

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

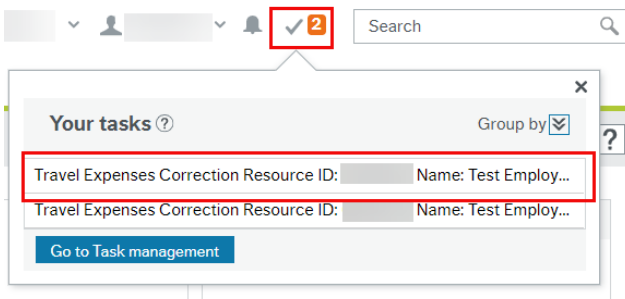
Option 1: Amending rejected line(s) of an overtime/expense claim

1		<p>Navigate to the task list icon at the top right of the screen & double click on the tasks you wish to action.</p>
2		<p>The rejected line(s) will be highlighted in red & the line managers comments will show at the top of the screen.</p>
3		<p>Click into the field(s) which need to be updated & make the required amendment(s).</p>
4		<p>Click on the blue 'Send for approval' button. The amended claim will now workflow back to the approver.</p>

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Option 2: Deleting rejected line(s) of an overtime/expense claim

1



Navigate to the task list icon at the top right of the screen & double click on the tasks you wish to action.

2

Time and Expenses: Overtime and Allowances

Rejected expenses

[04/02/2021, 14:24] Test Line Manager : Duplicate request, please remove this line of your claim
Public Holiday - Plain Time: Public Holiday - Plain Time (Not Overtime) - Amount: 44.48

What was the purpose?

Overtime worked on public holiday Date 31/12/2020

What did you spend?

<input type="checkbox"/>	Category	Expense date	Description	Quantity	Amount	
<input type="checkbox"/>	Public Holiday - Plain Time	26/12/2020	Public Holiday - Plain Time (Not Overtime)	4.00	44.48	⌵
<input checked="" type="checkbox"/>	Public Holiday - Plain Time	26/12/2020	Public Holiday - Plain Time (Not Overtime)	4.00	44.48	⌵

The rejected line(s) will be highlighted in red & the line managers comments will show at the top of the screen.

3

What did you spend?

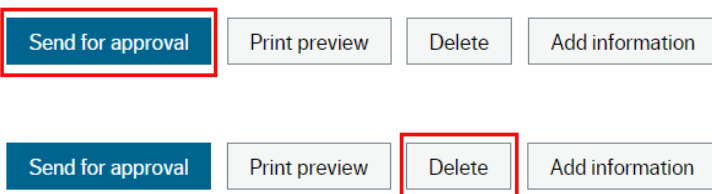
<input type="checkbox"/>	Category	Expense date	Description	Quantity	Amount	
<input type="checkbox"/>	Public Holiday - Plain Time	26/12/2020	Public Holiday - Plain Time (Not Overtime)	4.00	44.48	⌵
<input checked="" type="checkbox"/>	Public Holiday - Plain Time	26/12/2020	Public Holiday - Plain Time (Not Overtime)	4.00	44.48	⌵

Add expense Copy expense Delete expense

Total expenses: £ 88.96

Click into the line(s) to be deleted & click the 'Delete expense' button

4



For rejected claims which also include approved lines click on the blue 'Send for approval' button.

For rejected claims where all lines have been deleted click on the 'Delete' button.