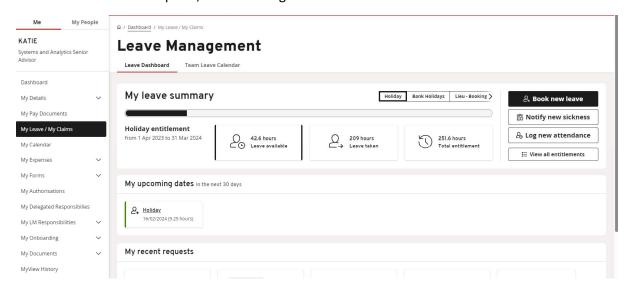
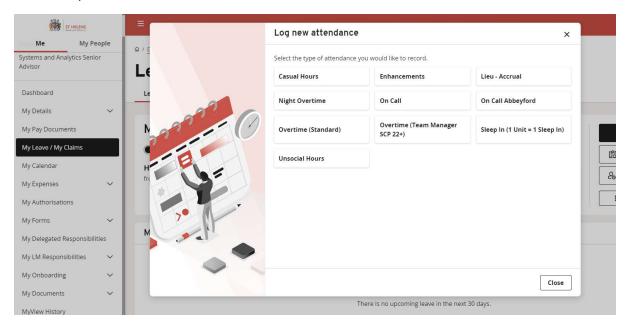
How to Do - Sleep In Claim Supported Living

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

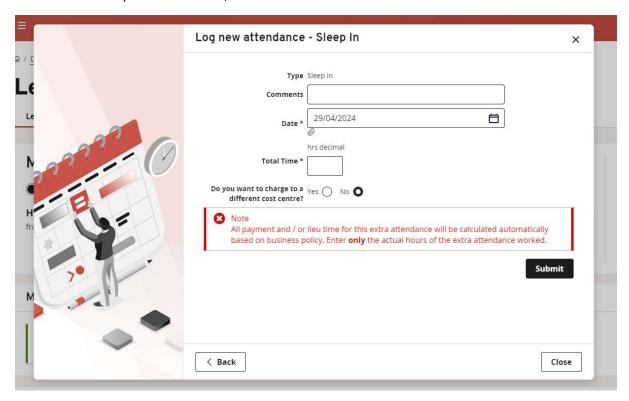
To submit claims for Sleep In's, select the Log New Attendance button:



Select Sleep In



You will see the input box as below;



Employees can input comments to your authorising manager, enter the date the sleep in has been undertaken and the number of sleeps to be claimed.

For information Sleep Ins are calculated in units, 1 unit = 1 Sleep In, you should not enter the number of hours worked during a Sleep In.

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.