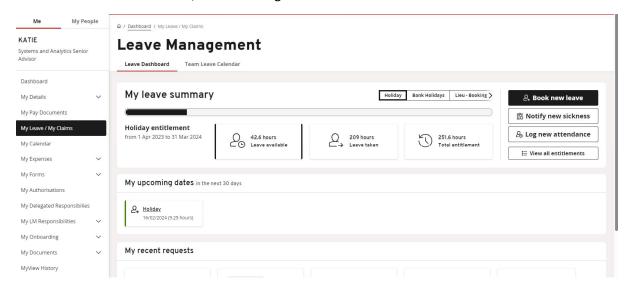
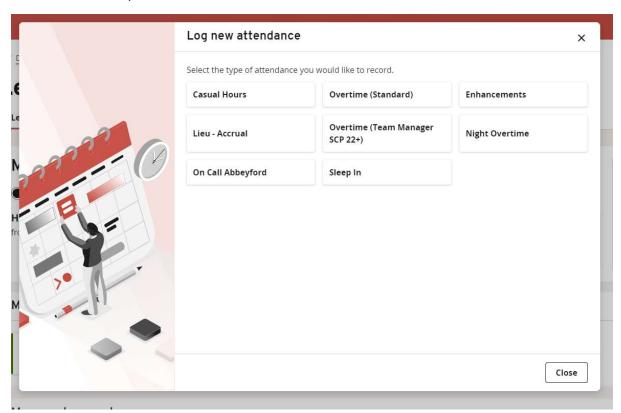
How to Do – On Call Claim Abbeyford

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

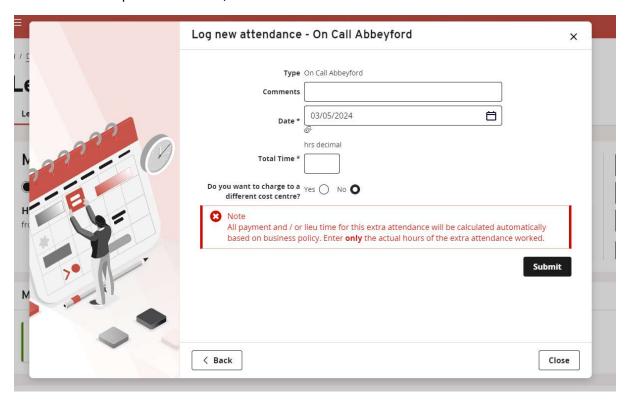
To submit claims for On Call's, select the Log New Attendance button:



Select On Call Abbeyford



You will see the input box as below;



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.