## *Claiming Overtime / Extra Work at Own Job*

| 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 Updated |

- For non-teaching employees to claim for additional hours worked in their own post.

    i. This will pay at the employee's normal hourly rate, using their normal cost code.

- Click the **Add** button to start inputting a claim.

| Online Claims - Overtime/Extra Work At Own Job | | |
|---|---|---|
| | | Cancel Apply |
| Employee Name **Cleaner, Miss A** | | 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 | 14-Mar-2014 | |
| * Position | E05060253005\|Cleaner\|A ▼ | |
| * Reason for Work | Cover for absence | |
| * Element Name | P440 EX CAS 1_00 ▼ | |
| | Plain Time (1.0) Mon - Fri Up To 37 Hrs P/Wk | |
| Hours/Units | 1.5 | |
| Rate | ▼ | |

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

- *Position*: - Select the correct position; this determines the rate of pay and the 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.
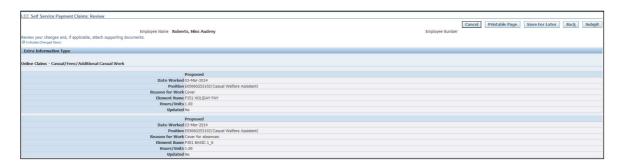
- **Reminders**:

    o Extra duty (P440) is payable up to 37 hours a week in total for each individual post.

    o Holiday pay (P561) is payable on additional hours claimed up to 37 in a week in each post.

    o Any hours in excess of 37 per week in a post are classed as overtime and subject to overtime enhancements (e.g. P486 OT 1.25).

    o Holiday pay is <u>not payable</u> on any hours for which overtime is claimed.

    o 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.

    | * Element Name | P440 EX CAS 1_00 ▼ |
    |---|---|
    | | Plain Time (1.0) Mon - Fri Up To 37 Hrs P/Wk |

- *Hours/Units*: - This is always entered as a decimal value and is related to the element selected. Enter the number of hours or units worked.

- *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.

- *Apply*: - Review the details and when complete, click on the Apply button.

- You will be returned to the payment claims screen, where the status will be 'New' for the new claim.

## Review and Submit Claim



- 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.

  o However, if you 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).

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



- Review the details and if correct, click the **Submit** button (if incorrect, click the **Back** button and amend).

  o ESS; - if you have submitted this claim in Employee self Service, the claim will be forwarded to your manager for approval.

- o MSS: - if you are a manager and have submitted this claim in Manager Self Service, no further approval is required.

- Claims will be paid in accordance with the published Payroll deadlines.



- 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.



- 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.

  - o 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.

  - o 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.