

How to Do – Night Overtime Claim Abbeyford

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

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

The screenshot shows 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. 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 Night Overtime

The 'Log new attendance' modal window is displayed, prompting the user to select the type of attendance to record. The options available 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;

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

- Type:** Night Overtime
- Comments:** A text input field.
- Date *:** A date picker showing 30/04/2024.
- Total Time *:** Three input fields for hours (hh), minutes (mm), and a decimal value (hrs decimal) set to 0.00.
- Do you want to charge to a different cost centre?:** Radio buttons for Yes and No, with No selected.
- 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 Night Overtime has been undertaken and number of hours to be claimed.

Claims should be input for each individual day, for example, where a shift spans over two dates you should submit two claims, for instance night overtime 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 (time and a third) 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.