# My Time ATTENDANCE (Extra Hours) for Employees

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# **My Time - Attendance (Claims)**

## **OVERVIEW**

Although the Time Management module includes Absences and Attendance (Claims) this manual will cover Attendance Claims. Depending on your contract this could include:

- Additional Hours
- Casual Hrs (Zero Hours Contract)
- Venue Fees
- Wkend / BnkHol Enh contracted to work
- Supply Teachers Hours
- Unsociable Hours Hours worked 8pm 6am
- Youth Hours including holiday

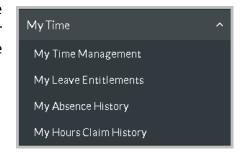
Each of these will be explained in more depth in this manual.

There is no **Save** option with these forms so once started they need to be submitted or cancelled

As with all time related claims and requests you can access this via My Time

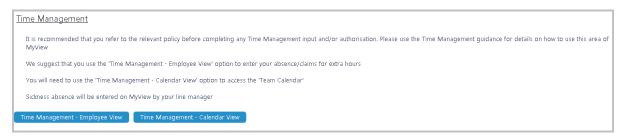
### **MY TIME**

This area enables you to claim extra hours which have been worked in excess of your contracted hours; (for example unsocial working hours and extra hours). The options available under this menu are:



# **MY TIME MANAGEMENT**

The **My Time Management** option is the main menu and it displays a list of your claims already made (split under status categories) and links to the views where you do the input for further claims.



The statuses of existing claims are:

Open – these are claims that have been created – but not yet submitted for authorisation to your Manager. Until the claim is submitted your Manager will not be aware that it exists. A reminder of any 'Open' claims can also be found on one of you Dashboard widgets, Forms waiting submission



- Submitted these are claims that have been submitted and are awaiting your Manager's authorisation
- Authorised these are claims that your Manager has authorised and have gone to Payroll for payment.
- Withdrawn these are claims that you have *submitted* but subsequently decided to withdraw. Withdrawn claims are returned to an Open state.
- o **Rejected** these are claims that your Manager has rejected.

There are two calendar views available to view and/or input:



Employee View (recommended) and Calendar View

#### Time Management - Lou Spence (24968) Employee Request **Outstanding Balances** Contract Type: APT&C and Teachers Bank Holiday: 59.2 Hours Holiday: 209 05 Hours Contract Status: Term Time Contracted Hours: Week Ending 07/05/2016 Week Ending 02/04/2016 09/04/2016 16/04/2016 23/04/2016 inowed in innual leave Vorked late on the Payroll manu View Full Screen Print

#### TIME MANAGEMENT - EMPLOYEE VIEW

The top of the screen displays the employee contract details alongside Holiday and Bank Holiday entitlement.

The screen defaults to the current week but also shows 6 prior weeks and 6 future weeks. Depending on your screen size you may find the View Full Screen button useful.

(Depending on the web browser you use you are also able to use the Zoom tool to make this screen larger (although you will then need to use the scroll bars))

**Week Ending** dates (Saturday) are listed in the first column and the days of the week in the remaining columns.

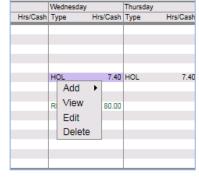
The **Previous** and **Next** buttons update the list to display additional weeks (in the past or future respectively).

This screen will show the history of previous claims/requests made with unauthorised claims shown in GREEN

Double click or right click and selecting **Add** in an empty date box will provide a selection list from which to choose whilst making a claim.

If the box already has some previously entered information in it you will be able to right click and choose either Add / View / Edit / Delete

Further information on these actions will follow below



**Cancel** – to cancel the screen and return to the Time Management main screen.

#### My Time ATTENDANCE (Extra Hours) for Employees

There are several different types of attendance (claims) set up in the system that you may be able to claim and these are dependent on your Post, and Service Conditions. The current list includes:

Casual Hours – Zero Hours Contract	Employees who have a zero hour contract use this to claim all hours worked.
Additional Hours	All hours for 'General Employees' (not youth staff or teachers) which need to be claimed above their contract hours (extra hours, overtime etc)
Venue Fee	Amounts claimed by registrars
Supply Teachers – Hours	Hours claimed by supply teachers
1:1	Claim when a teacher works 1 on 1 with a pupil rather than a classroom
Unsociable Hours – Hours worked 8pm-6am	Enhancement which can be claimed by 'General Employees' for hours worked between 8pm and 6am working both extra hours and contracted hours
Wkend/Bnk Hol Enh – Contracted to work	Weekend working and bank holiday working hours which are worked by 'General Employees' as part of their contracted hours
Youth Hours Including Holiday	Extra hours worked above their contracted hours for Youth Employees

Note: If an option is selected that does not match the employee's type of contract, the

#### Error

Selected attendance type is not valid for this employee on this date.

following error message is displayed.

i.e. A Youth worker would not be able to claim 'Additional Hours'

### CREATING A CLAIM FOR EXTRA HOURS

- From the menu on the left side bar click My Time
- Click My Time Management
- Choose Time Management Employee View

• Making sure you are selecting the correct date line and day column, right click or

4.4 4 To 4

double click

- Choose Add (if you chose to right click)
- Select an option from the list
- Enter the relevant information into the form which may vary depending on the selection made and Submit (or Cancel)

	1.1	1 10 1
	ADD	Additional Hours - Above Contract
ì	BNK	Bank Hol Enhancement Contracted to Work
	CAS	Casual Hours - Zero Hours Contract
	PRS	Paris OOH - IT Dept Only
	SBY	Stand By - Minimum of 12 Hours
	SUP	Supply Hours - Teachers
	UNS	Unsociable Hours - Hours worked 8pm-6am
	VEN	Venue Fee - Registrars
	WKE	Weekend Enhancement - Contracted to Work
	YHL	Youth Hours Including Holiday

#### **Additional Hours**



Venue Fees - This form allows the employee to enter the Cash value and not Hours



All other claim forms are the same as Additional Hours

• **Submit** the form

When the message You have successfully submitted the record of the employee's attendance is displayed, click Close.

#### **COST CENTRES**



• **Cost Centre** – The default cost centre will reflect the Business Unit charged according to the post you have selected. In most cases it is therefore unnecessary to change this.

However, if the claim is to be charged to a separate cost centre (i.e. if the hours relate to some project work you are undertaking, and this project has a separate code), you will need to change the default.

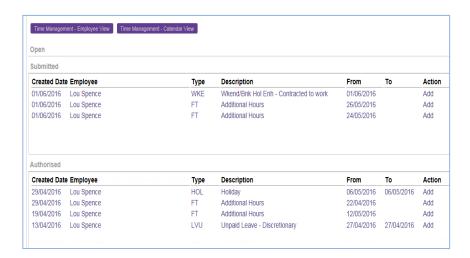
- To do this click on the Yes button to open up the cost centre box.
- Type in the 15 digit account code. (This must be a valid account code and will be validated before you can submit the claim).

There is no search option available on this field.

If you do not have a valid account code please contact your finance team before starting to complete your form as this will be needed before you can submit.

## WITHDRAWING SUBMITTED CLAIMS

- From the My Time Management screen, click on the relevant form under the Submitted section
- Click on **Withdraw**. The claim is moved to the **Withdrawn** category on the **Time**Management screen. This claim then needs to be re-opened for it to be amended



#### **REOPENING WITHDRAWN CLAIMS**

- From the My Time Management screen, click on the relevant claim from the Withdrawn section
- Click on Re-open this will move the claim form to the Open section
- With the mouse pointer showing as a hand, click on the claim
- Make the relevant change
- Click Submit

# **CANCELLING AUTHORISED REQUESTS**

To cancel or edit a previously authorised request:

- Open the calendar from the My Time Management / Time Management Employee
  View screen
- Right click on the relevant request
- **Right click** on the previously authorised request and select the required option from the drop down list
- Make the relevant change (if required)
- Click Submit
- Deleted (or changed) requests still need to be authorised by your manager

## **VIEWING SUBMITTED HOURS CLAIMS**

A list of submitted claims can be viewed to check whether they have been authorised or rejected.

• Click My Time / My Hours Claims History



HOL

Add

View

Edit

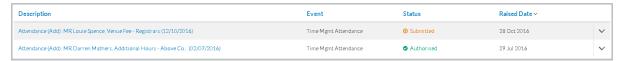
Delete

5.50

- Click on Status Filter option to select the categories you wish to display. Select Search to confirm the new criteria.
- Use the free text **Keyword Search** to specify an item. Select **Search** to confirm the new criteria.
- Use the **Date from** and **date to** date fields to specify a date range. Select **Search** to confirm the new criteria.
- Navigate through the pages/forms using the **arrow buttons**. Number of items to display per screen can be set from 20 to 50.

### My Hours Claim History

This area holds all the claims that have been actioned for Attendance (extra hours) regardless of their status and can be found under **My Time**.



Using the arrow at the end of the claim form will supply additional information



The coloured dots then supply information about the authoriser





## TIME MANAGEMENT - CALENDAR VIEW

 Clicking on Time Management - Calendar View displays the employee absence details.



The available codes are listed at the bottom of the screen.

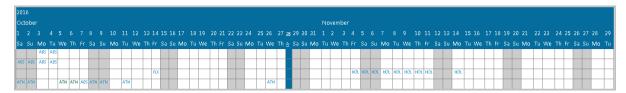
 The bottom of the screen also displays the Types of Absence/Attendance along with alternative options to Request New Absence/Attendance and Open History of Absence/Attendance (we recommend that you use Time Management – Employee View when submitting requests).

<u>Type</u>	<u>Description</u>	<u>Action</u>	
1TO1	1 To 1	Request New	Open 1TO1 History
ADDHRS	Additional Hours - Above Contract	Request New	Open ADDHRS History
BHOL	Bank Holiday	Request New	Open BHOL History
BNKHOL	Bank Hol Enhancement Contracted to Work	Request New	Open BNKHOL Histor
CASUAL	Casual Hours - Zero Hours Contract	Request New	Open CASUAL History
DLVP	Paid Leave - Discretionary	Request New	Open DLVP History
DLVUP	Unpaid Leave - Discretionary	Request New	Open DLVUP History
FLEXI	Flexi Leave - When credit is available	Request New	Open FLEXI History
HOL	Holiday	Request New	Open HOL History
INDINJ	Industrial Injury	Request New	Open INDINJ History
PARIS	Paris OOH - IT Dept Only	Request New	Open PARIS History
SICK	Sickness	Request New	Open SICK History
STNDBY	Stand By - Minimum of 12 Hours	Request New	Open STNDBY History
SUPPLY	Supply Hours - Teachers	Request New	Open SUPPLY History
JNSOC	Unsociable Hours - Hours worked 8pm-6am	Request New	Open UNSOC History
VENUE	Venue Fee - Registrars	Request New	Open VENUE History
WKEND	Weekend Enhancement - Contracted to Work	Request New	Open WKEND History
YTHINC	Youth Hours Including Holiday	Request New	Open YTHINC History

#### TEAM CALENDAR

The **View Team Calendar** option is only available via **Time Management - Calendar View** and shows absence details for all members of your team.

View Team Calendar



On the calendar you will be able to view your claims in detail alongside those of your Team.

**Please note:** Whilst your record will show the different types of leave you have booked, the leave requested by other members of the team will only ever show as ATN (Attendance) regardless of type.

