

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 tabs for 'Leave Dashboard' and 'Team Leave Calendar'. The 'My leave summary' section features a progress bar and three cards: 'Holiday entitlement' (1 Apr 2023 to 31 Mar 2024), '42.6 hours Leave available', '209 hours Leave taken', and '251.6 hours Total entitlement'. A 'Book new leave' button is visible on the right. Below, 'My upcoming dates' shows a holiday on 16/02/2024 (9.25 hours). 'My recent requests' is also visible.

Select Stand By

The 'Log new attendance' modal window is shown. It has a title bar with a close button (X). The main text says 'Select the type of attendance you would like to record.' Below this are three buttons: 'Overtime (Standard)', 'Stand By Property Serv (1 STBY = 1 Unit)', and 'Lieu - Accrual'. A 'Close' button is located at the bottom right of the modal.

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

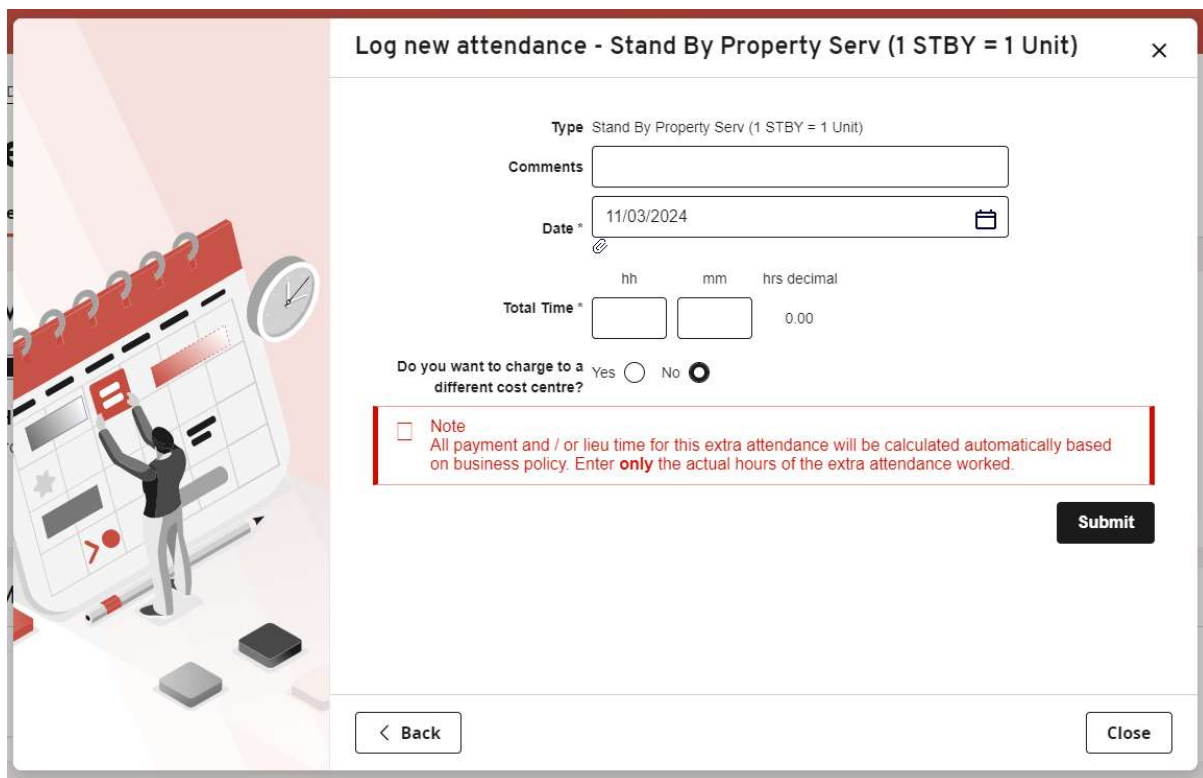
Thursday 1

Friday 1

Saturday 4

Sunday 4

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



Log new attendance - Stand By Property Serv (1 STBY = 1 Unit)

Type Stand By Property Serv (1 STBY = 1 Unit)

Comments

Date * 11/03/2024

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.

Submit

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.

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.