

How to Do – Sleep In Claim Abbeyford

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

To submit claims for Sleep In's, select the Log New Attendance button:

The screenshot shows 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 Sleep In

The 'Log new attendance' modal window is displayed. It contains the instruction 'Select the type of attendance you would like to record.' and a grid of buttons for selection: '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;

The screenshot shows a web form titled "Log new attendance - Sleep In". The form has a white background with a red header bar. On the left side of the form, there is a decorative illustration of a person standing next to a large calendar and a clock. The form fields are as follows:

- Type:** Sleep In
- Comments:** A text input field.
- Date *:** 29/04/2024, with a calendar icon to the right.
- Total Time *:** A text input field with "hrs decimal" written below it.
- Do you want to charge to a different cost centre?:** Yes No
- Note:** A red-bordered box containing the text: "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).

Employees can input comments to your authorising manager, enter the date the sleep in has been undertaken and the number of sleeps to be claimed.

For information Sleep Ins are calculated in units, 1 unit = 1 Sleep In, you should not enter the number of hours worked during a Sleep In.

Claims should be input for each individual day.

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.