

How to Do – Night 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 for Night Overtime, select the Log New Attendance button:

The screenshot displays the 'Leave Management' interface for user KATIE. The left sidebar lists navigation options, with 'My Leave / My Claims' selected. The main content area is titled 'Leave Management' and includes tabs for 'Leave Dashboard' and 'Team Leave Calendar'. The 'My leave summary' section features a progress bar and three key metrics: 42.6 hours of leave available, 209 hours of leave taken, and a total entitlement of 251.6 hours. A 'Holiday entitlement' section specifies the period from 1 Apr 2023 to 31 Mar 2024. Below this, 'My upcoming dates in the next 30 days' shows a holiday on 16/02/2024 for 9.25 hours. The 'My recent requests' section is currently empty.

Select Night Overtime

The 'Log new attendance' modal window is shown, overlaid on the dashboard. It contains the instruction 'Select the type of attendance you would like to record.' and a grid of buttons for different attendance types: '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)', and 'Unsocial Hours'. A 'Close' button is located at the bottom right of the modal. At the bottom of the dashboard, a message states 'There is no upcoming leave in the next 30 days.'

When selecting Night Overtime, you will need to select the correct category of overtime applicable to the work you have undertaken, i.e. waking night overtime, waking night over – over 37 hours, waking night overtime – bank holiday.

You will see the input box as below;

The screenshot shows a web form titled "Log new attendance - Night Overtime". The form has a close button (X) in the top right corner. The "Type" field is set to "Night Overtime". The "Category" field is a dropdown menu currently showing "--Select--". The "Comments" field is also a dropdown menu showing "--Select--". The "Date" field has a calendar icon. Below these fields are three input boxes for "Total Time": "hh", "mm", and "hrs decimal", with "0.00" entered in the "hrs decimal" box. A red-bordered note box contains the following text: "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." A black "Submit" button is located at the bottom right of the form.

Employees can input comments to your authorising manager, enter the date the Night Overtime has been undertaken and number of hours 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, for instance night overtime undertaken on the 30th April 2024 should be input with the hours worked up to midnight. Any hours worked from midnight on the 1st May 2024 should be claimed separately.

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 (time and a third) 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.