

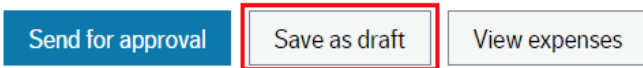
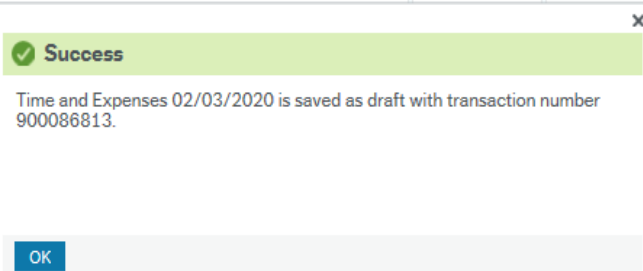
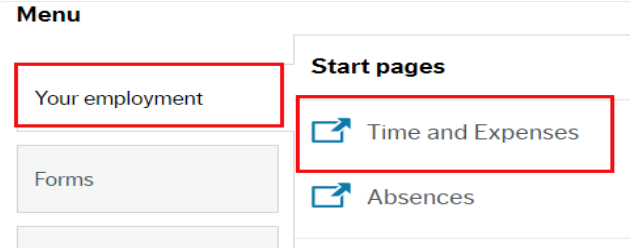
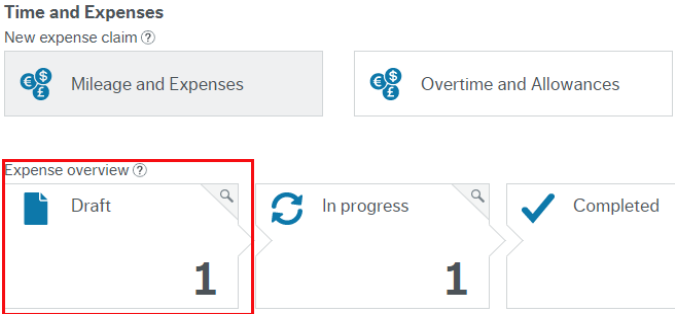
Overtime & Allowances – Hints & Tips

This guidance will provide some hints & tips on how to use the overtime and allowances screens in Business world. There is information on:

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Draft Claims

Saving claims as 'Draft'		
1		<p>You can save your claim as a draft and keep adding to this until your payroll cut off. Click on the 'save as draft' button on the overtime/allowance window.</p>
2		<p>When you save your claim as a draft you will see a pop-up box with 'Success' with a unique transaction reference number.</p> <p>This success message confirms that the transaction has been saved in draft form.</p>
Accessing 'Draft' claims		
1		<p>To access your draft claim, navigate to Your employment > Time and Expenses.</p>
2		<p>The draft claim can then be accessed again by clicking on the draft box then selecting the claim you want to open.</p> <p>You can then add additional lines to your claim & either save as draft again to add more lines in future or send for approval.</p>

Overtime & Allowances – Hints & Tips

Copying lines of a claim

You can quickly copy any lines you have already created by ticking the check box for the line of the claim you want to copy and then clicking on the **'Copy expense'** button.

1

What did you spend?

<input type="checkbox"/>	Category	Expense date	Description	Quantity	Amount
<input type="checkbox"/>	Overtime - Time + Half	02/03/2020	Overtime - Time + Half (absence cover)	1.00	16.62
<input checked="" type="checkbox"/>	Overtime - Plain Time	10/03/2020	Overtime - Plain Time (absence cover)	2.00	22.16

Overtime Hourly Rate
11.08

Cost categories

Position: Test Support Office 112247
Cost centre*: Business World Suj FT0005
POSNO PD analysis GL*: TEST EMPLOYEE1 112247
Overtime Reason*: Absence Cover - A ABSHOL
Employee Type*: Local government 41

Apply to all ?

Add expense **Copy expense** Delete expense Total expenses: £ 60.94

This is a faster way of entering multiple lines for the same type of claim, e.g. claiming 4 lines of the same type of overtime at the same rate. However, it is important to note that this function copies the selected line exactly, therefore you should remember to update the overtime/allowance dates as appropriate.

Deleting lines of a claim

To delete any lines in your claim, click on the small box at the left-hand side of the row you want to delete then click the **'delete'** button shown below.

1

What did you spend?

<input type="checkbox"/>	Category	Expense date	Description	Quantity	Amount
<input type="checkbox"/>	Overtime - Plain Time	02/03/2020	Overtime - Plain Time (absence cover)	2.00	22.16
<input checked="" type="checkbox"/>	Overtime - Time + Half	02/03/2020	Overtime - Time + Half (absence cover)	1.00	16.62

Overtime Hourly Rate
11.08

Cost categories

Position: Test Support Office 112247
Cost centre*: Business World Suj FT0005
POSNO PD analysis GL*: TEST EMPLOYEE1 112247
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Employee Type*: Local government 41

Apply to all ?

Add expense Copy expense **Delete expense** Total expenses: £ 60.94