## **Business World**

## How to amend/withdraw an overtime & expenses claim

This guidance will show you how to amend/withdraw a rejected overtime or expense claim.

**NOTE:** If **any** lines of a claim are rejected by the line manager then the full claim will workflow back to the employee & will not process for payment until the employee either:

- Option 1: Amends the rejected line/line(s) of their claim & resubmits
- **Option 2:** Deletes rejected the line/line(s) of their claim & either resubmits or fully deletes

Option 1: Amending rejected line(s) of an overtime/expense claim												
1	Vour tasks ? Your tasks ? Travel Expenses Correction Resource ID: Travel Expenses Correction Resource ID: Go to Task management	Search Grou Name: Test E Name: Test E	p by ≷ ? mploy	Navigate to th right of the so tasks you wis	he task lis creen & do sh to action	t icon at th buble click n.	e top on th	e				
2	Time and Expenses: Overtime and Allowances         Rejected expenses         * [04/02/2021, 13:58] Test Line Manager : Duplicate date, please amend date to 19/02/21 & resubmit         Overtime - Plain Time: Overtime - Plain Time - Amount: 11.12											
	What was the purpose? Overtime worked in January 2020	Date	28/01/2021				*					
	What did you spend? Category Second Category Cat	Expense date 18/01/2021 18/01/2021 be highlight	Description Overtime - Plain Time Overtime - Plain Time ed in red & the	line managers	Quantity 1.00 1.00	Amount 11.12 11.12 ts will shov	× × ×					
	the top of the screen.							_				
3	What did you spend? Category Sector Category Generation Category	Expense date	Description Overtime - Plain Time	3	Quantity 1.00	Amo 1	unt 1.12	*				
	Overtime - Plain Time       197017202       Overtime - Plain Time       1.00       11.12         Comments       X         [04/02/2021, 13:58] Test Line       X         Manager : Duplicate date, please amend date       V         to 19/02/21 & resubmit       X         Click into the field(s) which need to be updated & make the required amendment(s).											
4	Send for approval       Print preview       Delete       Add information       Click on the blue 'Send for approval' button. The amended claim will now workflow back to the approver.											

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Option 2: Deleting rejected line(s) of an overtime/expense claim										
1	· 1 · 1	Search	Q.							
	Your tasks ⑦	Grou	p by <mark>≷</mark> ?	Navigate to the	e task list icc een & doubl	on at the top e click on the				
	Travel Expenses Correction Resource ID:	Name: Test Er	tasks you wish to action.							
	Travel Expenses Correction Resource ID: Name: Test Employ									
	Go to Task management									
	Time and Expenses: Overtir	me and Allow	vances							
	Rejected expenses		vances			*				
	<ul> <li>[04/02/2021, 14:24] Iest Line Manager : Duplicate request, please remove this line of your claim</li> <li>Public Holiday - Plain Time: Public Holiday - Plain Time (Not Overtime) - Amount: 44.48</li> </ul>									
	What was the purpose?	_								
2	Overtime worked on public holiday	Date 31/12/202		20		≽				
	What did you spond?					<u>^</u>				
		Expanse data	Description		Quantity	Amount				
	Category	26/12/2020	Public Holiday -	Plain Time (Not Overtin	Quantity	Amount 0 44.48 ¥				
	Image: Public Holiday - Plain Time     26/12/2020     Public Holiday - Plain Time (Not 0)       Image: Image: Public Holiday - Plain Time     26/12/2020     Public Holiday - Plain Time (Not 0)				ne) 4.00	0 44.48 🛛				
	the top of the screen.									
	What did you spend?					*				
	Category Expense date Description			Quantity	Amount					
	🗌 👼 Public Holiday - Plain Time	26/12/2020	Public Holiday - Plair	n Time (Not Overtime)	4.00	44.48 ×				
3	Public Holiday - Plain Time	20/12/2020	Public Holiday - Plair	Time (Not Overtime)	4.00	44.48 🗸				
J										
	Add expense     Copy expense     Delete expense   Total expenses: £ 88.96									
	Click into the line(s) to be	e deleted & C		te expense but	lon					
				For rejected cl	aims which a	also include				
	Send for approval         Print preview         Delete         Add information         approved lines click on the blue 'Send for approval' button									
4					oimowhere	oll lines have				
	Send for approval Print preview	Delete Add information		been deleted click on <b>the 'Delete'</b>						
				button.						