

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:

Me My People

KATIE
Systems and Analytics Senior Advisor

Dashboard / My Leave / My Claims

Leave Management

Leave Dashboard Team Leave Calendar

My leave summary Holiday Bank Holidays Lieu - Booking >

Holiday entitlement
from 1 Apr 2023 to 31 Mar 2024

- 42.6 hours Leave available
- 209 hours Leave taken
- 251.6 hours Total entitlement

My upcoming dates in the next 30 days

- Holiday 16/02/2024 (9.25 hours)

My recent requests

Book new leave

- Notify new sickness
- Log new attendance
- View all entitlements

Dashboard
My Details
My Pay Documents
My Leave / My Claims
My Calendar
My Expenses
My Forms
My Authorisations
My Delegated Responsibilities
My LM Responsibilities
My Onboarding
My Documents
MyView History

Select Unsocial Hours

Log new attendance

Select the type of attendance you would like to record.

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

Close

You will see the input box as below;

The screenshot shows a web form titled "Log new attendance - Unsocial Hours". The form is set against a background image of a person interacting with a large calendar. The form fields are as follows:

- Type:** Unsocial Hours
- Comments:** A text input field.
- Date *:** 16/05/2024, with a calendar icon.
- Total Time *:** Three input fields for "hh", "mm", and "hrs decimal", with "0.00" pre-filled in the "hrs decimal" field.
- 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:** "Submit" (black), "< Back" (white), and "Close" (white).

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.