

How to Do – Enhancements 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 Enhancements, 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. Below this, the 'My upcoming dates in the next 30 days' section shows a holiday on 16/02/2024 for 9.25 hours. The 'My recent requests' section is currently empty.

Select Enhancements

The screenshot shows a 'Log new attendance' modal window overlaid on the 'Leave Management' dashboard. The modal contains a list of 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. The background dashboard shows the 'My upcoming dates' section with a message: 'There is no upcoming leave in the next 30 days.'

You will see the input box as below;

Within the Category tab you will see the different enhancement options available for staff at Supported Living to claim, these are;

Enhancements – Bank Holiday, this will pay at basic rate for bank holiday hours you are rota'd to work.

Enhancements – Bank Holiday Treble, this should be selected where an employee wishes to request treble pay, this will pay your enhancement and deduct the bank holiday hours from your entitlement.

Enhancement – Contracted Waking Night, to be claimed when undertaking hours on a night shift, this will enhance your pay by a third.

The screenshot shows a web form titled "Log new attendance - Enhancements". On the left is a decorative illustration of a calendar and a person. The form fields are: "Type" set to "Enhancements"; "Category" is a dropdown menu currently showing "--Select--"; "Comments" is an empty text box; "Date *" is set to "29/04/2024"; "Total Time *" has three input boxes for "hh", "mm", and "hrs decimal", with "0.00" entered in the "hrs decimal" box. A red-bordered note box contains the 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." At the bottom right is a "Submit" button. At the bottom left is a "< Back" button and at the bottom right is a "Close" button.

Employees can input comments to your authorising manager, enter the date the enhancements have been undertaken and the number of hours to be paid.

Claims should be input for each individual day, for example, where a shift spans over two dates you should submit two claims, for instance waking night enhancements 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 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.