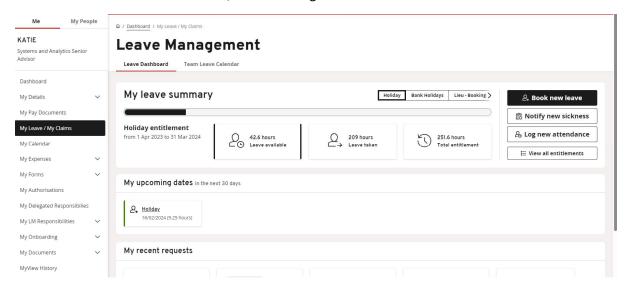
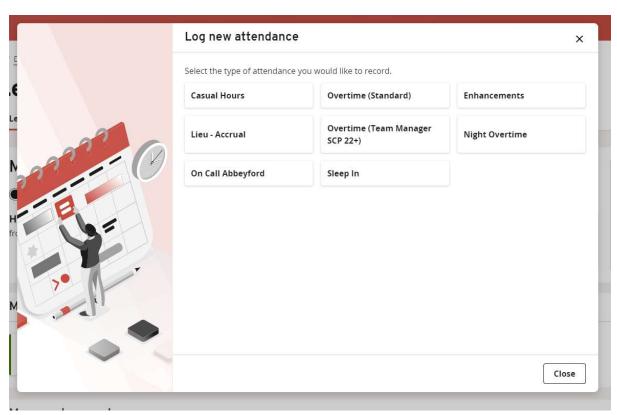
How to Do - Enhancements Claim Abbeyford

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:



Select Enhancements



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



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 30th April 2024 should be input with the hours worked up to midnight. Any hours worked from midnight on the 1st 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.