myHR

Claim Form for Overtime

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Document Control

Issue	Published	Software version	Comments
1.0	November 2021	10.41	
2.0	February 2022	10.42	ESS updated and introduction of Special Leave
3.0	March 2023	10.46.01	ESS updated and introduction of Overtime Claims
4.00	August 2023	10.46.01	New forms created for new 'hour' elements
5.00	November 2023	1046.01	MFA Changes to login process

1 Overview

This guide will explain to you how to claim overtime using mHR.

The guide provides information on how to complete the electronic claim form as well as providing you with information around the rules of overtime.

Please be aware that this does not replace the rule that all overtime must be pre-authorised by a Senior Officer <u>before it is worked.</u>

2 Logging in

- Web link ELC login credentials: https://ce0372li.webitrent.com/ce0372li_ess

- Web link using personal email address: https://ce0372li.webitrent.com/ce0372li_lss

You will be presented with the Home Page.

3 To make a Claim

From the home page click on 'My pay' then click on the Time & Expenses tab at the top of the screen.

3.1   Overtime Rules

⚠️ Before submitting an overtime claim please be aware of the following:-

- All overtime <u>must be</u> authorised in advance by a senior manager
- Overtime up to 37 hours will be paid at plain time
- Overtime over 37 hours will be paid at an enhanced rate
- A break of a minimum of half an hour <u>must be</u> deducted if you have worked over 6 hours
- Overtime is paid a month in arrears and will be processed up to the payroll deadline. See time table below:

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1. **Monthly Pay** – Claim forms received by the 5th of the month to be paid at the end of that month.
2. **4 weekly Pay** – Claim forms received by the <u>Tuesday of the second week</u> will be paid at the end of the 4-weekly period.
3. **Weekly Pay** – Claim forms received by the <u>Tuesday of the week after the hours are worked</u> will be paid by the following Thursday.

- There are two Authorisation checks carried out for Overtime Claims. The first is by your Line Manager. The second check is carried out by the Payroll Team.
- At both the above stages <u>your claim may be rejected</u>.
- Best practice is to record your overtime as you work it.

Claim Periods:
- Overtime weeks run from Mon-Sun
- The monthly claim period runs to the last <u>Sunday of each month</u>
- The 4-weekly claim period runs to the <u>Sunday after the 4-weekly pay date</u>

<mark>What cannot be claimed in myHR</mark>

- Supply/Casual/Relief Hours. You can only use the claim form for overtime worked in any permanent or temporary contract/s you have.
- Hours worked in another location in the same role. <u>These hours must be claimed using the paper overtime claim form.</u>
- Additional hours worked by Teachers cannot be claimed in myHR. <u>These hours must be claimed using the paper overtime claim form.</u>

Click to open link [Guide on claiming Overtime | East Lothian Intranet](#)

4   Navigating around the Time & Expenses home page

In myHR from the home page click on the My pay icon on the left hand pane. Then the 'Time & expenses' tab

1. When you go into 'My pay' the default 'Status is' '**In progress'.** This shows the status of your claims made over the last 4 months.
2. Click on the arrow to select your claim by 'status'. The choices are:-

      All, Provisional, Authorised, Awaiting authorisation, Errors or Rejected forms.

3. To search by date use the calendar icons to select the date range.
4. Click 'Search' to find selection.
5. Clicking on the 'Summary' button will show your claim in more detail.
6. To clear the search range click on 'Clear search'
7. To start a new claim click '+ Add claim'.

5   Creating a New Overtime Claim

There are two claim forms for Local Government Workers :-

- **LGE Workers Overtime Claim Form – For Mobile To be used when submitting claims on mobile device. This has 7 Pages**
- **LGE Workers Overtime Claim Form – For PC/Laptop – To be used when submitting claims on a Corporate PC/Laptop. This has 2 Pages**

To ensure accurate recording of overtime hours, it is best practice to add overtime hours into the system every time you work them.

You can save the form as a draft which allows you to add more dates, on a daily or weekly basis.

Click on the **'+ Add claim' button**' at the bottom of the Time & Expenses page. You will be taken to a new screen.

This will open the screen shown below.

Start Date: This will be the start date of the period that you wish to claim for. Click on the calendar 🖩icon and select date.

Job Title: This will list the job/s you hold within the organisation. Select the positon you wish to make a claim against

Claim Template: Here you can select the appropriate Overtime form.

Using the 7 Page claim form

When the Overtime claim form opens the form defaults to Page 1. However, this claim form has 7 pages and overtime hours must be recorded on the correct page. Failure to record overtime on the correct page may result in incorrect payment or your claim being rejected.

TIP: To avoid having to submit several claim forms each period

- Save as a 'draft'
- Add more overtime hours to this claim throughout the month
- Submit 'draft' claim form (with all claims for the period) at the end of the period.

- **Page 1** – Claims for Additional Hours up to 37hr/wk between 07:00 to 21:00.
  Example:- You are contracted to work 25 hours a week and you do an additional 15 hours, total hours worked 40. The first 12 hours are claimed using page 1 at plain time. The remaining 3 hours should be recorded on Page 3 as these hours are paid at a higher rate
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- **Page 2** – Claims for Night Work (hours worked between 21:00 and 07:00)
  Example:- You are contracted to work 30 hours a week and work an additional 10 hours between 21:00 and 07:00. The first 7 hours should be recorded on this page and will be paid at time and a third. The remaining 3 should be recorded on Page 3 as these are paid at a higher rate.

- **Page 3** – Claims for Overtime over 37 hr/wk regardless of time worked.
  Example:- regardless of the hours you are contracted to work. Any additional hours that exceed 37 in the week are paid at time and a half.

- **Page 4** – Claims for working a Public Holiday as part of your normal working week
  Example:- **Use this page if you have worked on a Public Holiday as part of your normal working week. These hours are paid at plain time plus time in lieu.**

- **Page 5** – Claims for Overtime on a Public Holiday
  Example:- **Use this page if you have worked a Public Holiday that is <u>not</u> part of your normal working week. These hours are paid at double time.**

- **Page 6** – Claims for Additional Night Shift Enhancement Hours (hours worked before 7am or after 9pm).

  Example:- **Use this page to enter Additional Night Shift Enhancement Hours (contracted hours that are paid at plain time <u style="color:red">as part of your contract</u> but have been worked <u style="color:red">exceptionally</u> before 07:00 or after 21:00). These hour will be paid in addition to your contracted hours at a third of your hourly rate**

To move from one page to the next just click on the page

Job title: Craft Worker - Test
Employee: Mr Barry Hatchett

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7

Pages 1 to 6 are for claiming additional hours and overtime hours. Each of these pages have the same format and design.

⚠ It is important that you use the correct page when entering data. This will ensure the rate of pay you receive will be correct.

To add additional lines use the +/- icon.

Element	Date	Brief Description of Dutie	Hours Worked	
			From	To
Additional Hours up to 37pr/wk between 07:00 to 21:00	12/06/2023	Cover	17.25	19.00
				0.00

+ −

Save draft   Submit   Print

Pages 1 to 6 require the same details keyed as shown below:

Date	This should be earliest date of your first overtime worked. You can use the calendar 📅 icon to display the dates
Brief Description of Duties	Enter the reason for your claim. Try to be as detailed as possible.
Hours Worked From	Enter the time you stared overtime e.g. 17.00 NOTE: you MUST use the 24 hour clock
Hours Worked To	Enter the time you finished overtime e.g. 19.45 NOTE: you MUST use the 24 hour clock

⚠️ If you work over 6 hours you **must** have a break of at least half an hour. Key your hours worked as shown below.

Element	Date		Brief Description of Duties	Hours Worked	
				From	To
Contracted to Work on a P/H as part of normal working week	12/06/2023	📅	Cover	9.00	13.00	+ −
Contracted to Work on a P/H as part of normal working week	12/06/2023	📅	Cover	13.45	17.25	+ −
					0.00	

To add or remove lines use the +/- icons.

Page 7 – Claims for Standby/Call out Standby/Out of Hours Call Out Payments and Sleep in Allowance Hours. Enter each day as 1 unit. Any hours worked on call should be claimed on pages 1 to 6. There must be 2 hours between each call out.

Example:- If you are called out at 20:00 then 21.30 and again at 22.00 you should only claim 1 call out for 20.00 and 1call out for the 22.00. Any hours worked on call should be claimed on pages 1 to 6.

Job title: Senior Business Support Assistant - Test
Employee: Miss Karen Klean

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | **Page 7**

Complete this page for: Standby, Call Out on Standby, Out of hours Call Out Payments and Sleep In Allowance Hours

These payments will be paid at the nationally agreed rates and will be payable to those employees electing to undertake out-of-hours services where these are available or are required. Enter each day as 1.00 unit

Complete this form for:

* Standby on a Week day.
* Standby on a Saturday
* Standby on a Sunday or Public Holiday.
* Call out on Standby ** Please note – There must be 2 hours between each a call out**
* Out of Hours Call Out ** Please note – There must be 2 hours between each a call out**
* Sleep in Allowance Hours.

To add additional lines use the +/- icon.

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked		
Broken Standby Weekday ∨	05/06/2023 📅	07/06/2023		3.00	+	−
				3.00		

Element	Click on the drop down arrow to select the appropriate element e.g. Broken Standby Weekday, Sleep in Allowance Hours.
Date	This should be earliest date of your first overtime worked. You can use the calendar 📅 icon to display the dates
End Date	Type in last day worked. This could be Monday to Friday or one day.
Brief Description of Duties	Enter the reason for your claim. Try to be as detailed as possible.
Total Units Worked	Enter the total days(Units) worked

At the bottom of each page in the form you have the option to:

- Save draft – saving as draft allows you enter further overtime hours to your claim throughout the period.
- Submit – you should use this option if you have completed all overtime worked in the claim period.,
- Print – You can print your claim. However, all claims remain in the system and can be retrieved using the 'Search claim' function so please consider the environmental impact before printing.

Save draft Submit Print

Using the 2 Page claim form

This form has 2 pages.

- Page 1 is for claiming all additional hours and overtime hours worked.
- Page 2 is for claiming Standby, Call Out on Standby, Out of Hours Call Out /Disturbance and Sleep in Allowance Hours.

⚠️ It is important that you use the correct row when entering data. This will ensure the rate of pay you receive will be correct.

- First Row - Additional Hours up to 37hr/wk between 07:00 to 21:00.

  Example:- You are contracted to work 25 hours a week and you do an additional 15 hours, total hours worked 40. The first 12 hours are claimed using Row 1 at plain time. The remaining 3 hours should be recorded on Row 3 as these hours are paid at a higher rate.

- Second Row – Night Work (hours between 21:00 and 07:00).

  Example:- **You are contracted to work 30 hours a week and work an additional 10 hours between 21:00 and 07:00. The first 7 hours should be recorded on this page and will be paid at time and a third. The remaining 3 should be recorded on Row 3 as these are paid at a higher rate.**

- Third Row – Overtime over 37hr/wk.

  Example:- regardless of the hours you are contracted to work, any additional hours that exceed 37 in the week are paid at time and a half.

- Fourth row - Contracted to Work on a P/H as part of your normal working week.
  Example:- **Use this row if you have worked on a Public Holiday as part of your normal working week. These hours are paid at plain time plus time in lieu.**

- Fifth Row - Claims for Overtime on a Public Holiday
  Example:- **Use this row if you have worked a Public Holiday that is <u>not</u> part of your normal working week. These hours are paid at double time.**

- Sixth Row - Claims for Additional Night Shift Enhancement Hours (hours worked before 7am or after 9pm).

  Example:- **Use this page to enter Additional Night Shift Enhancement Hours (contracted hours that are paid plain time but have been worked before 07:00 or after 21:00). These hours will be paid in addition to your contracted hours at a third of your hourly rate.**

This claim form is ONLY to be used by Local Government Workers.

Complete Page 1 for all Additional and Overtime hours.

Complete Page 2 or all Standby, Call Out, out of Hours/Disturbance Payments and Sleep in Allowance Hours.

Complete this form for:

* Additional Hours up to 37hr/wk from 07:00 to 21:00. These hours are paid at plain time. * Use this row if you are a 'Part Time' worker. NOTE – once you have worked more than 37 hours these hours should be claimed using the row named - 'Overtime over 37hr/wk'.

* Night Work (hours worked between 21:00 and 07:00) These hours are paid at time and a third. Use this row if you are a 'Part Time' worker. NOTE – once you have worked more than 37 hours these hours should be claimed using the row named - 'Overtime over 37hr/wk'.

* Overtime over 37hr/wk regardless of time worked. These hours are paid at time and a half.

* Work on a Public Holiday as part of normal working week. These hours are paid at plain time plus time in lieu.

* Overtime worked on a Public Holiday. These hours are paid at double time.

*Additional Night Shift Enhancement Hours (contracted hours that are paid plain time but have been worked before 07:00 or after 21:00). These hour will be paid in addition to your contracted hours at a third of your hourly rate.

**PLEASE NOTE - **If you have worked over 6 hours, you MUST enter hours worked as shown below: **

'Start Time to Break' - example 8.30 to 1200

'End Time of Break to Finish Time' – example 12.45 to 16.30

Completed forms are submitted to your Line Manager electronically for approval.

To add additional lines use the +/- icon.

Page 1 – Claiming additional hours up to 37per/week and overtime hours.

Element	Choose the correct element e.g. 'Overtime over 37hrs/wk.
Date	This should be earliest date of your first overtime worked. You can use the calendar 🗓 icon to display the dates
Brief Description of Duties	Enter the reason for your claim. Try to be as detailed as possible.
Hours Worked From	Enter the time you stared overtime e.g. 17.00 NOTE: you must use the 24 hour clock
Hours Worked To	Enter the time you finished overtime e.g. 19.45 NOTE: you must use the 24 hour clock

⚠ If you work over 6 hours you must have a break of at least half an hour. Key your hours worked as shown below.

Element		Date		Brief Description of Duties	Hours Worked	
					From	To
Contracted to Work on a P/H as part of normal working week		12/06/2023	🗓	Cover	9.00	13.00	+ −
Contracted to Work on a P/H as part of normal working week		12/06/2023	🗓	Cover	13.45	17.25	+ −
					0.00	

To add or remove lines use the +/- icons.

Page 2 - Claims for Standby/Call out Standby/Out of Hours Call Out/Disturbance Payments and Sleep in Allowance Hours. Enter each day as 1 unit. Any hours worked on call should be claimed using the correct element on Page 1. There must be 2 hours between each call out.

> **Example:- If you are called out at 20:00 then 21.30 and again at 22.00 you should only claim 1 call out for 20.00 and 1call out for the 22.00. Any hours worked on call should be claimed on pages 1.**

Complete this form for:
Standby and Call Out, Out of Hours Call Out/Disturbance Payments and Sleep in Hours Allowance.

These payments will be paid at the nationally agreed rates and will be payable to those employees electing to undertake out-of-hours services where these are available or are required. Enter each day as 1.00 unit

Complete this form for:

* Standby on a Week day.
* Standby on a Saturday.
* Standby on a Sunday or Public Holiday.
* Call out on Standby.
* Out of Hours Call Out/Disturbance Payments. ** Please note – There must be 2 hours between each call out**
* Sleep in Allowance Hours. ** Please note – There must be 2 hours between each call out**

** PLEASE NOTE – Hours worked when on 'Call Outs' should be entered on Page 1 – using the appropriate element.

To add additional lines use the +/- icon.

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Dunties	Total Units Worked	
Broken Standby Weekday	19/06/2023	🗓	12/06/2023		1.00	+ −
Broken Standby Weekday	19/06/2023	🗓	21/06/02023		3.00	+ −
					4.00	

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked	
Broken Standby Saturday		🗓				+ −
					0.00	

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties(	Total Units Worked	
Broken Standby Sun/PH		🗓				+ −
					0.00	

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked	
Call out on Standby		🗓				+ −
					0.00	

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked	
Out of Hours Call Out/Disturbance Allowance		🗓				+ −
					0.00	

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties	
Sleep in Allowance Hours		🗓			+ −
				0.00	

Element	Choose the correct element e.g. Broken Standby Weekday, Out Hours Call Out
Date	This should be earliest date of your first overtime worked. You can use the calendar 🗓 icon to display the dates
End Date	Type in last day worked. This could be Monday to Friday or one day.
Brief Description of Duties	Enter the reason for your claim. Try to be as detailed as possible.
Total Units Worked	Enter the total Units worked

At the bottom of each page in the form you have the option to:

- Save draft – saving as draft allows you enter further overtime hours to your claim throughout the period
- Submit – you should use this option if you have completed all overtime worked in the claim period
- Print – You can print your claim. However all claims remain in the system and can be retrieved using the 'Search claim' function so please consider the environmental impact before printing.

Save draft   Submit   Print

6   Submitting your Claim for Authorisation

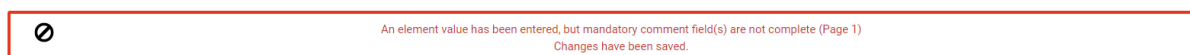If you have used your ELC or School email address to log in, then you will not have to enter your password just click on the **Submit** button.

If you have logged in using your personal email address, then you will need to enter your myHR password then click on the **Submit** button.

When submitting your claim you MUST **Click** the **Submit** button. If you click the 'Enter' button the system will not recognise this action and your claim will remain on the screen.

If you submit your claim and there is any incorrect or missing information, an error message will appear at the top of the '**Submission'** page in **red**. The message will tell you what is wrong with your claim and on what page. The system will not allow you to submit your claim until you have corrected the problem.

Below is an example of a typical error message:

⊘	An element value has been entered, but mandatory comment field(s) are not complete (Page 1)
	Changes have been saved.

Enter your password you used to log in

Click Submit

There are two Authorisation checks required for overtime claims. As each check is completed you will receive emails one from your Line Manger and one from the Payroll Team.

IMPORTANT: When you first submit your claim it is **VERY** important to check you receive the auto-generated email confirming your claim details. If you **don't** receive an email then the authorisation process has not been initiated, regardless if your claim is showing the status of '**Awaiting Authorisation**'.

You need to take action:

1. **Recall the claim by cancelling it. (See section 8 on how to cancel a claim)**
2. **Once the claim has the status of 'Provisional' re-submit the claim.**

First Authorisation check

- This is completed by your line manager who will check that all the details on the form are correct.
- If all the details are correct your Line Manager will authorise your claim. You will **NOT** receive a confirmation email.
- **PLEASE NOTE** the Claim will sit in your myHR account as 'Awaiting Authorisation'. This status will not change until your claim has been reviewed by Payroll.
- If any of the details are incorrect your Line Manager with 'Reject' your claim. You will receive an email showing the reason for rejection.

Second Authorisation check

- Your authorised claim will be checked by the Payroll Team for accuracy.
- If all the details are correct your claim will be authorised and paid in the next pay run. You will receive a confirmation email.
- If any of the details are incorrect then your claim will be 'Rejected'. You and your manager will receive an email showing the reason for rejection.

7 Resubmitting a Rejected Claim

If your claim is rejected by your Line Manager or by the Payroll Team you will receive an automated email explaining the reason why is has been rejected.

When in your myHR account you will see the claims status has now changed to '**Rejected'**.

Depending on the reason why your claim was rejected you may be able to resubmit it. To resubmit a rejected claim **double click** on the claim and it will open into full view

⚠️ If you have keyed hours to the wrong element delete the row by clicking on the minus sign.

Element	Date	Brief Description of Duties	Hours Worked From	To		
Overtime over 37pr/wk	05/06/2023	📅	17:00	19:25	+ −	
Overtime over 37pr/wk	06/06/2023	📅	16.30	18.45	+ −	⬅ Click Here
			5.42			

You have two options:

Option 1.

- Amend the claim and save as 'Draft'.
- You will now see the status of the rejected claim has changed to '**Provisional'**.
- Remember to resubmit your claim once amendments have been completed.

Option 2.

- Amend the claim and immediately resubmit it to your Line Manager. The status of the claim will change to **'Awaiting authorisation'**.
- You and your Line Manager will receive automated emails confirming the resubmission of the claim.

⚠️ When amending a rejected claim you must take care **not** to click the **'Delete' button.** If you click '**Delete'** you will **not** get a warning message. Instead your claim will be **immediately deleted** from your account and from the system.

8 Cancelling a Submitted Claim

If you have submitted a claim in error and you want to recall it to add additional information or to delete it complete the following steps

Firstly, find the claim you want to recall.

1. Click on any detail of the claim because they are all hyperlinks.
2. Your claim will open in full view. At the bottom of the claim page click 'Cancel'. A new screen will appear. If you change your mind use the navigation option < Back to Time & Expenses' and you'll go back to the previous page.

You will see a 'Warning' message on the top of the screen.

Enter your myHR password. The following warning message will appear.

ce0372te.webitrent.com says

Cancelling the timesheet approval process will return the timesheet to a provisional status. Do you want to continue?

OK

Click 'OK'

By cancelling this claim any linked workflow tasks will also be cancelled.

You will now see the claims status has changed from 'Awaiting authorisation' to 'Provisional'.

You can now amend and resubmit your claim.

[End of Guidance]