



2-Step Authorisation Process for Children's Sessional Worker Time & Expense Claims

Purpose:

This guide will show:

- a Sessional Worker how to enter and submit a Children's Sessional Worker Time & Expense Claim
- the actions required by the Sessional Worker Administration Team to review the claim
- the action required by the Sessional Worker's reporting manager to approve the claim.

Please Note:

- If your claim date is over 90 days, you will need to submit a travel and expense form via email to hrandpayroll@warwickshire.gov.uk, this must be authorised by the Head of Service
- When entering a claim, hours need to be entered as decimal minutes

Step 1 - Sessional Worker Completes and Submits Claim

Log in to Employee Self-Service (ESS) and from the homepage, at the top of the screen click on **Pay & Benefits**:



- Within this section will be your **Payslips, P60, Time and Expenses** and **Saved journeys**
- Scroll down to the **Time & Expenses** section
- To submit a new claim you will need to click on the **Add claim** button, to the right of **Time & Expenses**





A new screen will appear for you to enter in the **Start date**. Either enter the date in the format stated below; this date must be the earliest date of the claim and it is advised you select the first of that month

Start date •

17/10/2017



- Or click on the black and white calendar and then click on the date you wish to select

		October		2017		X	
Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

Today is Tue, 17 Oct 2017

- You will only need to change the **Job title** if you have more than one job. To do this you will need to click anywhere in the box and highlight the **Job title** you wish to claim for

Job title •

Test Position - Employee - 36964170001

- You will then need to click on the **Claim template** box to then choose which Claim Template you wish to claim on. Select '**WARCC – Sessional Worker Expenses**'. If you see a template with this name but with a prefix of 'XXX' you must NOT select it as it will have been superseded by a newer version.
- Click on **New**. A blank template is displayed as shown below:



Time and expenses

Time & Expenses claim entry: (New)

Job title: L0007 Sessional Worker
Employee: Mrs Mary Test

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[Page 1 - Mileage Claims](#), [Page 2 - Sessional Relief Hours](#), [Page 3 - Expenses Reimbursement](#)

[Click Here to view the Reimbursement of Expenses Guide](#)

Time and Expenses - Mileage Claims *for Sessional Workers*

If a cost centre override is input this needs to contain both the cost centre and the cost centre details as a single string i.e. AA001B0011.

Please complete all fields unless specified as optional.

Vehicle	Scheme	Cost Centre Override (Optional)
ABC D01	1 - Casual Mileage Scheme	

Date	Journey (Optional)	Miles claimed	From	To	Claim Reason

✕ + -

- There are 3 pages on this template; the first will default to the mileage claims. Ensure you complete the relevant(s) pages as required.
- If you have more than one entry e.g. multiple mileage lines you can click on the + button to add another row.
- Once done you are then given the action to **Save draft**, **Submit** or **Print**. If you click 'Save draft' this will allow you to come back to the claim and submit it at a later date. To submit the claim for approval, click on **Submit**.
- Once submitted, you will see the claim with a status of 'Awaiting authorisation':

Time & Expenses

Sessional Worker Expenses 

Start date 30 Aug 2018

Reference TE4000000159

Awaiting authorisation

Summary 

- You will then receive an email to confirm your claim has been sent for approval. Your Sessional Worker Administration Team will receive an email and a task to review this:



You have submitted Expense claim: TE4000000159 Inbox x

no-reply@yourhrtest.com 13:48 (2 minutes ago) ☆ ↶ ↷

to me



Time & Expense Claim Request

Dear Mary

Your expense claim TE4000000159 has been forwarded for approval.

Kind Regards,
YourHR

This e-mail has been generated by Your HR - Warwickshire County Council

- If your claim is rejected, then you will receive an email to this effect and will have to amend and re-submit the claim.

Step 2 - Sessional Worker Administrator Receives Claim

- The Sessional Worker Administration Team for the employee will receive an email and a task informing them a claim has been submitted.

Expense Claim reference: TE4000000159 has been submitted from Mary Test Inbox x

no-reply@yourhrtest.com 13:47 (5 minutes ago) ☆ ↶ ↷

to me



Time & Expense Claim Request

Mrs Rebecca Notman has submitted a Time & Expense claim which requires your authorisation.

Reference: TE4000000159
Start date: 00/08/2018
Position: Sessional Worker (Position) - Occupancy Mrs Mary Test
Payroll: WCC Monthly

Element	Type	Time/Units/Miles	Cash amount
Sessional Rerlet including Holiday Pay	Units	2	26.78
Total			26.78

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

[View Details](#)
Please use the View Details button to view details of the request and approve it.

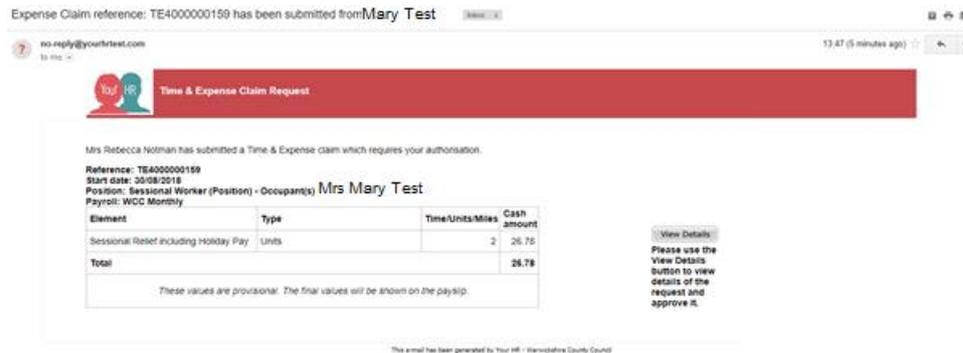
This e-mail has been generated by Your HR - Warwickshire County Council

- The Administrator is required to review the claim by clicking on the **'View Details'** button from their email then action the task from their **'to do list'** by selecting either **'Authorise'** or **'Not Authorise'** it:
 - If the claim is **'Not authorised'**, the employee will receive an email and they must review and amend the claim then re-submit it.
 - The employee will not receive a claim if the Administrator authorises the claim at this stage, however, an email and a task will be sent to the employee's reporting manager.



Step 3 – Manager Views and Approves Time & Expenses Claim

- Only when a claim is '**Authorised**' by a Sessional Worker Administrator will the employee's reporting manager receive an email and task to approve the claim:



- Details of the claim can be viewed by clicking on the '**View Details**' button from the email. The claim can be approved from the manager's 'to do' list by clicking on the check box against the relevant claim as shown below:



- Then, click on **Actions** and select '**Authorised**':

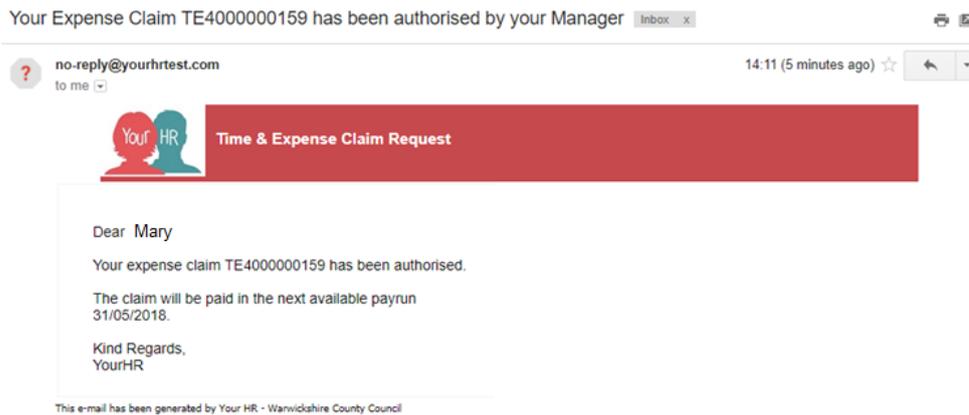


- The Sessional Worker will receive an email confirming that the claim has been authorised.

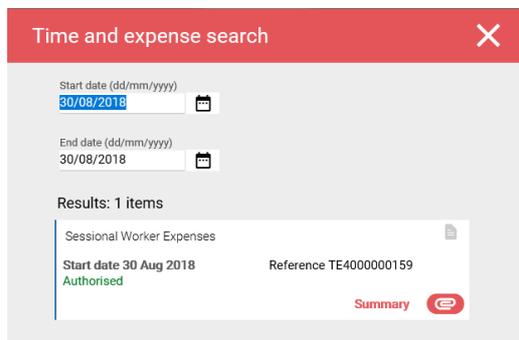


Step 4 – Employee Notified When Claim Authorised

- When the claim has been authorised by **both** the Sessional Worker Administration Team and the Sessional Worker’s reporting manager, the employee will receive an email to confirm this:



- When you search for the claim in ESS, the status will now show as ‘Authorised’:



For further information or support please refer to Your HR on the Intranet <https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr> or contact via email: hrandpayroll@warwickshire.gov.uk or phone on 01926 738444.

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