Quick Guide to Self Service Payment Claims Section and Payment Elements

Below is a guide to the different payment claims sections and what the different elements are used for on Oracle Self Service, the most commonly used elements are at top then the rest appear in numerical order.

Self Service Payment Claims Section

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| **Online Claims - Casual/Fees/Additional Casual Work** | Teachers use this section for claiming supply work or additional work on elements P336/P337.  Non Teaching Staff use this section for claiming extra/additional casual work in a different role.  This section is also used for cash payments and management committee (School Club) employees. |
| **Online Claims - Change of Contract Duties** | This section is used for employees who have worked in a different role instead of their own. |
| **Online Claims - Overtime/Extra Work at Own Job** | This section is for Non Teaching Staff **only** and is used for employees who have worked extra hours in their own job or have worked overtime (over 37 hours). |
| **Online Claims - Standby** | Used for claiming standby duties, not to be used by School employees. |

Payment Elements Guidance

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| **Element** | **Use** |
| P301 | Used for Non Teaching Staff to claim Basic pay when a role has been undertaken instead of their normal contracted role. This element is usually used in conjunction with a plus and minus claim |
| P336 | Used for Teacher's claiming hours |
| P337 | Used for Teacher's claiming days |
| P419 | Used for claiming booster classes/ 1:1 tuition/Management Committee (School Clubs) |
| P440 | Used for Non Teaching Staff claiming extra hours Mon – Fri up to 37 hours per week |
| P467 | Used for claiming invigilation, a total cash amount must be entered in the cash field |
| P499 | Used to claim Senior Midday Supervisors work, a rate must be entered in the rate field |
| P532 | Used for claiming booster classes/ 1:1 tuition (Teachers Only) |
| P561 | Used for Non Teaching Staff to claim holiday pay for hours worked in addition to contractual hours up to 37 hours per week |
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| P319 | Used for non teaching staff as weekend enhancement (if worked as part of rota) |
| P323 | Used for non teaching staff who have worked a bank holiday as part of rota |
| P324 | Used for non teaching staff who have worked a bank holiday in addition to rota/overtime |
| P332 | Standby Payment - Weekly |
| P333 | Standby Payment - Monthly |
| P334 | Standby Payment – Additional Bank Holiday Payment |
| P335 | Lamp bonus |
| P338 | Sessional Fee - Pensionable |
| P364 | Weekend Days |
| P365 | Weekday Nights |
| P366 | Weekend Nights |
| P381 | Split Duty |
| P382 | Sleeping In (Pensionable) if done as part of rota or contractual arrangement |
| P398 | Young People's Service - Pensionable |
| P399 | SEN (Enter rate) |
| P431 | Used for non teaching staff claiming extra hours Mon – Fri up to 37 hours per week in a higher graded post |
| P437 | Bank Holiday – Days (Casual Employees) |
| P457 | Bank Holiday – Nights (Casual Employees) |
| P459 | Clerk to Governors – Cash amount |
| P486 | Used for non teaching staff claiming extra hours Mon – Fri for work done over 37 hours (days) |
| P487 | Used for non teaching staff claiming on a Saturday or Sunday (days) |
| P488 | Used for non teaching staff claiming extra hours Mon – Fri up to 37 hours per week (nights) |
| P489 | Used for non teaching staff claiming extra hours Mon – Fri for work done over 37 hours (nights) |
| P490 | Used for non teaching staff claiming on a Saturday or Sunday (nights) |
| P498 | Split Duty (Casual Employees) |
| P503 | Sleeping In (Non Pensionable) not part of rota or contractual arrangement |
| P508 | Honorariums – Cash Amount (Payable to School Support Staff Only) |
| P538 | Travel Expenses – Cash Amount – Taxable, NI able |
| P544 | Young People's Service – Non Pensionable |
| P545 | Sessional Fee – Non Pensionable |
| P551 | Lecture fee – Cash amount – Taxable, NI able |
| P576 | Leave without pay |
| P614 | Callout – Days, Mon – Fri up to 37 hours per week |
| P615 | Callout – Days, Mon – Fri over 37 hours per week |
| P616 | Callout – Days, Saturday or Sunday |
| P617 | Callout – Nights, Mon – Fri up to 37 hours per week |
| P618 | Callout – Nights, Mon – Fri over 37 hours per week |
| P619 | Callout – Nights, Saturday or Sunday |
| P620 | Callout – Bank Holidays |
| P693 | Personal Expenses |