

Casual / Fees / Additional Casual Work

Online Claims - Casual/Fees/Additional Casual Work												
Select Status	Date Worked	Reason	Element	Hours/Units	Rate	Cash Point	Override Salary	Alternate Cost - Objective	Alternate Cost - Subjective	Alternate Cost - Geographic	Alternate Cost - Project	Updated

- **Casual** employee claims.
 - A casual post should be set up for each role worked in each establishment. This also applies to contractual staff working additional hours in a different role.
 - A casual post may have the correct salary point and costing set up for the post. When a claim is made for this post, the correct salary point is paid and the correct costing applied.
 - If a generic casual post is set up, the salary point and cost code must be overridden each time a claim is made.
 - A contracted employee may claim for hours worked in a different post. The salary point and the subjective code must be changed for each claim.
 - From 1 April 2014, a pensionable employee will have pension contributions deducted from additional payments in a different role.
 - If the employee is set up as a casual (secondary assignment), the employee can then choose to pay pension contributions on their casual work and there would be no need to change the salary point or subjective code.
- Click the **Add** button to start inputting a claim.

Oracle LCC School Administrator

Online Claims - Casual/Fees/Additional Casual Work

Employee Name **Roberts, Miss Audrey** Employee Number

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* Date Worked 07-Mar-2014

* Position E05060253102|Casual Welfare Assistant

* Reason for Work Cover for absence 3-7 March 2014

* Element Name P301 BASIC 1_0
Days - Plain Time (1.0) Mon - Fri Up To 37 Hrs P/Wk

Hours/Units 6.25

Rate

Cash

Override Salary Point

Alternate Cost - Objective

Alternate Cost - Subjective

Alternate Cost - Geographic

Alternate Cost - Project

Updated No

- **Date worked**: – enter the date worked (or week / month ending if agreed by manager).

- **Position:** - An employee may have more than one role in the same or at different establishments. Select the correct position as this will determine the hourly or daily rate of pay and also the costing. If the employee works at more than one establishment, it also determines which manager will receive the request for approval.
 - The first 3 digits identifies the directorate,
 - The next 2 digits identifies the area,
 - The next 3 digits identifies the establishment,
 - The last four digits identify the post.
- If the position worked is not available in the drop down list, or if it is a generic casual post, then the salary point and the subjective code must be overridden each time a claim is made.
 - If claiming regularly, it may be worth setting the employee up as a casual for the post worked, with the correct salary point and costing.
- **Reason for Work:** - Enter the reason for the additional work. If the claim is for a week or a month, the dates or the period worked may be added here for reference.
- **Element Name:** - The list of elements is not displayed until the date and position have been input. The element will determine the payment made.
 - **Reminders:**
 - Basic pay (P301) is payable up to 37 hours a week in total for each individual post.
 - Holiday pay is payable on casual or additional hours claimed up to 37 in a week in each post.
 - Use element P561.
 - Any hours in excess of 37 per week in a post are classed as overtime and subject to overtime enhancements (e.g. P486 paid @ 1.25).
 - Holiday pay is not payable on any hours for which overtime is claimed.
 - Once the element is selected, view the guidance displayed below it. This will help you to decide if you need to enter hours / units, a cash amount or a rate.
- **Hours/Units:** - This is always entered as a decimal value and is related to the element selected. Some elements require units or a number of days instead of hours, e.g. P382 Sleeping In (enter 1 unit for each full night claimed).

* Element Name	P301 BASIC 1_0
<small>Days - Plain Time (1.0) Mon - Fri Up To 37 Hrs P/Wk</small>	
* Element Name	D984 PHONE CALLS
<small>Telephone Charges - ENTER CASH</small>	
* Element Name	P382 SLEEPING IN
<small>Sleep Ins - ENTER RATE</small>	

- **Rate:** - The rate field is only used with certain elements e.g. P382 Sleeping In and P381 Split Duty. Enter the number of hours / units required and then the rate.
 - The guidance below the element name will always inform you if a rate is required.
 - If required, always enter an LCC or Lancashire County Council rate.
- **Cash:** - The cash field is only required for certain elements e.g. D984 Phone Calls.
 - The guidance below the element name will always inform you if a cash amount is required.
 - If a cash amount is entered, you may leave the hours / units field blank or enter 1.00 unit. Oracle will only pay the total amount in the cash field and will not multiply by the units displayed.
 - The Hours / Units field can be used to display the correct number of hours worked if required, but please remember that only the amount in the Cash field will be paid.
- **Override Salary Point:** - This normally only applies if the employee is working in a post which is different to the post selected above. This is not relevant for cash elements or rates.
 - For example, if a **cleaner** works 2 hours as a **cleaner in charge**, in addition to their own contractual hours, they can **override the salary point**. The appropriate **subjective code** may also need to be selected.
 - If set up as a casual cleaner in charge, the Override Salary Point and Subjective Code would be set against the post and would not have to be changed each time a claim is made for this post.
- **Alternate Objective:** - This field is not used unless the additional payment should be charged to a different budget. Use the search window (magnifying glass) to search for and select the alternate objective as appropriate.
 - If working at a different establishment, the employee **must** be set up as a casual in the post or it will be issued to the wrong manager for approval.
- **Alternate Subjective:** - This is normally only used if the employee is working in a post which is different to the post selected above. Use the search window (magnifying glass) to search for and select the alternate subjective as appropriate.
- **Alternate Cost Geographic / Project:** - Not used.
- **Apply:** - Review the details and when complete, click on the Apply button.

Review and Submit Claim

LCC Self Service Payment Claims: Extra Information

Employee Name: Roberts, Miss Audrey Employee Number: []

IMPORTANT: If you are a casual worker please click here
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Online Claims - Casual/Fees/Additional Casual Work

Select	Status	Worked	Date	Position	Reason for Work	Element Name	Hours/Units	Rate	Cash Salary Point	Override	Alternate Cost - Objective	Alternate Cost - Subjective	Alternate Cost - Geographic	Alternate Cost - Project	Updated
<input type="checkbox"/>	New		03-Mar-2014	E05060253102 (Casual Welfare Assistant)	Cover	P351 HOLIDAY PAY	1.00								No
<input type="checkbox"/>	New		03-Mar-2014	E05060253102 (Casual Welfare Assistant)	Cover for absences	P301 BASIC 1_0	1.00								No

- You will be returned to the payment claims screen. The Status is 'New' for new claims.
 - The claim will be displayed under the appropriate claim form.
- You must now add further claims, save for later or submit the claim.
- To add further claims, click the **Add** button and repeat the procedure.
- If you are ready to submit the claim, click the **Next** button.
 - If you have are not ready to submit, click the **Save for Later** button.
 - You can access these claims via the **All Actions Awaiting Your Attention** link on the Oracle Applications Home Page.
 - Please note; you cannot save both payment and mileage / expenses claims. Only the latest claim will be saved and the other will be lost.**

LCC Self Service Payment Claims: Review

Employee Name: Roberts, Miss Audrey Employee Number: []

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

Extra Information Type

Online Claims - Casual/Fees/Additional Casual Work

Proposed
Date Worked 03-Mar-2014
Position E05060253102 (Casual Welfare Assistant)
Reason for Work Cover
Element Name P351 HOLIDAY PAY
Hours/Units 1.00
Updated No
Proposed
Date Worked 03-Mar-2014
Position E05060253102 (Casual Welfare Assistant)
Reason for Work Cover for absences
Element Name P301 BASIC 1_0
Hours/Units 1.00
Updated No

- Review the details and if correct, click the **Submit** button (if incorrect, click the **Back** button and amend).
 - This will be forwarded to your manager for approval.
 - If a manager completes the claim on behalf of an employee, no further approval is required.
- Claims will be paid in accordance with the published Payroll deadlines.

Confirmation

Your changes have been submitted. If approval is required the details will not be updated until authorised.

Home

- You should now receive confirmation that the claims have been submitted.

Update or Delete a Claim

- **Delete:** – allows an incorrect claim to be removed.
- **Update:** - allows a claim to be amended.

The screenshot shows the 'LCC Self Service Payment Claims: Extra Information' page. At the top, it identifies the employee as 'Roberts, Miss Audrey'. Below this, there is a table of claims. The table has columns for 'Status', 'Date', 'Position', 'Reason for Work', 'Element Name', 'Hours/Units', 'Rate', 'Cash Salary Point', 'Override', 'Alternate Cost - Objective', 'Alternate Cost - Subjective', 'Alternate Cost - Geographic', 'Alternate Cost - Project', and 'Updated'.

Select	Status	Worked	Date	Position	Reason for Work	Element Name	Hours/Units	Rate	Cash Salary Point	Override	Alternate Cost - Objective	Alternate Cost - Subjective	Alternate Cost - Geographic	Alternate Cost - Project	Updated
<input type="checkbox"/>	New		03-Mar-2014	E05066253102(Casual Welfare Assistant)	Cover	F355 HOLIDAY PAY	1.00								No
<input type="checkbox"/>	New		03-Mar-2014	E05066253102(Casual Welfare Assistant)	Cover for absences	F381 BASIC L_0	1.00								No

- Updates and deletions can only be carried out in Oracle self service up to the scheduled deadline date for payment claims for the month in which they are input.
- When the deadline is reached, the claims are transferred into the Oracle Payroll system and can no longer be updated or deleted.
 - Updating or deleting a claim after it is transferred into the core system will only change the self service history; payment will still be made from the original claims.
 - The Updated column on the right of the summary will change to Yes to identify when the details have been transferred and therefore no further adjustments made.
- Incorrect payments against claims can be rectified by entering the claim details again but entering with a **minus (CONTRA entry)**.
 - Please note; this will be picked up at the next deadline.
 - Contact AskHR if this will cause an overpayment.