

## How to Do – Enhancements Claim Abbeyford

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

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

The screenshot displays the 'Leave Management' interface for user KATIE. The left sidebar lists navigation options, 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 key metrics: 42.6 hours of leave available, 209 hours of leave taken, and a total entitlement of 251.6 hours. A 'Holiday entitlement' section shows a period from 1 Apr 2023 to 31 Mar 2024. Below this, 'My upcoming dates' lists a holiday on 16/02/2024 for 9.25 hours. The 'My recent requests' section is currently empty.

Select Enhancements

The 'Log new attendance' modal window is shown, prompting the user to 'Select the type of attendance you would like to record.' The available options are: Casual Hours, Overtime (Standard), Enhancements, Lieu - Accrual, Overtime (Team Manager SCP 22+), Night Overtime, On Call Abbeyford, and Sleep In. A 'Close' button is located at the bottom right of the modal.

You will see the input box as below;

Within the Category tab you will see the different enhancement options available for staff at Abbeyford to claim, these are;

*Enhancements – will pay the number of hours at basic rate*

*Cook Saturday Enhancement – to be claimed by a Cook for undertaking hours on a Saturday*

*Cook Sunday Enhancement – to be claimed by a Cook for undertaking hours on a Sunday*

*Waking Night Enhancement – to be claimed when undertaking hours on a night shift, will pay time and a third*

The screenshot shows a web form titled "Log new attendance - Enhancements". On the left is an illustration of a person interacting with a calendar. The form fields are as follows:

- Type: Enhancements
- Category: --Select-- (dropdown menu)
- Comments: (text input field)
- Date \*: 29/04/2024 (calendar icon)
- Total Time \*: hh mm hrs decimal (input fields showing 0.00)

A red-bordered box contains a note: "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 for "Back", "Close", and "Submit" are located at the bottom of the form.

Employees can input comments to your authorising manager, enter the date the enhancements have been undertaken and the number of hours to be paid.

Claims should be input for each individual day, for example, where a shift spans over two dates you should submit two claims, for instance waking night enhancements undertaken on the 30<sup>th</sup> April 2024 should be input with the hours worked up to midnight. Any hours worked from midnight on the 1<sup>st</sup> May 2024 should be claimed separately.

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.