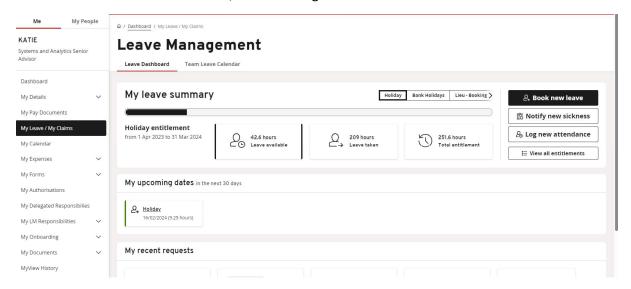
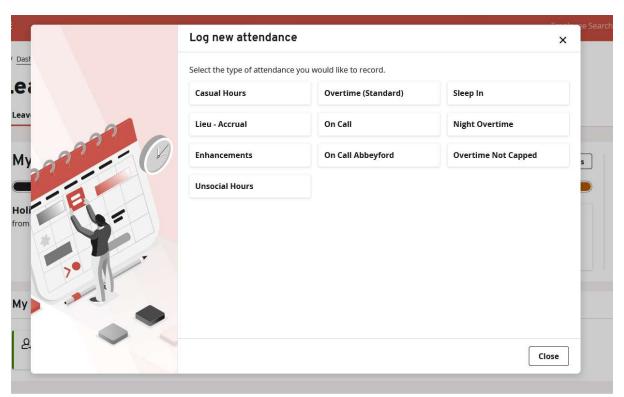
## How to Do - Unsocial Hours Claim Brookfield

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

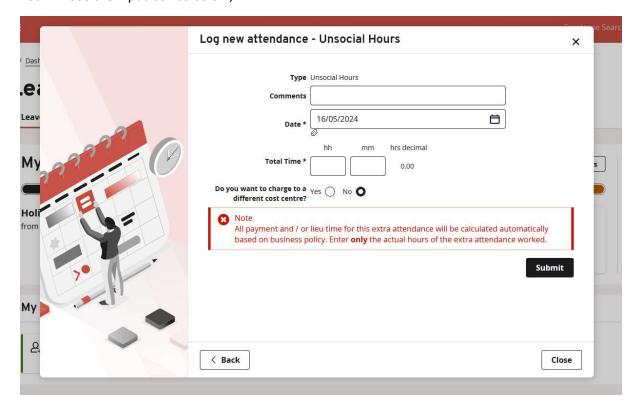
To submit claims for Unsocial Hours, select the Log New Attendance button:



## **Select Unsocial Hours**



You will see the input box as below;



Employees can input comments to your authorising manager, enter the date the Unsocial Hours has been undertaken and number of hours to be claimed.

Unsocial Hours should only be claimed between 8:00 p.m. to 10:00 p.m.

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.