

How to Do – Enhancements Claim Brookfield

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

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

The screenshot shows the 'Leave Management' interface for user KATIE. The main content area is titled 'Leave Management' and includes a 'My leave summary' section with a progress bar and 'Holiday entitlement' from 1 Apr 2023 to 31 Mar 2024. Three cards display: 42.6 hours Leave available, 209 hours Leave taken, and 251.6 hours Total entitlement. Action buttons include 'Book new leave', 'Notify new sickness', 'Log new attendance', and 'View all entitlements'. The left sidebar contains navigation links such as 'My Calendar', 'My Expenses', and 'My Forms'.

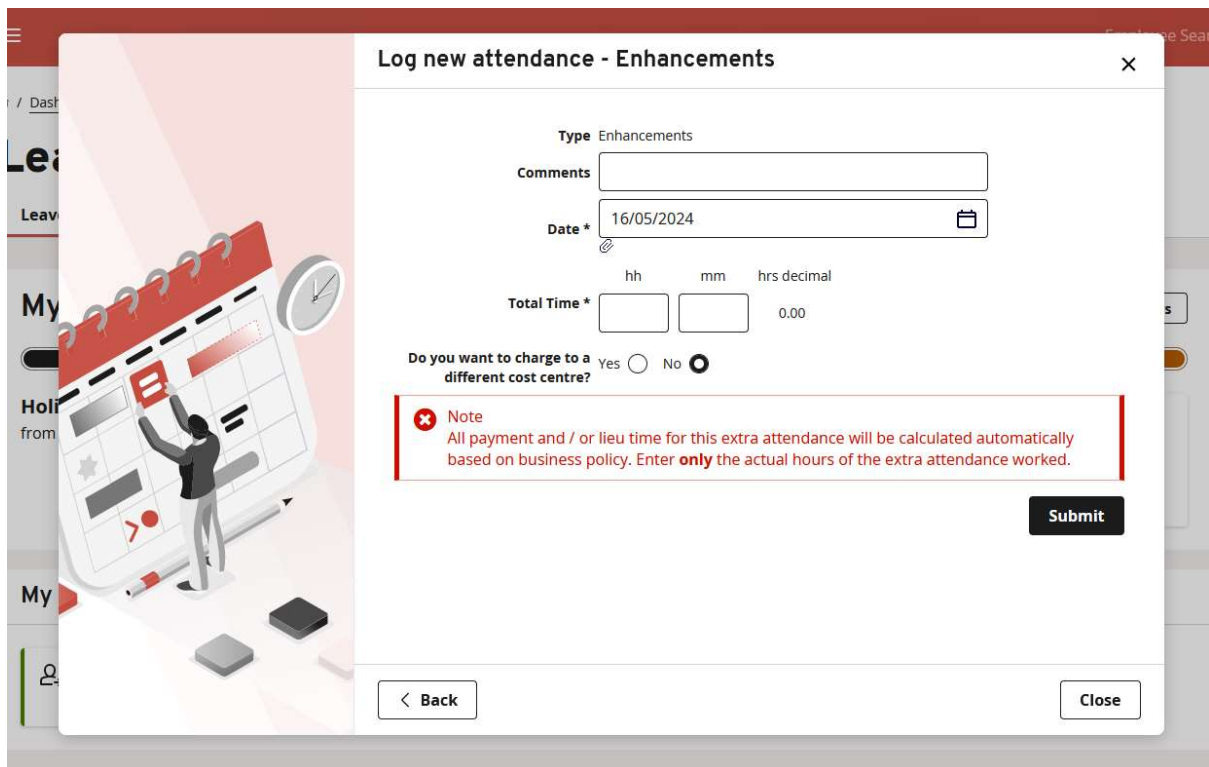
Select Enhancements

The 'Log new attendance' modal window displays the following options for recording attendance:

- Casual Hours
- Overtime (Standard)
- Sleep In
- Lieu - Accrual
- On Call
- Night Overtime
- Enhancements
- On Call Abbeyford
- Overtime Not Capped
- Unsocial Hours

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 application interface for logging new attendance enhancements. The form is titled "Log new attendance - Enhancements" and includes the following fields and options:

- Type:** Enhancements
- Comments:** A text input field.
- Date *:** A date picker showing 16/05/2024.
- Total Time *:** Three input fields for hours (hh), minutes (mm), and hours decimal (hrs decimal), with a value of 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:** A "Submit" button and a "Close" button.
- Navigation:** A "< Back" button at the bottom left.

Employees can input comments to your authorising manager, enter the date the enhancements have been undertaken and the number of hours to be paid.

Claims should be input for each individual day, for example, where a shift spans over two dates you should submit two claims.

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.