

How to Do – On Call Claim Abbeyford

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

To submit claims for On Call's, 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 data cards: '42.6 hours Leave available', '209 hours Leave taken', and '251.6 hours Total entitlement'. Below this, the 'My upcoming dates' section shows a 'Holiday' on 16/02/2024 for 9.25 hours. The 'My recent requests' section is currently empty.

Select On Call Abbeyford

The 'Log new attendance' modal window is shown. It contains the instruction 'Select the type of attendance you would like to record.' and a grid of seven buttons: 'Casual Hours', 'Overtime (Standard)', 'Enhancements', 'Lieu - Accrual', 'Overtime (Team Manager SCP 22+)', 'Night Overtime', and 'On Call Abbeyford'. A 'Sleep In' button is located below the 'Overtime (Team Manager SCP 22+)' button. A 'Close' button is positioned 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 - On Call Abbeyford". The form contains the following elements:

- Type:** On Call Abbeyford
- Comments:** An empty text input field.
- Date *:** 03/05/2024, with a calendar icon.
- Total Time *:** An empty input field with "hrs decimal" written above it.
- 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.
- Buttons:** Submit, < Back, Close.

Employees can input comments to your authorising manager, enter the date the on call has been undertaken and the number of On Calls worked.

For information On Calls are calculated in units, 1 unit = 1 On Call, you should not enter the number of hours worked during an On Call.

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.