

How to Do – On Call Claim Support Living

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

To submit claims for On Call's, 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

Book new leave

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

My upcoming dates in the next 30 days

- Holiday 16/02/2024 (9.25 hours)

My recent requests

Select On Call:

Me My People

Systems and Analytics Senior Advisor

Dashboard / My Leave / My Claims

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.

You will see the input box as below;

The screenshot shows a web application interface for logging attendance. The main content area is titled "Log new attendance - On Call". It contains the following elements:

- Type:** On Call
- Comments:** A text input field.
- Date:** A date picker showing 20/06/2024.
- Total Time:** A text input field with "hrs decimal" as a label.
- Do you want to charge to a different cost centre?:** Radio buttons for "Yes" and "No".
- 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", "Back", and "Close".

At the bottom of the form, there is a message: "There is no upcoming leave in the next 30 days." The left sidebar shows a navigation menu with "My Leave / My Claims" selected.

Employees can input comments to your authorising manager, enter the date the on call has been undertaken and the number of On Calls worked.

For information On Calls are calculated in units, 1 unit = 1 On Call, you should not enter the number of hours worked during an On Call.

Claims should be input for each individual day.

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.