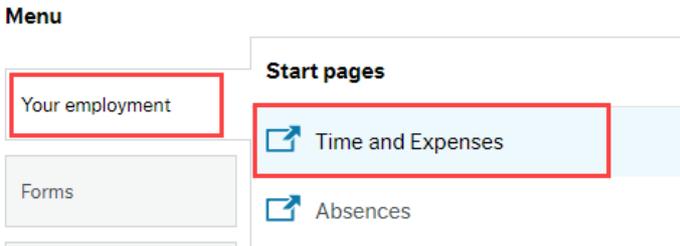
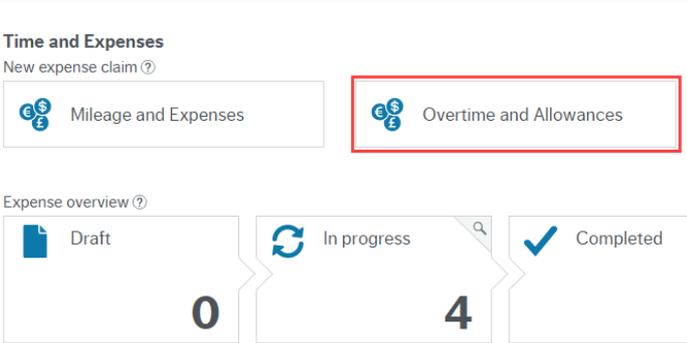
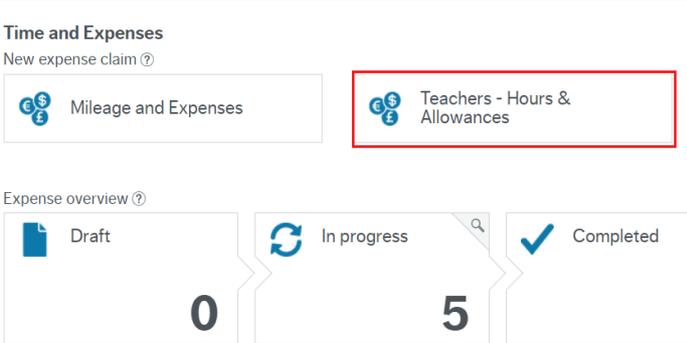
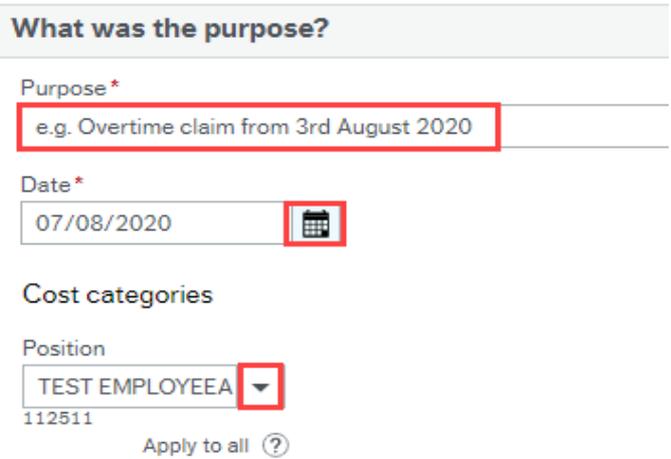


How to claim overtime & allowances

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>The screenshot shows a 'Menu' section with 'Your employment' and 'Forms' buttons. To the right, under 'Start pages', there are three buttons: 'Time and Expenses', 'Absences', and 'Your employment'. The 'Your employment' button in the menu and the 'Time and Expenses' button in the start pages are highlighted with red boxes.</p>	<p>Navigate to 'Your Employment' tab then click on the 'Time and Expenses' button in the Start pages section.</p> <p>This will open the absences window.</p>
2	<p>Non – Teacher Employees</p>  <p>The screenshot shows the 'Time and Expenses' page. Under 'New expense claim', there are two buttons: 'Mileage and Expenses' and 'Overtime and Allowances'. The 'Overtime and Allowances' button is highlighted with a red box. Below, the 'Expense overview' shows 0 Draft, 4 In progress, and 1 Completed.</p>	<p>If you are a non-teacher employee click on the 'Overtime and Allowances' button within the Time and Expenses window to begin your claim.</p>
2	<p>Teacher Employees</p>  <p>The screenshot shows the 'Time and Expenses' page for teachers. Under 'New expense claim', there are two buttons: 'Mileage and Expenses' and 'Teachers - Hours & Allowances'. The 'Teachers - Hours & Allowances' button is highlighted with a red box. Below, the 'Expense overview' shows 0 Draft, 5 In progress, and 1 Completed.</p>	<p>If you are a Teacher click on the 'Teacher - Overtime and Allowances' button within the Time and Expenses window to begin your claim.</p>
3	<p>Time and Expenses: Mileage and Expenses</p>  <p>The screenshot shows the 'What was the purpose?' form. The 'Purpose' field contains 'e.g. Overtime claim from 3rd August 2020'. The 'Date' field contains '07/08/2020'. The 'Position' dropdown menu is set to 'TEST EMPLOYEEA'. The 'Purpose', 'Date', and 'Position' fields are highlighted with red boxes.</p>	<p>Purpose: 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>Date: This will auto-populate with today's date as the date you are beginning your claim. There is no need to change this.</p> <p>Position: 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

4

What did you spend?

<input type="checkbox"/>	Category	Expense
Add expense	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.

5

What did you spend?

<input type="checkbox"/>	Category A	Expense date B	Description C	Quantity D	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.

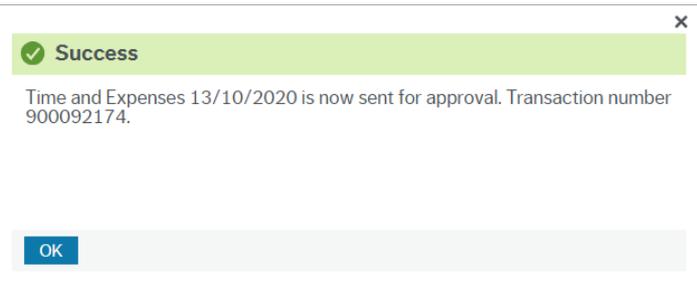
If your claim should be charged to a different cost centre you can use the triangle to select the appropriate cost centre from the drop-down list.

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 'Send for approval' 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 'Success' pop up box will appear with a unique Transaction Number. Select the 'OK' button to close the pop-up box.</p>

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