



Inputting & Submitting claims for Overtime or Supply Hours - Academies

This guide will show you how to **Input Overtime and Supply Hour Claims** in **Your HR** ready for them to be authorised.

This section provides guidance on how to enter claims for **academies that use the in system authorisation process**. This is a 2 step process; the first requires you to select the correct template and enter the claim details. The second step requires you to submit the claim for authorisation. If the second step is not done, the claim will not be processed!

How to Input Overtime or Supply Hour Claims

Stage 1

- Search for the employee then from the Links section
- Click **Temporary Payments & Expenses > Step 1 – New Time & Expenses**.

Enter -

- **Start date:** Enter the start date for the claim
- **Job title:** If the employee has more than one position you must select the correct position
- **Claim template:** *Select Overtime, additional hours and supply*
- Click **NEW**

Stage 2

- Select the correct page on the Time and Expenses Claim Screen (the pages relate to different types of Overtime or Supply Hour Claims) and enter the required details
- ***Please Note: Pages 6 & 7 are only for Academies who don't pay a rate, including holiday enhancement. Our advice is that you should pay the enhanced rate**

*Example input for **Page 1** below:

- **Element:** Select the correct element. Please refer to [the Element User Guide](#) for more information.
- **Date:** Enter the date of the claim
- **Description:** Enter the description of the claim
- **Cost centre:** *Optional cost centre override* to be entered if required
- **Enter Hours/days:** Enter the hours/days that need to be claimed. (refer to the Element User Guide for schools to check whether the element is paid in hours/days)
- You can enter more than one row by clicking **(+)**
- Once you have entered your Overtime or Supply Hours Claims (or both), please click **SAVE** (this does not submit the claim to be authorised)

- If you hover over the template name from the left hand navigation, you will notice that the Authorisation status is showing as '**Provisional**'

Stage 3

- At the top of the screen, click **Step 2 – Submit Time and Expenses Claim**
- **Click Approve** to submit the claim for authorisation
- This will generate an email and task to your authoriser(s) for them to review and action the claim as required.

Once submitted, hover over the claim details from the left hand navigation and you will see that the status is now showing as 'Awaiting authorisation'.

***If you would like to view a summary of the claim, click on the Time and Expenses Summary and this will be shown as awaiting authorisation until authorised.**