

Standby

Select	Status	Date Worked	Position for Work	Reason	Element Name	Hours/Units	Override Salary Point	Alternate Cost - Objective	Alternate Cost - Subjective	Alternate Cost - Geographic	Alternate Cost - Project	Updated
Add												

- This claim form must only be used by employees claiming **standby** or for **callouts whilst on standby**.
- Click the Add button to start inputting a claim.

Online Claims - Standby Cancel Apply

Employee Name 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

* Position

* Reason for Work

* Element Name

Hours/Units

Override Salary Point

Alternate Cost - Objective

Alternate Cost - Subjective

Alternate Cost - Geographic

Alternate Cost - Project

Updated

Cancel Apply

- **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.
 - Guidance for claiming standby and call outs is available on the intranet; <http://intranet.ad.lancscc.net/how-do-i/hr-pay-employment/emergency-call-outscall-outs-whilst-on-standby-duty-called-out-monday-to-friday/>
 - **P332 Standby 20pc:** - Claim 1 unit for each **full week of standby**.
 - 1 unit is 9 units over 7 consecutive days including 4 at the weekend, e.g. 12 hours every night during the week (60 hours) plus the full weekend (48 hours).
 - The payment for a full week on standby (1 unit) is 20% of a week's pay, or £125, whichever is the greater.

○ **Callouts While on Standby:**

Enhancements for Extra Duty and Overtime		Rates Only Applicable to Call Outs While on Standby	
		Under 37 Hours	Over 37 Hours
Monday - Friday	Day	1.00 P614	1.33 P615
Monday - Friday	Night	1.25 P617	1.58 P618
Saturday - Sunday	Day	1.33 P616	1.33 P616
Saturday - Sunday	Night	1.58 P619	1.58 P619

- **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.
 - Standby always enter the units (P332 = 1 unit per full week).
 - Callouts always enter the actual hours worked (no minimum payment).
- **Override Salary Point:** - This normally only applies if the employee is working in a post which is different to the post selected above. The payments will be based on the employee's salary. Select the appropriate spinal column point from the drop down list if a different salary is payable.
 - Winter gritting is payable at SCP 17. For all winter gritting duties, select LCC-LPC | 017
- **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.
- **Alternate Subjective:** - This field is not used unless the employee has worked at a different post. 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: []

Buttons: Cancel, Save for Later, Back, Next

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
New		03-Mar-2014	E05060253102 (Casual Welfare Assistant)	Cover	P351 HOLIDAY PAY	1.00								No
New		03-Mar-2014	E05060253102 (Casual Welfare Assistant)	Cover for absence	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: []

Buttons: Cancel, Printable Page, Save for Later, Back, Submit

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 absence
Element Name P301 BASIC 1_0
Hours/Units 1.00
Updated No

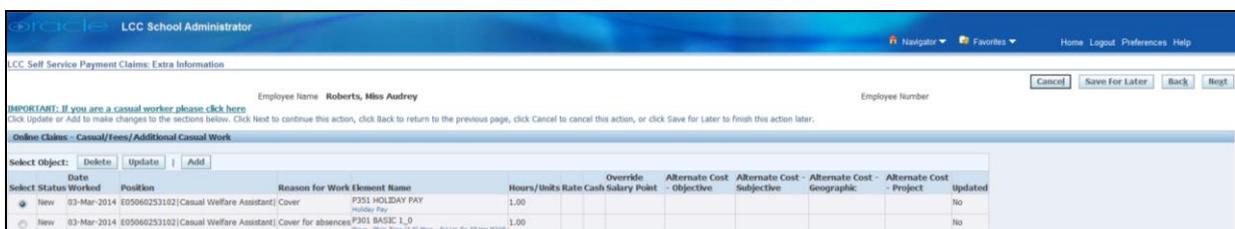
- Review the details and if correct, click the **Submit** button (if incorrect, click the **Back** button and amend).
 - This will be forwarded to your manager for approval.
 - If a manager completes the claim on behalf of an employee, no further approval is required.
- Claims will be paid in accordance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



- 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.
 - 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.