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:

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Welcome	KIRSTY	Ø
My Pay		1
JUN 21	ext pay date is in 2	22 days
	View Sum	mary
View All Pay Doo	cuments	
Payslip	Paysli 22 Ap	1
34 Unopen		~
Reporting Se	rvices	:
No data is a	vailable for this wid	løet

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

10:28		
ST HELENS		() :
Toggle menu NIKOLI Y System and Analytics Advisor		t
Dashboard		ave Cal
My Details	\sim	
My Pay Documents		
My Leave / My Claims		
My Calendar		
My Expenses	\sim	\square
My Authorisations		
My Forms	\sim	
My Delegated Responsibilities		
My LM Responsibilities	\sim	
My Onboarding	\sim	
My Documents	·	urs

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

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=	ST HELENS
S1.8 hours Leave taken	239.48 hours Total entitlement
Bool	k new leave
🖹 Notify	new sickness
යි Log ne	w attendance
i≣ View a	ll entitlements
My upcoming days	dates in the next 30
	ing leave in the next 30
	days.

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.

Log new attendance	×
Select the type of attendance y ike to record.	you would
Overtime (Standard)	
Stand By Property Serv (1 S Unit)	5TBY = 1
Casual Hours	
Lieu - Accrual	
Catering Overtime	
School Crossing Patrol Ove	rtime
Stand By Building Ctrl (1 ST Unit)	'BY = 1
Unsocial Hours	
Overtime (Team Manager S	SCP 22+)

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:

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	new attendance - rtime (Standard)	×
Туре		
Over	time (Standard)	
Cate	gory	_
Se	elect	~]]
Com		
	✓Select	Г
Da	Overtime at Basic (up to 37 hours)	
To	Overtime at Time + 1/2 (>37hrs Mon-Sat)	ח
	Overtime at Double (>37hrs Sunday)	
6	Note All payment and / or lieu	
	time for this extra	
	attendance will be calcula	ated
	automatically based on	
	business policy. Enter on	-
	the actual hours of the ex attendance worked.	xtra
	attenuance 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:

Comm	ents			
Date *				
30/0	5/2024	4		Ħ
0				
Total T	ime *			
hh		mm	hrs decimal	
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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.