

# How to...amend a time and expense claim

## Purpose:

This guide will show you how to **amend a time and expense claim** in the **Your HR** Employee Self-Service (ESS) system.

### Logging in to Your HR:

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

### How to amend a time and expense claim

The way to amend an existing time and expense claim will depend on the authorisation status of the claim. Each method is detailed below.

The Time & expenses section of Your ESS dashboard will helpfully show you the number of authorised, awaiting authorisation, provisional and in error claims as shown in the example below:



The action you will need to take depends on the status of the claim you wish to amend:

• Authorised: a claim that you have submitted and has been approved by your manager. You will need to create a new claim for the same values as

the claim you wish to correct, entering the values as a "-" to cancel out this claim. Your manager will then need to approve this new claim.

- Awaiting authorization: a claim that you have submitted to your manager and it has not yet been approved. You can ask your manager to select the status 'Not authorised' for the claim which will appear as 'Rejected' in ESS. You can then amend and resubmit the claim.
- **Provisional:** a claim that you have created and saved as a draft. It has not been submitted to your manager for approval so you can open the claim and amend the information and then submit this to your manager for approval.
- Error: a claim that you have created and will not submit to your manager for approval as it contains errors. You can open the claim and amend the information and submit this to your manager for approval.

The quickest way to find the claim is from the ESS dashboard' click on **View all time &** expenses as shown above

• As a default, claims '**In progress**' for the last month will be displayed as the default. To view an authorised claim, claim on the **Authorised** button. You can amend the start and end date parameters to view in progress or authorised claims within a specific time period using the calendar and then clicking on **Search. Amend** and **Submit** the claim as required.

### Notifications

- When you submit a Time & Expense Claim you and your manager will receive an email notification.
- You will receive a email notification when your manager authorises or rejects the claim.

For further information or support please refer to Your HR on the <u>Intranet</u> or please log raise a request through the <u>HR Service Desk</u>.

Version	Date	Document History
1.0	15/12/17 NB	Document creation
1.1	30/01/18	
1.2	25/01/22 AA	Updated for 10.42 ESS