three summary cards are displayed: '3.43 hours Leave available', '0 hour Leave taken', and '3.43 hours Total entitlement'. On the right side, there are buttons for 'Book new leave', 'Notify new sickness', 'Log new attendance', and 'View all entitlements'. At the bottom, there is a section for 'My upcoming dates in the next 30 days' with a calendar icon and the text 'Good Friday 29/03/2024 (1 DAY)'.

You will see the different attendance types applicable within your Directorate, select the casual hours option:

The screenshot shows a 'Log new attendance' dialog box for a 'Casual Ceremonies Officer'. The dialog box has a title bar with a close button. Below the title, it says 'Select the type of attendance you would like to record.' There are three buttons: 'Overtime (Standard)', 'Casual Hours', and 'Lieu - Accrual'. At the bottom right, there is a 'Close' button. The background of the dialog box features an illustration of a person standing next to a large calendar and a clock.

Select the category drop down and select the option applicable to the work undertaken i.e. casual hours (this will pay basic rate) or casual hours at time and a half.

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

The system will automatically calculate the correct rate of pay to be paid.

Log new attendance - Casual Hours for post Casual Ceremonies Officer

Type Casual Hours

Category

Comments

Date *

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.

Submit

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Payments will automatically be charged to your home costcode, if payments should be charged to an alternative code you can input the applicable objective and subjective code.

Log new attendance - Casual Hours for post Casual Ceremonies Officer

Type Casual Hours

Category

Comments

Date *

Total Time * hh mm hrs decimal 0.00

Do you want to charge to a different cost centre? Yes No

Cost Centre *

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.

Submit

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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 of their claim.

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