

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:

Me My People

KATIE
Systems and Analytics Senior Advisor

Leave Management

Leave Dashboard Team Leave Calendar

My leave summary

Holiday Bank Holidays Lieu - Booking >

Holiday entitlement
from 1 Apr 2024 to 31 Mar 2025

- 143.36 hours Leave available
- 92.5 hours Leave taken
- 235.86 hours Total entitlement

My upcoming dates in the next 30 days

There is no upcoming leave in the next 30 days.

Book new leave
Notify new sickness
Log new attendance
View all entitlements

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

Me My People

KATIE
Systems and Analytics Senior Advisor

Log new attendance

Select the type of attendance you would like to record.

- Casual Hours
- Enhancements
- Lieu - Accrual
- Night Overtime
- On Call
- On Call Abbeyford
- Overtime (Standard)
- Overtime (Team Manager SCP 22+)
- Sleep In (1 Unit = 1 Sleep In)
- Unsocial Hours

Close

There is no upcoming leave in the next 30 days.

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.

Log new attendance - Overtime (Standard) ×

Type Overtime (Standard)

Category

Comments
Overtime at Basic (up to 37 hours)
Overtime Time + Half (above 37 hours)
Overtime - Bank Holiday

Date *

hh mm hrs decimal

Total Time * 0.00

✖ **Note**
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.

Submit

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.