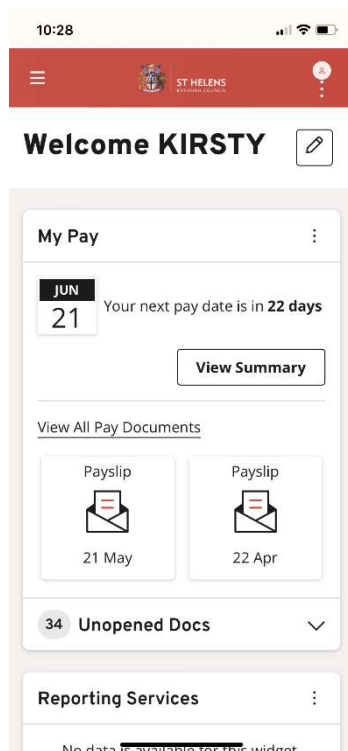


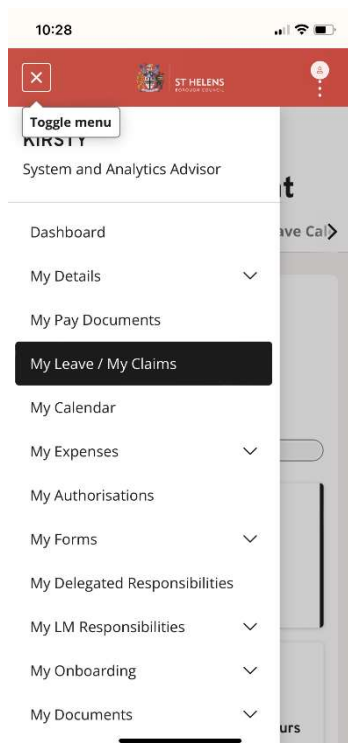
## How to Do – Overtime Claim via the Mobile app

Overtime can now be claimed via the new My Leave/My claims section on My View.

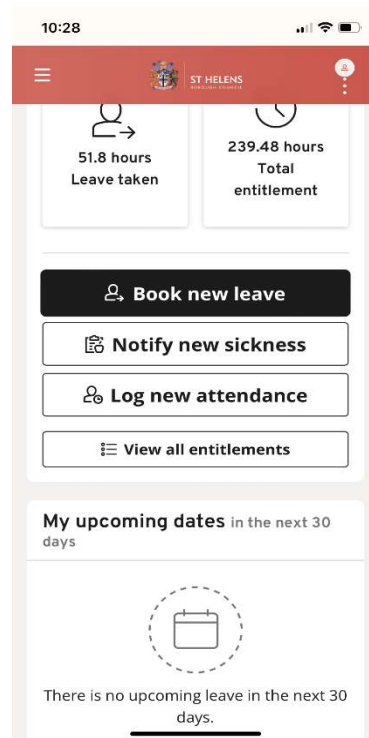
To submit claims, select the menu tab at the top left of your app:



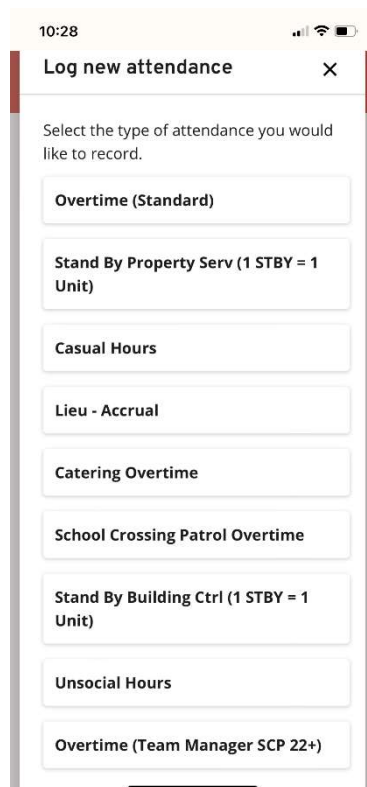
Once you have the menu open, you need to go to My Leave/My Claims:



Within the My Leave/My Claims section, you will then need to scroll down to select the Log New Attendance option:



Within Log New Attendance, you will see the different types of overtime / additional payments applicable within your Directorate, however when selecting a parameter not applicable to your post this will give you a blue error message, to submit an Overtime Claim select the Overtime (Standard) option.



When selecting Overtime (Standard), you will need to select the correct category of overtime applicable to the work you have undertaken, i.e. overtime at basic, overtime at time and a half and overtime at double:

11:24 5G

**Log new attendance - Overtime (Standard)**

Type  
Overtime (Standard)

Category  
--Select--

Comments  
✓ --Select--

Date  
Overtime at Basic (up to 37 hours)

Time  
Overtime at Time + 1/2 (>37hrs Mon-Sat)

To  
Overtime at Double (>37hrs Sunday)

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.

Once you have selected the relevant option from the list, you can input any relevant comments, the date the overtime was worked and the number of hours and minutes to be claimed:

10:29

Comments

Date \*

30/05/2024

Total Time \*

hh mm hrs decimal  
1 0 1.00

Do you want to charge to a different cost centre?  
Yes  No

Cost Centre \*

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.

Submit

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.

For each type of overtime or additional payment selected the system will automatically calculate the correct rate of pay to be paid.

Employees should submit a claim for each individual date worked.

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.