

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

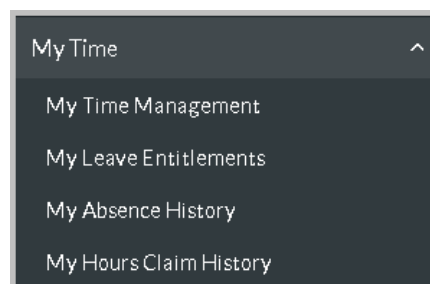
Each of these will be explained in more depth in this manual.

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.

Time Management

It is recommended that you refer to the relevant policy before completing any Time Management input and/or authorisation. Please use the Time Management guidance for details on how to use this area of MyView

We suggest that you use the 'Time Management - Employee View' option to enter your absence/claims for extra hours

You will need to use the 'Time Management - Calendar View' option to access the 'Team Calendar'

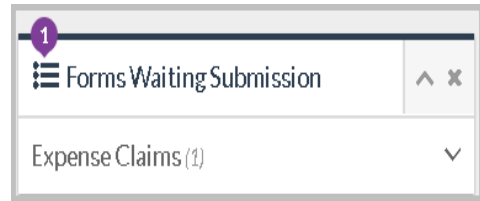
Sickness absence will be entered on MyView by your line manager

[Time Management - Employee View](#) [Time Management - Calendar View](#)

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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 your 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.
- **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**

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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



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 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 To 1
ADD	Additional Hours - Above Contract
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

Type	Additional Hours - Above Contract		
Comments	<input type="text"/>		
Date *	<input type="text" value="19/10/2016"/>		
Total Time *	hh <input type="text"/>	m m <input type="text"/>	hrs decimal 0.00
Do you want to charge to a different cost centre?	Yes <input type="radio"/> No <input checked="" type="radio"/>		

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

Type	Venue Fee - Registrars		
Comments	<input type="text"/>		
Date *	<input type="text" value="12/10/2016"/>		
Total Cash *	<input type="text"/>		
Do you want to charge to a different cost centre?	Yes <input type="radio"/> No <input checked="" type="radio"/>		

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

Do you want to charge to a different cost centre? Yes No

Cost Centre *

- **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

Time Management - Employee View		Time Management - Calendar View					
Open							
Submitted							
Created	Date	Employee	Type	Description	From	To	Action
01/06/2016		Lou Spence	WKE	Wkend/Bnk Hol Enh - Contracted to work	01/06/2016		Add
01/06/2016		Lou Spence	FT	Additional Hours	26/05/2016		Add
01/06/2016		Lou Spence	FT	Additional Hours	24/05/2016		Add
Authorised							
Created	Date	Employee	Type	Description	From	To	Action
29/04/2016		Lou Spence	HOL	Holiday	06/05/2016	06/05/2016	Add
29/04/2016		Lou Spence	FT	Additional Hours	22/04/2016		Add
19/04/2016		Lou Spence	FT	Additional Hours	12/05/2016		Add
13/04/2016		Lou Spence	LVU	Unpaid Leave - Discretionary	27/04/2016	27/04/2016	Add

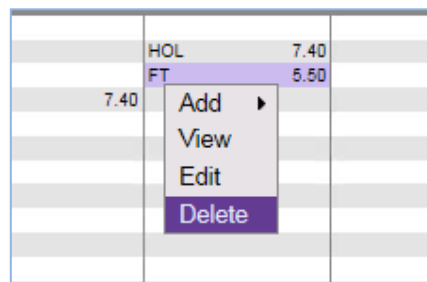
REOPENING WITHDRAWN CLAIMS

- 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



The screenshot shows a calendar grid with a context menu open over a request. The menu options are Add, View, Edit, and Delete. The request being targeted is for 'FT' (Full Time) with a value of 5.50. Other requests visible in the grid include 'HOL' (Holiday) with a value of 7.40 and another 'FT' request with a value of 7.40.

	HOL	7.40	
	FT	5.50	
7.40			

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**
- 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

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MyView Attendance Claim process (i.e. Overtime)

