

Bank Holiday Adjustment for employees working fewer than 5 days per week

Oracle Applications Home Page



From the Oracle Main Menu select

LCC Manager Self-Service

Or

LCC Self-Service Administrator

followed by

Self-Service Other Payment Claims


LCC Manager Self-Service

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Name
[Advanced Search](#)
[My List](#)

Self-Service Other Payment Claims: People in Hierarchy

Focus	Name	Assignment Number	Job	Position	Department	Action	Details
<input type="checkbox"/>	Smithson, Mr. Alan						
	Jonas, Mrs. Marion	6008425	Operational Business Support	L05RC046P020 Business Support Officer 4 B1	L05rc046 Woodlands		
	Williamson, Miss Claire	6008426	Operational Business Support	L05RC046P020 Business Support Officer 4 B1	L05rc046 Woodlands		

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

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You will now see the employees in your hierarchy. Select the employee you wish to receive Bank Holiday Adjustment by clicking the "Action" button  against that employee's name.

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Navigator Favorites Home Logout Preferences Help

Overview

Employee Name **Jonas, Mrs. Marion**
Organization Email Address
Job **Operational Business Support**

Employee Number **6008425**
Organization **L05rc046 Woodlands**
Manager

Award New Compensation Cancel View History Save For Later Back Next

Future and Ongoing Transactions

Effective	End Date	Type	Option	Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
No results found.									

TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

Cancel View History Save For Later Back Next

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Click the button
Award New Compensation
and select "Bank Holiday Adjustment Information" from the dropdown menu

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Compensation Details

Employee Name **Jonas, Mrs. Marion**
Organization Email Address
Job **Operational Business Support**

Employee Number **6008425**
Organization **L05rc046 Woodlands**
Manager

Select a Type Apply Cancel

* Type

- Bank Holiday Adjustment Information
- Deductions From Pay
- ICD EXAMPLE
- Overtime Claims

Details

Apply Cancel

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You can only select bank holidays occurring in the last three months. If you need to submit older claims, contact the Human Resource, Payroll and Pension Service.

Enter the details of the claim including:

- The date worked
- Whether the employee was due to work (normal rota)
- How many hours they were rota'd to work
- How many hours they actually worked
- Whether it was a day or night shift

Click

Apply

The screenshot shows the Oracle LCC Manager Self-Service interface. At the top, it says "Oracle LCC Manager Self-Service". Below that is a "Compensation Details" section with employee information: Employee Name "Jonas, Mrs. Marion", Organization Email Address, and Job "Operational|Business Support".

The "Select a Type" section has a dropdown menu for "Type" set to "Bank Holiday Adjustment Information".

The "Details" section contains the following fields:

- * Date of the Bank Holiday: 29-Mar-2013
- * Was the employee due to work?: Yes
- * If yes, how many Hours?: 5
- * Actual Hours worked: 6
- * Day or Night shift?: Day

The "Effective Date" section has a note: "This Transaction Occurs Once. Please note: If the current month's claims deadline has passed, you **must** enter the first day of the next month as your effective date." The "Effective From" field is set to 22-Apr-2013, with a checkbox for "As Soon As Possible".

At the bottom right, there are "Apply" and "Cancel" buttons. An orange arrow points from the "Apply" button in the top right box to the "Apply" button in the bottom right of the form.

Please note: the effective date will default to today's date. If you are entering a claim at a point in the month where the claims deadline has already passed, you will need to change the effective date to the first day of the coming month.

Oracle LCC Manager Self-Service

Overview

Employee Name **Jonas, Mrs. Marion**
 Organization Email Address
 Job **Operational|Business Support**

Award New Compensation

Future and Ongoing Transactions

Effective	End Date	Type	Option Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
22-APR-2013		Bank Holiday Adjustment Information	2		One	New		

✓ TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

Cancel View History Save For Later Back Next

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You can now see details of the claim you have submitted.

If you wish to submit another claim for the same employee, click **Award New Compensation** and repeat the process above.

Once you have submitted all the claims for this employee, click **Next**

Oracle LCC Manager Self-Service

Overview

Employee Name **Jonas, Mrs. Marion**
 Organization Email Address
 Job **Operational|Business Support**

Award New Compensation

Future and Ongoing Transactions

Effective	End Date	Type	Option Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
22-APR-2013		Bank Holiday Adjustment Information	3		One	New		
22-APR-2013		Bank Holiday Adjustment Information	2		One	New		

✓ TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

Cancel View History Save For Later Back Next

Home Logout Preferences Help

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You will now see a summary of all the claims you have entered for this employee. You can save the claims for later or, if you wish to continue to submit the claims at this point, click

Submit

Oracle LCC Manager Self-Service

Navigator Favorites Home Logout Preferences Help

Self-Service Other Payment Claims: Review

Effective Date 22-Apr-2013

Employee Name **Jonas, Mrs. Marion** Employee Number **6008425**
 Organization Email Address Job **Operational|Business Support** Organization **L05rc046 Woodlands**
 Manager

Review your changes and, if applicable, attach supporting documents.
 Indicates Changed Items.

Cancel Printable Page Save For Later Back **Submit**

Individual Compensation Distribution Review

New Bank Holiday Adjustment Information

Proposed
Effective 22-Apr-2013
Type Bank Holiday Adjustment Information
Date of the Bank Holiday 29-Mar-2013
Was the employee due to work? Yes
If yes, how many Hours? 5
Actual Hours worked 6
Day or Night shift? Day
Occurrences One

New Bank Holiday Adjustment Information

Proposed
Effective 22-Apr-2013
Type Bank Holiday Adjustment Information
Date of the Bank Holiday 01-Apr-2013
Was the employee due to work? No
If yes, how many Hours? 0
Actual Hours worked 3
Day or Night shift? Day

The claims will now show as 'Processed' and will have been submitted to the Human Resource and Payroll Service.

The screenshot displays the Oracle LCC Manager Self-Service interface. At the top, the Oracle logo and 'LCC Manager Self-Service' are visible. The page includes navigation links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the header, there is an 'Overview' section with employee details for 'Jonas, Mrs. Marion', including her Employee Number (6008425), Organization (L05rc046 Woodlands), and Job (Operational|Business Support). A 'Future and Ongoing Transactions' table is shown with the following data:

Effective	End Date	Type	Option Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
01-APR-2013		Bank Holiday Adjustment Information	3	One	One	✓ Processed		
01-APR-2013		Bank Holiday Adjustment Information	2	One	One	✓ Processed		

Below the table, a tip states: 'TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.' Two orange arrows point from the text below to the 'Update/View' and 'Delete/Discontinue' columns of the table. The interface also features buttons for 'Award New Compensation', 'Cancel', 'View History', 'Save For Later', 'Back', and 'Next'.

If you wish to Update/View or Delete the claim you can do so by selecting the appropriate button.