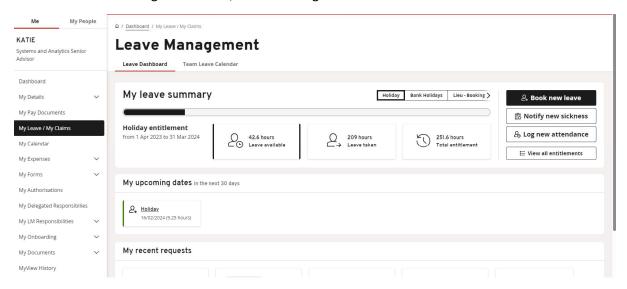
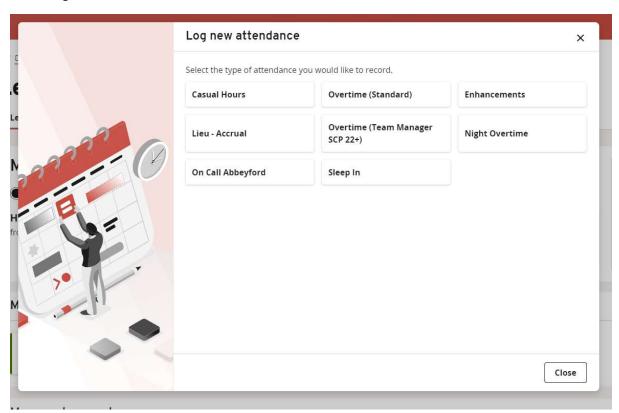
How to Do – Night Overtime Claim Abbeyford

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

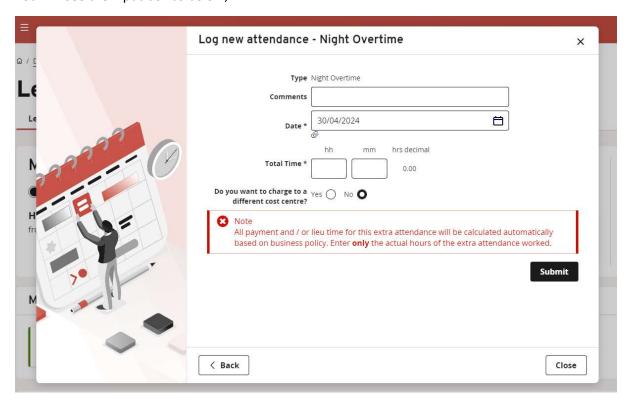
To submit claims for Night Overtime, select the Log New Attendance button:



Select Night Overtime



You will see the input box as below;



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.