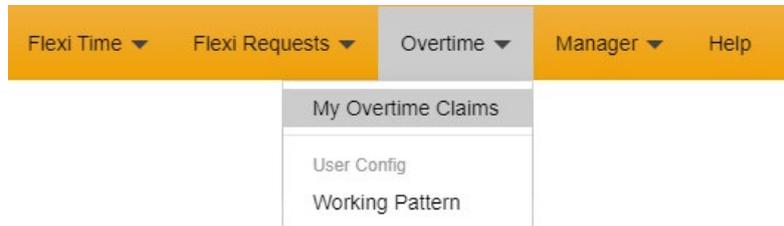


Overtime System Manual

The ICT Time sheet application allows a user to create and Submit Overtime Claims in the system.

When loading up the flexi application, you will now see an Overtime Menu. Depending on access you should see the below items:



Viewing Overtime Claims

Overtime claims can be generated in 2 ways:

- By a Manager as part of a pre-agreed overtime agreement
- By a User raising a new Claim

Both of these items work the same, and when clicking on the Overtime => My Overtime Claims menu item will show you a list of your claims.

Overtime Claims List

The header of your time sheet details the dept, user and start date of the flexi-sheet. On the right we have the sheet overview. As described below:

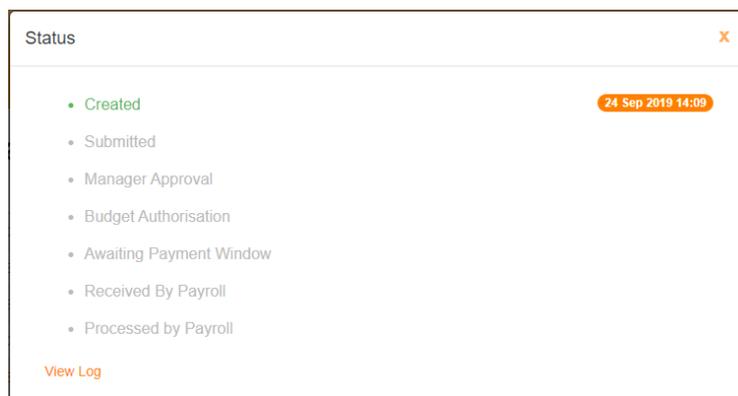
Overtime Claims

[+ Create Claim](#)

User	Title	Dept	Status	Plain	Weekday	Rest Day 1	Rest Day 2	Bank Holiday
U0024177	26 Oct - 26 Oct	ITDS	Created	00:00	00:00	00:00	00:00	00:00
U0024177	25 Sep - 26 Sep	ITDS	In Query	00:00	08:30	00:00	00:00	00:00
U0024177	10 Sep - 17 Sep	ITDS	Awaiting Payment Window	00:00	12:00	00:00	00:00	00:00
U0024177	01 Oct - 09 Oct	ITDS	Created	00:00	09:00	00:00	00:00	00:00
U0024177	03 Sep - 24 Sep	ITDS	Created	00:00	00:00	00:00	00:00	00:00

Clicking on a link in the table will take you to the edit page, click 'Create Claim' to create a new one.

Clicking on the i button next to the status will show the complete overtime progress for the claim.



Creating a Claim

When Creating a claim, or editing a claim that doesn't have all the details, you will be asked to enter the Role and Department for your claim.

Overtime Claims

CLAIM

User: Richard Edmundson

Role: Senior Developer

Department:

Save Cancel

Select the Role which the overtime claim will be paid to.

Select the department for which the overtime claim will be paid to.

Click the save button to save the role and department and progress to the edit page.

Clicking the cancel button will return the user to the Overtime Claim List page.

Editing a Claim

Overtime Hours

Submit

CLAIM

ITDS - Senior Developer
Richard Edmundson
Created

Date	Overtime Type	Time In	Time Out	Description	Hours	Paid Hours	Rate
	Plain				00:00		
	Rest Day 1				00:00		
	Rest Day 2				00:00		
	Bank Hol.				00:00		

Save Edit Header Delete Add Day Close

Clicking the save button will save the hours entered into the claim.

Clicking the Close button will return the user to the Overtime Claims list page.

Depending on the status of the claim, then the 'Delete' or 'Add Day' buttons may not be visible.

When you click on the Add Day Button you will be shown a calendar view, where you can select days to add to the claim.

Clicking the delete button will delete the claim. There is no undoing a delete, so once it is gone, you will need to manually add the claim back in where required.

Clicking on the Edit Header button will take you to the Claim Edit page. This allows the user to change the Department / Role that a claim is assigned to.

Adding days to a sheet

To add days to a sheet, click on the 'Add Days' button from the claim edit page.

Add Hours

Year Month

Select Days

Please select the days you want to create items for.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
28 October	29	30	31	1 November	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1 December

Clicking on a day will highlight the day green, showing that it will be added to the current claim.

Clicking the Save button will add the selected days to the Claim, and return to the Overtime Hours page.

Adding a single day multiple times is not allowed. Any duplicate days will not be added to the claim. Staff are only allowed to add a single Overtime Claim per role and budget code. This includes days across multiple claim forms for the same role and budget.

Clicking the Cancel button will return to the Overtime Claim Hours screen, discarding the selected days.

Adding Hours to a claim

Overtime Hours

C L A I M

ITDS - Senior Developer
Richard Edmundson

Created

Plain 00:00

Rest Day 1 00:00

Rest Day 2 00:00

Bank Hol. 00:00

Date	Overtime Type	Time In	Time Out	Time In	Time Out	Description	Hours	Paid Hours	Rate
Wed 13 Nov 2019	Weekday	<input type="text"/>	1.5						
Thu 14 Nov 2019	Weekday	<input type="text"/>	1.5						

The overtime type field will affect the Rate of Pay that you will receive. Make sure this is correct, it will show the expected pay Multiplier in the rate column.

The first time in field will be populated with the time when you clocked in to the shift.

The first Time Out field is the time you went for your break.

The second Time In field is the time you returned from your break.

The second time Out field is when the shift was completed.

Enter the reason for the overtime into the description field. This should be a quick description of what you did in the shift.

When you enter your hours, the hours and paid hours fields will be auto-calculated. These are based upon the time-in and time-out fields. The hours field will be the hours you worked. Overtime is paid on discrete 15-minute blocks; therefore, the Paid Hours will show the last 15-minute block that you completed.

Editing the Claim Header

From the Overtime Hours page, click on the Edit Header button. The Overtime Claim Header page will be shown:

Overtime Claims

C L A I M

User

Role

Plain Weekday Rest Day 1

Manager Submitted To Manager Approval Date

Created From

Department

Rest Day 2 Bank Holiday Status

Budget Submitted To Budget Approval Date

Select the Role the claim is for i.e. will be paid against. The Role affects your Rate of Pay.

Select the Department that the overtime is for. If the overtime is paid for by a different department to that which you work for, then select the alternate department.

Clicking on the Save button will save the Role and department fields.

Clicking on the Close button will return the user to the Overtime Claim Hours page.

Setting Overtime Working Pattern

The working pattern is used when editing an overtime claim to pre-populate the overtime type field with the correct value. For full time users, double-time and time-and-a-half being the defaults for Saturday and Sunday.

Clicking on the Overtime -> Working Pattern menu item will display the Working Pattern view page.

Working Pattern

[+ Create a new Working Pattern](#)

H E A D E R	User	Created Date	Working Pattern Start Date
	<input type="text" value="Edmundson, Richard (U0024177)"/>	<input type="text" value="24 Sep 2019"/>	<input type="text" value="23 Sep 2019"/>
	Working Pattern End Date	In Use	
	<input type="text" value="01 Jan 0001"/>	Current Working Pattern <input checked="" type="checkbox"/>	

Day No	Contract Hours	Overtime Type
1	07:24	Weekday
2	07:24	Weekday
3	07:24	Weekday
4	07:24	Weekday
5	07:24	Weekday
6	00:00	Double Time
7	00:00	Time and a half

The bottom of the page will show the working pattern for the user.

Full time users will have a 7-day working pattern, with every day 1 being a Monday. If you choose to have a different length working pattern, then day 1 will not always be on a Monday.

To create a new working pattern click on the 'Create New Working Pattern' link. This will load the working pattern wizard.

Working Pattern Length (in days) - 7 days for Full time Staff

Working Pattern Start Date

The default is a seven-day working pattern starting on the previous Monday. However, you may alter the start date and the length of the working pattern.

Shift workers may work on an 8-day rotation and therefore the working pattern will be 8, and the Working Pattern Start Date will need to be altered.

Clicking the Continue button will forward the user to the working pattern details page.

Working Pattern

The Working pattern is shown below, including dates for the first repetition of the working pattern. The pattern will repeat indefinitely until a new working pattern is generated.

Overtime is calculated a x1 time for a normal working day (normally Monday - Friday for full time staff). Double time for the first rest day, and time and a half for any subsequent rest days.

Full time staff will normally use a 7 day working pattern with:

- 7hrs and 24 Mins Monday to Friday
- 0 hrs for Saturday and Sunday.
- Standard Overtime Monday to Friday
- Double time Saturday
- Time-and-a-half Sunday.

Day No	Date	Contract Hours	Overtime Type
1	Mon 04 Nov 2019	07:24	Weekday
2	Tue 05 Nov 2019	07:24	Weekday
3	Wed 06 Nov 2019	07:24	Weekday
4	Thu 07 Nov 2019	07:24	Weekday
5	Fri 08 Nov 2019	07:24	Weekday
6	Sat 09 Nov 2019	00:00	Double Time
7	Sun 10 Nov 2019	00:00	Time and a half

This will have standard defaults depending on the working pattern length. But you are able to amend this to suit your working pattern. The defaults are:

- 7 Days Rotation
 - Mon-Fri - 07:24 hours, Weekday Overtime
 - Sat – 00:00 hours, Double Time
 - Sun – 00:00 hours, Time and a half
- 8 Days Rotation
 - Days 1 to 4 = 12:00 hours, Weekday Overtime
 - Days 4 to 8 = 00:00 hours, Double Time
 - Sun – 00:00 hours, Time and a half
-

If the defaults are not as required, you can update the Contracted Hours, and the Overtime Type fields, for each day of the working pattern.

Once you are happy with the working pattern click the save button. This will take you back the Working Pattern View page.