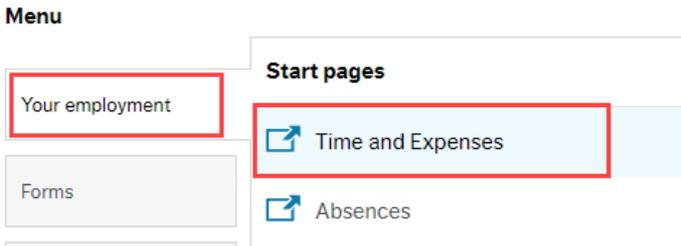
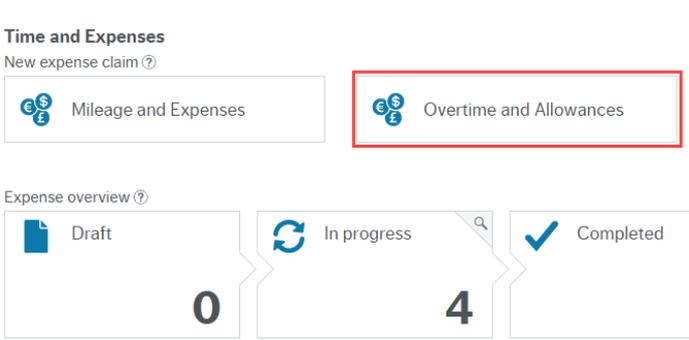
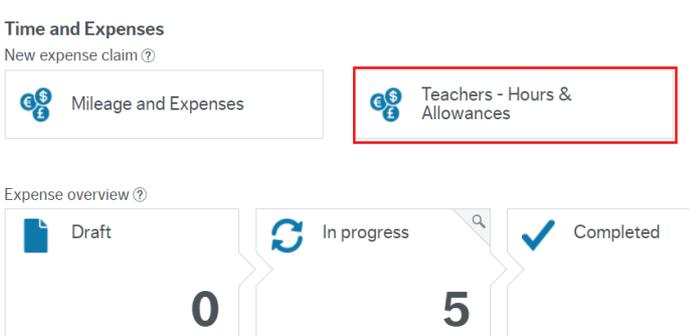


## How to claim overtime & allowances

This guidance will provide step by step instructions on how to submit an overtime/allowance claim within Business World.

**NOTE:** If you are entering minutes on your claim the minutes value must be entered as a decimal. A conversion table has been created and can be found in the guidance section of the staff info page.

1	 <p>Menu</p> <p>Start pages</p> <p>Your employment</p> <p>Time and Expenses</p> <p>Absences</p> <p>Forms</p>	<p>Navigate to <b>'Your Employment'</b> tab then click on the <b>'Time and Expenses'</b> button in the Start pages section.</p> <p>This will open the absences window.</p>
2	<p><b>Non – Teacher Employees</b></p>  <p>Time and Expenses</p> <p>New expense claim ?</p> <p>Mileage and Expenses</p> <p>Overtime and Allowances</p> <p>Expense overview ?</p> <p>Draft 0</p> <p>In progress 4</p> <p>Completed</p>	<p>If you are a <b>non-teacher</b> employee click on the <b>'Overtime and Allowances'</b> button within the Time and Expenses window to begin your claim.</p>
2	<p><b>Teacher Employees</b></p>  <p>Time and Expenses</p> <p>New expense claim ?</p> <p>Mileage and Expenses</p> <p>Teachers - Hours &amp; Allowances</p> <p>Expense overview ?</p> <p>Draft 0</p> <p>In progress 5</p> <p>Completed</p>	<p>If you are a <b>Teacher</b> click on the <b>'Teacher - Overtime and Allowances'</b> button within the Time and Expenses window to begin your claim.</p>
3	<p><b>Time and Expenses: Mileage and Expenses</b></p> <p>What was the purpose?</p> <p>Purpose *</p> <p>e.g. Overtime claim from 3rd August 2020</p> <p>Date *</p> <p>07/08/2020</p> <p>Cost categories</p> <p>Position</p> <p>TEST EMPLOYEEA</p> <p>112511</p> <p>Apply to all ?</p>	<p><b>Purpose:</b> In the purpose field you should provide an overview of what your claim is relating to. For example, <i>'Overtime/ Allowances Claim from date (enter first date of claim)'</i></p> <p><b>Date:</b> This will auto-populate with today's date as the date you are beginning your claim. <b>There is no need to change this.</b></p> <p><b>Position:</b> The position field will auto-populate with your main position. If you have more than one position use the black triangle to select the position that you will be claiming the overtime against.</p>

## How to claim overtime & allowances

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**What did you spend?**

<input type="checkbox"/>	Category	Expense
<b>Add expense</b>	Copy expense	Delete expense

Navigate to the 'What did you spend?' section.

Select the **'Add expense'** button to add detail to your claim.

**A.** Within the **'category'** field type ahead or use the arrow symbol to select the appropriate P&D code for your claim from the drop-down list.

**B.** Within the **'expense date'** field use the calendar icon to select the date the overtime was worked.

**C.** The **'Description'** field will automatically populate to match the 'category' that you selected for the claim.  
  
You can add additional information relating to the overtime worked.

**D.** In the Quantity field enter the total hours/ amount to be claimed.  
  
Minutes must be entered in decimal. (e.g. 8hrs & 30 mins = 8.50). Refer to the conversion table in the related media.

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**What did you spend?**

<input type="checkbox"/>	Category <b>A</b>	Expense date <b>B</b>	Description <b>C</b>	Quantity <b>D</b>	Amount
	Overtime - Plain Time	03/08/2020	Overtime - Plain Time (absence cover)	2.00	23.96

Overtime Hourly Rate  
11.98

Cost categories

Position **E**: TEST EMPLOYEEA  
112511

Cost centre\* **F**: Business World Su...  
FT0005

POSNO PD analysis GL\*: TEST EMPLOYEEA  
112511

Overtime Reason\* **G**: Absence Cover - A  
ABSHOL

Employee Type\*: Local government  
41

**E.** The **'Position'** field will auto-populate with your main post. If you have more than one job, you can use the triangle to select the job the overtime is against.

**F.** The **'Cost Centre'** will auto-populate based on your main post.  
  
If your claim should be charged to a different cost centre you can use the triangle to select the appropriate cost centre from the drop-down list.

**G.** In the **'Overtime Reason'** field hit the spacebar on your keyboard or type ahead to select the reason for the overtime from the pick list (e.g. Absence cover)

**NOTE:** You must have a line for every day you are claiming for. You can add a line by selecting the **'Add expense'** button again at the bottom of the table and repeat the steps above.

For hints & tips on how to copy rows or delete rows in your claim please refer to the Hints & Tips guidance in the related media section of the Overtime & Expenses page on the Renfrewshire Council website.

## How to claim overtime & allowances

7		<p>To submit your claim for approval, click on the <b>'Send for approval'</b> button at the bottom of the screen.</p> <p>Your claim will now workflow, based on the position hierarchy, to your line manager for approval.</p>
8		<p>A <b>'Success'</b> pop up box will appear with a unique Transaction Number. Select the <b>'OK'</b> button to close the pop-up box.</p>

For system enquiries, please contact the Business World team by emailing [businessworld@renfrewshire.gov.uk](mailto:businessworld@renfrewshire.gov.uk) or alternatively call us on 0141 618 3500.