

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:

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 Sleep In

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 form titled "Log new attendance - Sleep In". The form has a white background with a red border. On the left side, there is a decorative illustration of a person standing next to a large calendar and a clock. The form fields are as follows:

- Type:** Sleep In
- Comments:** An empty text input box.
- Date *:** 29/04/2024, with a calendar icon to the right.
- Total Time *:** An empty input box with "hrs decimal" written below it.
- Do you want to charge to a different cost centre?:** Yes 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" (black), "< Back" (white), and "Close" (white).

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.