



## Checking a Time and Expense Claim

This guide will show you how to **Check a Time & Expense Claim** in **Your HR** for schools with authorisation.

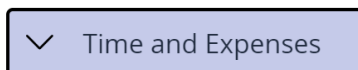
- Select Your People from the Your HR homepage:



- Search for the relevant person by entering in their details and clicking on the magnifying glass and select their name from list below:



- Scroll down and select Time & Expenses:



- Select View Previous Time and Expenses Claims

View Previous Time and Expenses Cla...

- A list of their Time & Expense claims will be displayed on the left hand side:

Time & Expenses claims

! WARCC - Overtime and Additional Hours Post April 2019

- You can hover over the claim to bring up a summary box showing details of the claim:

Claim : **WARCC - Overtime and Additional Hours Post April 2019**

Reference : **TE7000146916**

Payroll : **WCC Monthly**

Job title : **Test Team Lead**

Start date : **31/01/2023**

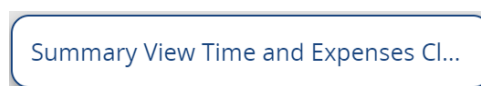
Submitted date : **31/01/2023**

Cut off date : **16/02/2023**

Authorisation status : **Awaiting authorisation**

- **Claim:** the type of claim (claim template that has been used)
- **Reference:** the unique reference number for this claim
- **Payroll:** the payroll that the claim will be paid against

- **Job title:** the position that the claim will be paid against
  - **Start date:** the effective date of the claim
  - **Authorised date:** the date the claim has been authorised. This will only show for authorised claims. If the authorised date is after the cut off date then the payment will be made in the following month's pay.
  - **Cut off date:** the date that the claim needs to be authorised by in order to be paid in that month, for example, it must be submitted and approved by 10/07/2018 in order to be paid in July.
  - Authorisation status:
    - Provisional – the claim has been created and has not been submitted for approval
    - Authorised – the claim has been created, submitted and authorised by the approver.
    - Errors – the claim has been created and there are errors preventing the claim from being submitted to the authoriser for approval.
- You can click on the relevant claim to view all the details of the claim including what values have been entered.
- You can view how much the employee will receive from this claim by selecting Summary View Time & Expenses Claims. You can do this from within the claim by clicking on the menu field and then selecting Summary View Time & Expenses Claims:



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