

How to...view summary time & expenses claim

Purpose:

This guide will show you how to **view summary time & expense claims** in the **Your HR** people manager self service system. This screen will provide provisional values for the claim where the system is able to calculate them. Please note the actual payments are calculated when payroll is run.

Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1).** After login you will be presented with the **People Manager Self Service Homepage**

Viewing summary time & expenses claims

• Click on Your People in the top right menu

Q Find iTrent pages		
Your People	>	
Time and Expenses Input	>	
Workflow Redirection	>	
Management Information Reports	>	

• Select the required employee from your list of direct reports which will be presented on the pane on the left hand side of the screen:

∧ People	:	
(Surname ~) Q +		
Results 2 People		
Save this group		
💿 Miss Mimi Ackon		
💼 Dr Adam Cook		

• From the Links section, click Time and Expenses and then Summary View Time and Expenses Claims

		LINKS	
> Personal information	> Employment Details	> Pre Employment Checks	✓ Time and Expenses
> Leave and Absence	> Appraisal Records	> Learning, Qualifications & Mo	emberships
> Disciplinary/Capability &	Grievance > Proces	S Chains > Make your Emp	loyee a Leaver
View Previous Time and Expe	nses Claims Summary Vie	ew Time and Expenses Claims	ew Temporary Payments

The **Time & Expenses Claims** that have been submitted will then appear on the left hand side of the screen.

 Time & Expenses claims 	:
WARCC - Overtime and Additional H	our
WARCC - Overtime and Additional H	οι
WARCC - Mileage and Expenses 19/	12
WARCC - Overtime and Additional H	οι

If you hover over the time & expenses claims, brief details about the claims will be shown

To view the summary

Click on the required claim to select it

• The following screen will show the time & expenses claim summary. Where it is possible for Your HR to calculate provisional values for the claim it will show these. Actual values are only calculated when the payroll is run:

Time & Expenses claim summary WARCC - Overtime and Additional Hours Post April 2019			✓ MENU	G	ē	U
Time & Expenses claim reference		TE7000146914				
Start date		04/01/2023				
Name		Dr Adam Cook				
	Position	HR Administration Officer				
Payroll		WCC Monthly				
Submitted date		04/01/2023				
Authorised date		04/01/2023				
Cut off date		19/01/2023				
Authorisation status		Authorised				
Element	Туре	Time/Units/Miles	Cash amount			
Bank Holiday	Units	2			22	2.37
Total					22	2.37
These values are provisional. The final values will be shown on the payelin						

Returning to People Manager Homepage

• Click the Logo in the top left hand corner of the screen

For further information or support please refer to Your HR on the <u>Intranet</u> or contact via email:hrandpayroll@warwickshire.gov.uk or phone on 01926 738444

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