



How to...view summary time & expenses claim

Purpose:

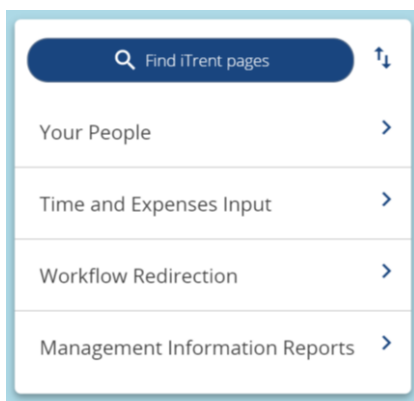
This guide will show you how to **view summary time & expense claims** in the **Your HR** people manager self service system. This screen will provide provisional values for the claim where the system is able to calculate them. Please note the actual payments are calculated when payroll is run.

Logging in to Your HR:

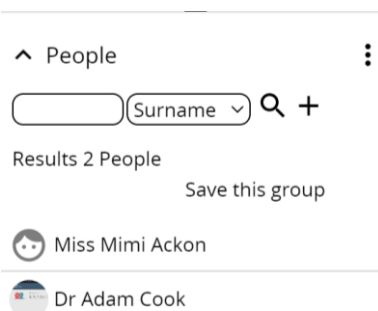
To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Self Service Homepage**

Viewing summary time & expenses claims

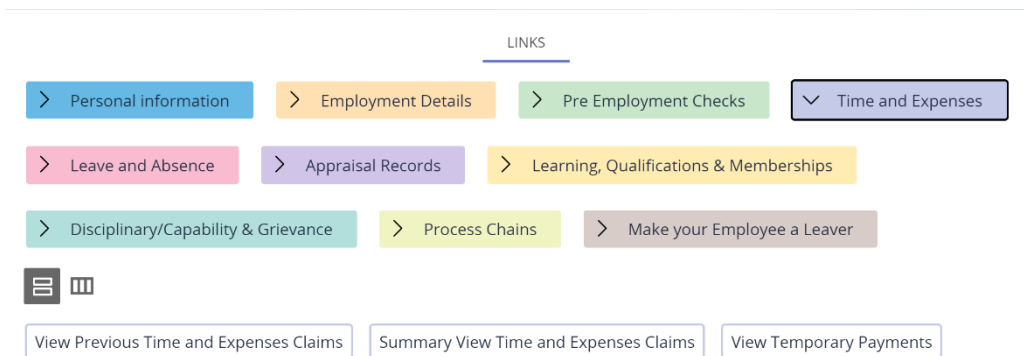
- Click on **Your People** in the top right menu



- 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:



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



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



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

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	Type	Time/Units/Miles	Cash amount
Bank Holiday	Units	2	22.37
Total			22.37

These values are provisional. The final values will be shown on the payslip.

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 [Intranet](#) or contact via email: hrendpayroll@warwickshire.gov.uk or phone on 01926 738444

Creation Date	15/12/17
Author	NB
Review Date	30/1/18 v1.0 18/04/19 AA V1.1