

Oracle Applications Home Page - Windows Internet Explorer

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File Edit View Favorites Tools Help

Oracle Applications Home Page

oracle E-Business Suite

Enterprise Search All Go Search Results Display Preference Standard Logged In As

Oracle Applications Home Page

Main Menu Personalize

- LCC Employee Self-Service
 - All Actions Awaiting Your Attention
 - Request Paid/Unpaid Leave
 - Diversity Information
 - Work Incidents
 - Self Service Payment Claims**
 - Personal Information
 - Personal Information
 - Bank Details
 - My Employment Information
 - View Employment Information
 - View Payslips
 - Qualifications and Professional Details
 - Educational Qualifications
 - Professional Qualifications and Memberships

Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Click Self Service Payment Claims

Diagnosics Logout Preferences Help

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Self Service Payment Claims: Extra Information

Cancel Save For Later Back Next

Employee Name

Employee Number

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

1. Click "Add"

2. Click "Next"

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

Online Claims - Overtime/Extra Work At Own Job

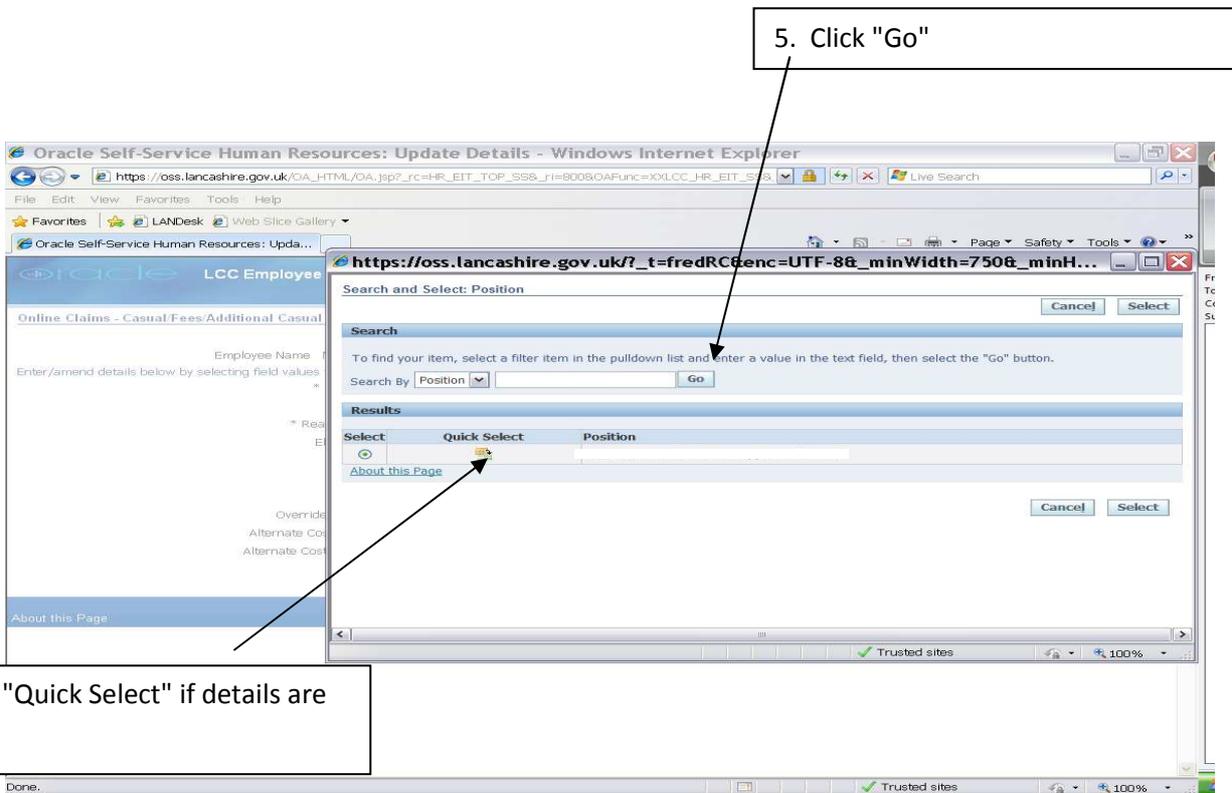
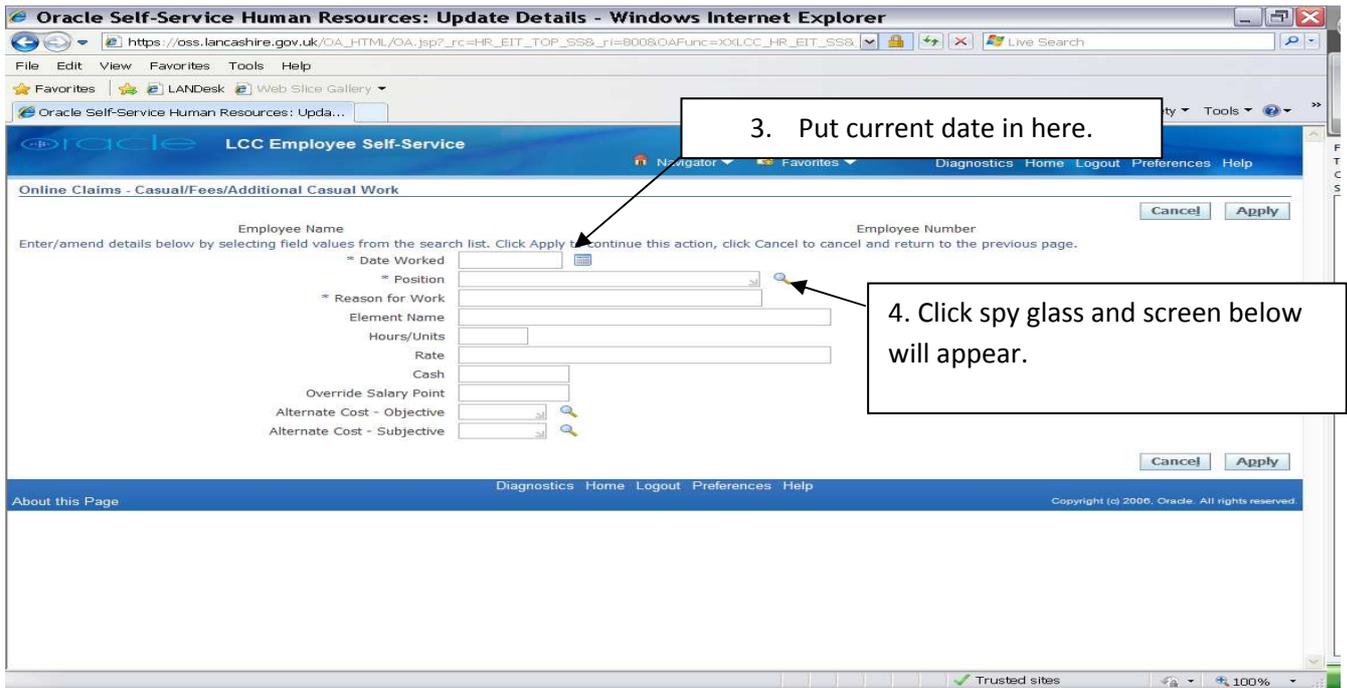
Add

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

Online Claims - Standby

Add

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



Online Claims - Casual/Fees/Additional Casual Work

Employee Name []

Enter/amend details below by selecting field values from the search list. Click Apply to continue this action, click Cancel to cancel.

* Date Worked 07-Apr-2011

* Position []

* Reason for Work Personal mobile phone calls

* Element Name []

7. Type in Reason for work "Personal Mobile Phone Calls"

8. Click Spy Glass and this pop up will appear. "Click Go" then list will appear.

Search and Select: Element Name

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Element Name [] Go

Results

Select	Quick Select	Element Name	Description
<input type="radio"/>		D984 PHONE CALLS	Telephone Charges - ENTER CASH
<input type="radio"/>		D985 VAT TEL CALL	Telephone Vat Charges - ENTER CASH
<input type="radio"/>		P336 BASIC HOURLY	Teachers' Hours
<input type="radio"/>		P337 BASIC DAILY	Teachers' Days
<input type="radio"/>		P338 SESSION FEES	Sessionable Fee (Pensionable) - ENTER RATE
<input type="radio"/>		P398 Y AND C RATE	Y And C Rate (Pensionable)

9. Click "Quick Select"

Apply

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Oracle Self-Service Human Resources: Update Details - Windows Internet Explorer

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Lancashire LCC Employee Self-Service

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Online Claims - Casual Fees/Additional Casual Work

Employee Name [redacted] Employee Number [redacted]

Enter/amend details below by selecting field values from the search list. Click Apply to continue this action, click Cancel to cancel and return to the previous page.

* Date Worked 05-Apr-2011

* Position [redacted]

Reason for Work Mobile Phone Calls

Element Name D984 PHONE CALLS

Telephone Charge - ENTER CASH

Hours/Units [redacted]

Rate [redacted]

Cash 5.00

Override Salary Point [redacted]

Alternate Cost - Objective [redacted]

Alternate Cost - Subjective [redacted]

10. Enter cash amount (cost of personal calls excluding VAT)

11. Click "Apply"

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Oracle Self-Service Human Resources: Extra Information Type - Windows Internet Explorer

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Oracle Self-Service Human Resources: Extra...

Oracle LCC Employee Self-S

Self Service Payment Claims: Extra Information

Employee Name

Click Update/ Add to make changes to the sections below, O

Online Claims - Casual/Fees/Additional Casual Work

Select Object: Delete Update Add

Date	Position	Reason for Work	Element Name	Hours/Units	Rate	Cash Point	Override Salary	Alternate Cost - Objective	Alternate Cost - Subjective
New	06-Apr-2011 R	mobile phone calls	D984 PHONE CALLS Telephone Charge - ENTER CASH			0.00			

Online Claims - Change of Contract Duties

Add

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

Online Claims - Overtime/Extra Work At Own Job

Add

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

Online Claims - Standby

Add

Date	Reason for Work	Element	Hours/Units	Rate	Override Salary	Alternate Cost - Objective	Alternate Cost - Subjective
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Extra Information

Cancel Save for Later Back Next

Employee Number

12. Click "Add" again to enter the VAT amount. Then Click "Next". (REPEAT STEPS 1-6) INSTEAD OF PUTTING IN PERSONAL MOBILE CALLS IN STEP 7 PUT "VAT for Personal mobile calls"

Done Trusted sites 100%

LCC Employee Self-Service Navigator Favorites Diagnostics Home Logout Preferences Help

Online Claims - Casual/Fees/Additional Casual Work

Employee Name _____ Employee Number _____

Enter/amend details below by selecting field values from the search list. Click Apply to continue this action, click Cancel to cancel and return to the previous page.

* Date Worked 07-Apr-2011

* Position _____

* Reason for Work Vat for Personal Mobile Calls

* Element Name _____

Cancel Apply

13. Click Spy Glass and this pop up will appear. "Click Go" then list will appear.

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Search and Select: Element Name

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Element Name [] Go

Results

Previous 1-10 Next 10

Select	Quick Select	Element Name	Description
<input type="radio"/>		D984 PHONE CALLS	Telephone Charges - ENTER CASH
<input type="radio"/>		D985 VAT TEL CALL	Telephone Vat Charges - ENTER CASH
<input type="radio"/>		P336 BASIC HOURLY	Teachers' Hours
<input type="radio"/>		P337 BASIC DAILY	Teachers' Days
<input type="radio"/>		P338 SESSION FEES	Sessionable Fee (Pensionable) - ENTER RATE
<input type="radio"/>		P398 Y AND C RATE	Y And C Rate (Pensionable)

Apply

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14. Click "Quick Select"

Oracle Self-Service Human Resources: Update Details - Windows Internet Explorer

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Oracle LCC Employee Self-Service

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Online Claims - Casual/Fees/Additional Casual Work

Employee Name Employee Number

Enter/amend details below by selecting field values from the search list. Click Apply to continue this action, click Cancel to cancel and return to the previous page.

Date Worked: 07-Apr-2011

* Position: Vat for Personal Mobile Calls

Reason for Work: Vat for Personal Mobile Calls

* Element Name: D985 VAT TEL CALL
Telephone Vat Charges - ENTER_CASH

Hours/Units: []

Rate: []

Cash: 1.00

Override Salary Point: []

Alternate Cost - Objective: []

Alternate Cost - Subjective: []

Cancel Apply

Cancel Apply

Apply

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15. Enter cash amount (cost of VAT)

16. Click "Apply"

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17. Check amounts are correct if so then, Click "Next".

Oracle Self-Service Human Resources: Extra...

oracle LCC Employee Self-Service

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Self Service Payment Claims: Extra Information

Cancel Save For Later Back Next

Employee Name Employee Number

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

Select Object: Delete Update Add

Select	Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Override Salary Cash Point	Alternate Cost - Objective	Alternate Cost - Subjective
<input type="radio"/>	New	07-Apr-2011		Personal Mobile Phone Calls	D984 PHONE CALLS Telephone Charges - ENTER CASH			5.00		
<input checked="" type="radio"/>	New	07-Apr-2011		Vat for Personal Mobile Calls	D985 VAT TEL CALL Telephone Vat Charges - ENTER CASH			1.00		

Online Claims - Change of Contract Duties

Add

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

Online Claims - Overtime/Extra Work At Own Job

Add

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

Online Claims - Standby

Add

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18. Check all details are correct then Click "Submit"

Self Service Payment Claims: Review - Window

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Self Service Payment Claims: Review

Oracle LCC Employee Self-Service

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Self Service Payment Claims: Review

Employee Name _____ Employee Number _____

Cancel Printable Page Save For Later Back Submit

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	07-Apr-2011
Position	
Reason for Work	Vat for Personal Mobile Calls
Element Name	D985 VAT TEL CALL
Cash	1.00

Proposed	
Date Worked	07-Apr-2011
Position	
Reason for Work	Personal Mobile Phone Calls
Element Name	D984 PHONE CALLS
Cash	5.00

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None Add

Done Trusted sites 100%