Authorising Time and Expense Claims

This guide will show you how to **Authorise Time and Expense Claims** in **Your HR**.

Important Notes:

- These claims, once submitted will be paid in the current payroll run, unless the 'cut off' date has been reached where these will be paid in the next payroll run

How to Review and Authorise Claim Submissions

- As an Authoriser you will receive an email from no-reply@yourhr.com with the subject heading: **Expense Claim for [title] [first name] [surname] [claim ref number] Requires Authorisation**

The email will highlight some of the key aspects of the claim

- On your Homepage, you will have a To-Do-List which holds all your tasks that need to be approved. Click on this and all the claims will be shown
- Click on the arrow next to the required claim to view the claim details
- Review the details of the claim
- There may be multiple pages to review, depending on the claim selected, so please remember to check all pages of the claim, for example, "Page 1", "Page 2", etc
- Once the submission has been reviewed, click on the Your HR logo on the top left hand corner
- Click back on to your To-Do-List
- Click the box next to the required claim
- Click on **Actions** and select either **Authorise** (to approve) or **Not Authorised** (to reject)
- You can tick multiple boxes to approve several claims at once

***The inputter will receive an automated email advising them of your action**