

Overtime Payroll Manual

The ICT Time sheet application allows a user to create and Submit Overtime Claims in the system. Once a claim has been submitted, it is then available to be batched, and approved for payment.

When loading up the flexi application, you will now see an Overtime Menu. Depending on access you should see different items. If you have the Payroll role you should see the below options:



Viewing an Overtime Batch

Overtime batches can be viewed by clicking on the Overtime -> Overtime Batch menu option. You will be shown a list of created batches.

Overtime Batches

Title	Generated On	Generated By	Completed On	Completed By	Claims
2020 March	10 Mar 2020 10:19	SYSTEM			2
2020 February	17 Sep 2019 11:40	U0024177	10 Mar 2020 00:00	SYSTEM	0
2019 July	16 Jul 2019 15:42	U0024177	04 Jan 2020 00:00	U0024177	0

Clicking on a batch name will show you the claims within the batch.

Creating a Batch

A new batch can be created by clicking on the Create Batch link at the top of the screen. A list of all the claims found to be added to the batch will be listed. Clicking on the Add to batch will show the create batch screen.

If there is already a batch for the current month, then a warning will be shown to the user highlighting the duplicate. If a user clicks on the Create Batch button, then a new batch will be created for the same period.

Overtime Batch



Are you sure you want to create a new Overtime Claim Batch

The below batch already exists And hasn't been processed.

B A T C H	Title	Generated On
	<input type="text" value="2020 March"/>	<input type="text" value="10 Mar 2020 10:19"/>

Create Batch

Cancel

Once a claim has been created the Overtime Batch screen is shown, allowing you to add claims to the batch.

Overtime Batch

B A T C H	Title	<input type="text" value="2020 March"/>	
	Generated On	<input type="text" value="18 Mar 2020 15:14"/>	Generated By
			<input type="text" value="Richard Edmundson"/>
	Completed On	<input type="text"/>	Completed By
		<input type="text"/>	

Add More Claims

Close

Viewing a Batch

There is 1 row per user / role / paying department, as shown below.

Overtime Batch

**B
A
T
C
H**

Title

Generated On

Generated By

Completed On

Completed By

Claims in Batch

User	Dept	Budget Code	Plain	Weekday	Rest Day 2	Rest Day 1	Bank Holiday	Total Hours
Karen Rafiq	ITDS	74000135	00:00	04:00	00:00	00:00	00:00	04:00
Brian McNamara	ITDS	74000135	04:00	00:00	00:00	00:00	00:00	04:00

[Add More Claims](#)

You can manually add extra claims by clicking on the Add More Claims button. This will show available claims that can be added.

Clicking on the save button will save the Change to the batch title.

When clicking the 'Mark as Complete' button the batch will be marked as complete. When this is done any claims in the batch that have an incomplete query on them, will be removed from the batch. Once the batch is complete, then it cannot be amended any further. Any further claims that may need to be completed will have to be processed through a new batch.

Clicking on a user will show the hours a claimant has submitted within the period.

Viewing Claims for a User in the Batch

Edit Claim Hours

Karen Rafiq (U0025180)

2020 March

Date	In	Out	In	Out	Description	Hours	Overtime Type
14 Mar 2020 - Saturday	10:00	12:00				02:00	Rest Day 1
15 Mar 2020 - Sunday			13:00	16:00		03:00	Rest Day 2
07 Mar 2020 - Saturday	12:00	16:00				04:00	Weekday

P A Y R O L L	Type	Claim Hours	Paid Hours
	Plain		<input type="text"/>
	Week Day	04:00	<input type="text" value="04:00"/>
	Rest Day 2	03:00	<input type="text"/>
	Rest Day 1	02:00	<input type="text"/>
	Bank Holiday		<input type="text"/>
	Total	09:00	04:00

Q U E R Y	Comments
	<input type="text"/>

Select Authorisations

This claim contains multiple Authorisations. Please Select the Authorisations to query.

Richard Edmundson	<input type="checkbox"/>
12 Mar 2020 16:24	
Richard Edmundson	<input type="checkbox"/>
12 Mar 2020 16:24	

Selecting an authorisation will highlight the hours contained in the the authorisation in the Claim above.

This screen has 3 sections:

1. Claim Hours
2. Payroll details
3. Claim Query details.

The claim hours section shows the details of each day the user has claimed overtime, detailing the hours and time awarded.

Hours Totals

The Payroll section shows the total of all hours worked, providing payroll officers the ability to override calculated values, to re-apportion the hours calculated across different overtime types. i.e. between Plain time and Weekday time.

To amend the hours totals, update the paid hours fields, and then click on the save button.

Raising a Query

The Query section allows a payroll user to raise a query with the budget holder for the claim. If the query is not closed before the batch is set to complete, then this claim will be removed from the batch, and therefore should not be paid.

To raise a query:

1. Add the query / updates required in the comments field.
2. select the claim(s) the query is against
3. click on the raise query button.

Overtime Claim Reports

To save a record of the paid hours, the overtime batch report will need to be run. To run the report, click on the Overtime -> Overtime Reports menu item. From this screen open the Overtime Claims report.

Running the Overtime Claim Report

Once the report loads, Select the batch from the dropdown list and click View Report button and the report will load.

The screenshot shows the SQL Server Reporting Services interface. At the top, there is a navigation bar with 'SQL Server Reporting Services' and a user name 'Edmundson, Richard'. Below this is a breadcrumb trail: 'Home > Payroll > Overtime > OvertimeClaims'. A dropdown menu for 'ClaimBatch' is set to '2020 May', and a 'View Report' button is visible. The interface also includes standard reporting controls like navigation arrows, a page indicator '1 of 2', a refresh button, a back button, a zoom level of '100%', and a save icon.



Overtime Claim Form

To be completed for all hours in excess of contracted hours.

Name		Payroll Number	
Department	Information Technology and Digital Services	Occupancy	Technician Demonstrator
Budget Code		Claim Batch	2020 May: 14-05-2020
Manager Approval		Approved On	27 Feb 2020 12:32
Budget Holder		Authorised On	27 Feb 2020 12:32

Day	Time In	Time Out	Time In	Time Out	Description	Hours	Paid Hours	Overtime Type
Thursday 06 Feb 2020	13:00	15:00			SOH Digital Welcome	02:00	02:00	Technical Demonstrator
Thursday 13 Feb 2020	13:00	15:00			SOH Digital Welcome	02:00	02:00	Technical Demonstrator
Wednesday 18 Mar 2020					SOH Digital Welcome	00:00	00:00	Technical Demonstrator
Total						04:00	04:00	

Plain	00:00
Weekday	00:00
Rest Day 2	00:00
Rest Day 1	00:00
Bank Holiday	00:00

Saving the Report

save all pages of the report (i.e. print to PDF) as part of the payroll overtime records. To do this, click on the Save icon . The dropdown list will show you a series of options.



Click on PDF, and it will save the document. This file can be copied and renamed in the required payroll folder.

Printing the Report

Once you have saved the report, you should be able to print the pdf document.