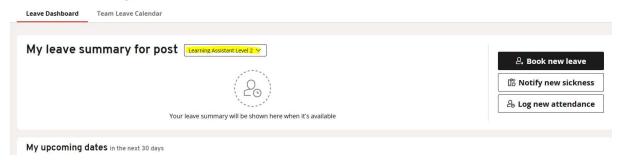


How to Do - Overtime Claim Schools

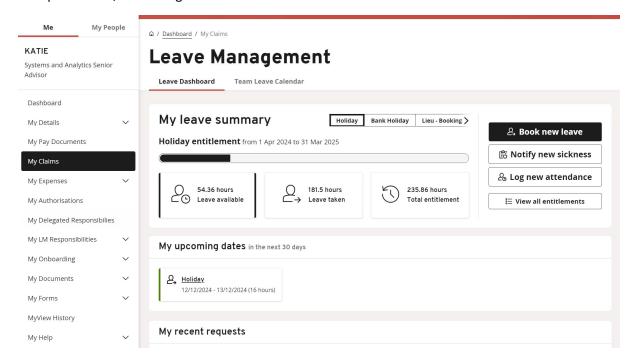
Overtime should now be claimed via the 'My Claims' tab on MyView.

If you have more than one post, please ensure the post you wish to submit a claim against is selected on your main dashboard and under the My Claims section.

Leave Management



To input a claim, select 'Log new attendance'.

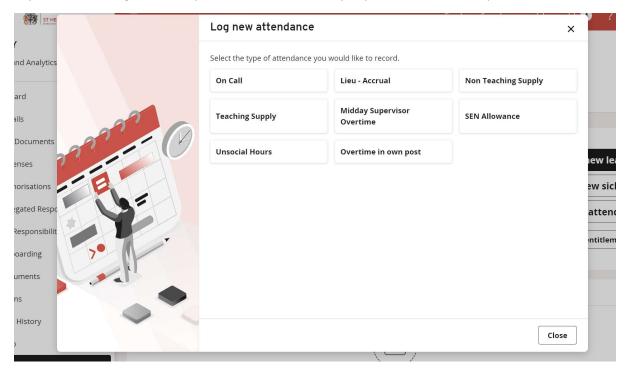






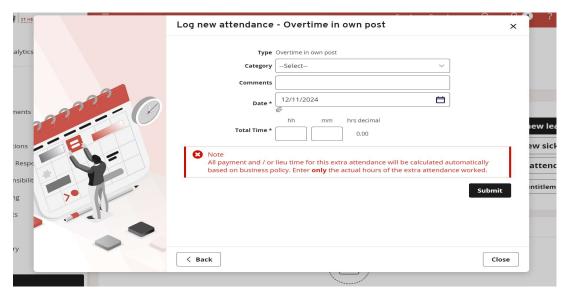
You will then need to select the relevant overtime option.

If this is overtime in your own role, it will be 'Overtime in own post' option - if you are a Midday Supervisor claiming overtime, please select the 'Midday Supervisor Overtime' option.



You can select the correct category of overtime applicable to the work you have undertaken i.e. basic, time and a half or double.

You then need to input the date the overtime has been undertaken and the hours and minutes to be claimed. Payments will automatically be charged to your home costcode, if this payment should be charged to an alternative code you can input the relevant costcode:







Once submitted this will go to your Headteacher for approval. Once approved by your Headteacher, the claims will be paid in the next available pay cycle.

You can check the status of your claims via the MyView History tab.

To view previous claims, drop down within the Event Filter and Status Filter tabs and 'select all' then press search – this will pull up your full history.

You will be able to view the status of your request i.e. Submitted or Authorised.

If you select the drop-down arrow, you will be able to view the detail of your claim.

Within the authorisation progress bar, you can double click to view who your claim is currently pending approval with or for authorised claims you can see the name of authoriser along with the date and time it was authorised.

