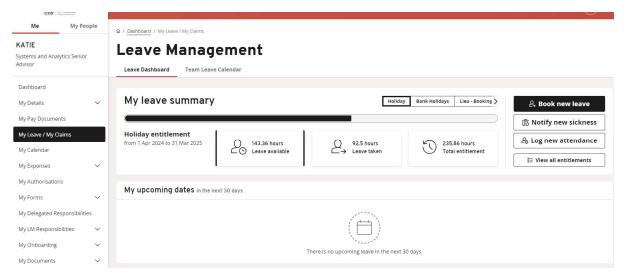
How to Do – Overtime Claim Supported Living

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

To submit claims, select the Log New Attendance button:



Here you will see the different types of overtime / additional payments option applicable within your directorate.

ST HELENS				Log new attendance		×
Me My Pe	ople	۵ / <u>۲</u>		Select the type of attendance y	ou would like to record.	
KATIE Systems and Analytics Senior Advisor	r	Le		Casual Hours	Enhancements	Lieu - Accrual
				Night Overtime	On Call	On Call Abbeyford
Dashboard My Details	~	Naga	0	Overtime (Standard)	Overtime (Team Manager SCP 22+)	Sleep In (1 Unit = 1 Sleep In)
My Pay Documents				Unsocial Hours		
My Leave / My Claims		H				
My Calendar		fre				
My Expenses	~					
My Authorisations			1 A			
My Forms	~	M	3			
My Delegated Responsibiliti	ies					
My LM Responsibilities	~		~			Close
My Onboarding	~			T	these is an uncoming is such to the south	
My Documents	~				here is no upcoming leave in the next	ou days.
MyView History		My recent re	quests			

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 + half and overtime for bank holiday.

Category	-Select V	
Comments	-Select Overtime at Basic (up to 37 hours) Overtime Time + Half (above 37 hours)	
Date *		
Total Time *	0.00	
Note All payment and / or	lieu time for this extra attendance will be calculated at policy. Enter only the actual hours of the extra attendar	

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

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.

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

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.