

Guide to Payment Claims

Casual / Fees / Additional Casual Work

- use this section to claim for:

- work as a casual,
- fees paid work,
- invigilation,
- school clubs,
- SEN,
- booster classes
- Teacher hours and days.

Change of contract - use this section to add claims for work done instead of your normal job.

For example, a cleaner may cover for a cleaner in charge for a day. Enter a claim to deduct the hours normally worked that day (minus the hours) and then enter another claim to claim the hours worked at a higher rate of pay.

Self Service Payment Claims: Extra Information

Employee Name **Brown, Miss Sarah**

Click Update/ Add to make changes to the sections below. Once changes have been made click

Online Claims - Casual/Fees/Additional Casual Work

Add

Select Status	Date Worked	Position for Work	Reason for Element Name	Hours/Units Rate	Override Cash Salary Point	Alternate Cost - Objective	Alternate Cost - Subjective
No results found.							

Online Claims - Change of Contract Duties

Add

Select Status	Date Worked	Position Work	Reason for Element Name	Hours/Units Rate	Override Salary Point
No results found.					

Online Claims - Overtime/Extra Work At Own Job

Select Object: |

Select Status	Date Worked	Position	Reason for Work	Hours/Units Rate	Override	Alternate Cost - Objective	Alternate Cost - Subjective
<input type="radio"/>	01-Jun-2011	548231872680 Business Support Officer	worked overtime to clear backlog of work			P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	2.50
<input type="radio"/> Updated	14-Jul-2011	548231872680 Business Support Officer	Worked extra to cover colleague off sick			P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	3.50
<input checked="" type="radio"/> New	20-Jul-2011	548231872680 Business Support Officer	worked overtime			P487 OT 1_25SS Days - Time & 1/4 (1.25) Saturday/Sunday	4.75

Overtime - use this section to add overtime or extra duty claims for additional hours worked in your own job.

Also used for sleeping-in and Senior Midday Supervisor duties.

Online Claims - Standby

Add

Select Status	Date Worked	Position Work	Reason for Element Name	Hours/Units Rate	Override	Alternate Cost - Objective	Alternate Cost - Subjective
No results found.							

Standby - use this section to add claims for Standby Duty and Callout payments.

Click on the **Add** button to start a new claim or to keep adding further claims.

When you have added a claim you can **Save For Later** then add more claims whenever you wish.

Saved For Later claims can be found in **All Actions Awaiting Your Attention** in the Oracle Application Home Page menu.

- Please note; you cannot save both payment and mileage / expenses claims. Only the latest claim will be saved and the other will be lost.

When you have added all your claims, click on **Next**.

On the next screen click **Submit** to send to your manager for approval.

Self Service Payment Claims: Extra Information

Employee Name **Brown, Miss Sarah** Employee Number **168050**

Click Update/ Add to make changes to the sections below. Once changes have been made click next to apply.

Online Claims - Casual/Fees/Additional Casual Work

Add

Select Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Cash Salary Point	Override
No results found.								

Online Claims - Change of Contract Duties

Add

Select Status	Date Worked	Position Work	Reason for Work	Element Name	Hours/Units	Salary Point	Alter	Objec
No results found.								

Online Claims - Overtime/Extra Work At Own Job

Select Object: **Delete** **Update** | **Add**

Select Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Cash Salary Point	Override
<input type="radio"/>	01-Jun-2011	548231872680 Business Support Officer	worked overtime to clear backlog of work	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri				
<input type="radio"/>	Updated 14-Jul-2011	548231872680 Business Support Officer	Worked extra to cover colleague off sick	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk				
<input checked="" type="radio"/>	New 20-Jul-2011	548231872680 Business Support Officer	worked overtime	P487 OT 1_25SS Days - Time & 1/4 (1.25) Saturday/Sunday		4.75		

Online Claims - Standby

Override Units Salary Point

Delete

The **Delete** button should only be used to remove a claim that has been entered in error, prior to the payroll claims deadline.

If deleted after the claims deadline, this will only be deleted from the online history.

PAYMENT IS NOT STOPPED OR RECOVERED.

Claims that have been paid will remain listed here for your records.

Status – this will show as **NEW** until a claim is submitted for approval, and will be blank after it has been approved.

If you change a claim before you submit it, e.g. to make a correction, it will show as **UPDATED**.

The Status will be blank after the claim is submitted for payment.

Update and delete

The **Update** button should only be used to make corrections to a claim before the payroll claims deadline.

The claim can be updated until the payroll claims deadline, even if submitted.

To make a new claim you should always use the **Add** button.

The Updated column shows if the claim has been transferred for payment.

- No; the claim can be amended or deleted.
- Yes; the claim has been transferred for payment and cannot be amended or deleted.

Online Claims - Casual/Fees/Additional Casual Work

Select Object: **Delete** **Update** | **Add**

Select Status	Date Worked	Position	Reason for Work	Updated
<input checked="" type="radio"/>	New 03-Mar-2014	E05060253102 Casual Welfare Assistant	Cover	No
<input type="radio"/>	New 03-Mar-2014	E05060253102 Casual Welfare Assistant	Cover for e	No

Alternate Cost - Project

Updated	No
	No

Payment Claim Form General Information

1. Please remember that Oracle calculates in hours and decimals so any payment claims should always be entered using decimals. For example, if you are claiming overtime for four and a half hours you should claim 4.50 and not 4.30.
2. Do not claim in advance; claims must be made only after the work is completed.
 - a. Claims submitted and approved by the payroll deadline date are paid that month.
 - b. Submit claims for work completed in one month before the deadline in the next month. For example, for work completed in February, submit the claim by the March deadline.
3. With manager agreement, you may enter a claim for a full week or month and enter the week ending or month ending date.
 - a. Do not submit claims which span more than one calendar month or payments and deductions may be incorrect.
4. **Submit claims promptly.** Do not submit claims for more than one calendar month at a time.
 - a. For casual employees, this may cause payment to be incorrect and pension contributions to be calculated in the wrong band.
 - b. Income Tax and National Insurance allowances are given for one month only so deductions will be incorrect.
5. Ensure payment claims for employees **leaving or transferring** are input and submitted by their last working date.
 - a. Managers will not be able to view employee records after the **date of transfer**.
 - b. Managers may not be able to view and will not be able to input claims after the **leaving date**.
 - c. **Terminations**; claims can be input and paid up to 2 months after leaving date but only if input by the employee.
 - d. Claims paid after the P45 is issued will be taxed at basic rate.
 - e. Ensure claims are dated correctly i.e. before the date of termination.
 - f. If an employee works after the date of termination, they must be set up as a new appointment.
6. When making a new payment claim always use the Add button, not the Update button
 - a. The **Update** button should only be used to make corrections to a claim before the payroll deadline. To make a new claim you should always use the **Add** button.

7. An employee can update or delete claims after authorisation but **prior** to the payroll deadline date. This would require re-approval.
 - a. Please note that if you try to update a claim that has already been paid, the system will not action this change. To make a correction to a claim that has already been paid, for example if you have claimed too many hours, you should make a new claim and enter a minus amount to deduct the hours you have been overpaid.
8. For Cash claims always enter the total amount payable
 - a. The Cash field should only be used if the element selected says "Enter cash", for example for Invigilation, 1-1 tuition or Booster Classes.
 - b. The total amount payable should be entered. For example, if you have worked 5 sessions of 1-1 tuition at £25 per session you should claim the total of £125.
9. Teachers should **not** claim additional hours on element P440. Teachers claiming additional hours should use one of the following elements:
 - a. P336 (Teachers' Hours)
 - b. P376 (Teachers' Hours including SEN)
 - c. P337 (Teachers' Days)
 - d. P377 (Teachers' Days including SEN)

Input Payment Claim Forms

Use the Oracle self service system to claim for additional payments online. Employees should input their own claims and submit for approval. In exceptional circumstances, a manager may input claims on behalf of their employees.

- **LCC Employee Self Service**: - Select **Self Service Payment Claims** from the menu.
- **LCC Manager Self Service**: - Select **Self Service Payment Claims** from the menu and click the **Action** button for the relevant employee.

Select the appropriate payment claim.