



## **Employee Self Service User Guide – Claiming Overtime**

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## **Introduction**

Welcome to the Employee Self Service guide for Claiming Overtime for Keele People. This Guide will show you how to enter and submit an Overtime claim in Keele People.

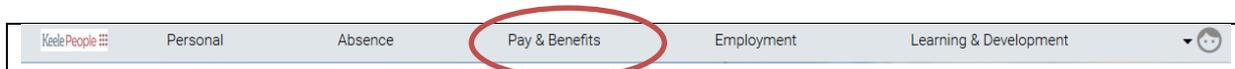
Keele People Time and Expenses is an online facility designed for entering your Overtime claims. Your claim will be submitted online through the Keele People Employee Self Service portal (ESS) and then will be sent electronically to your Overtime Authoriser/s for approval and authorisation. All claims fully certified (authorised by your Overtime Authoriser/Budget Holder) will be credited to your bank account via the monthly payroll (providing the submission/authorisation is made within the payroll deadlines – see the 'Contact Us' section for the link to the payroll deadlines).

The Overtime workflow is a simple process:

## 1. How to submit a claim for Overtime

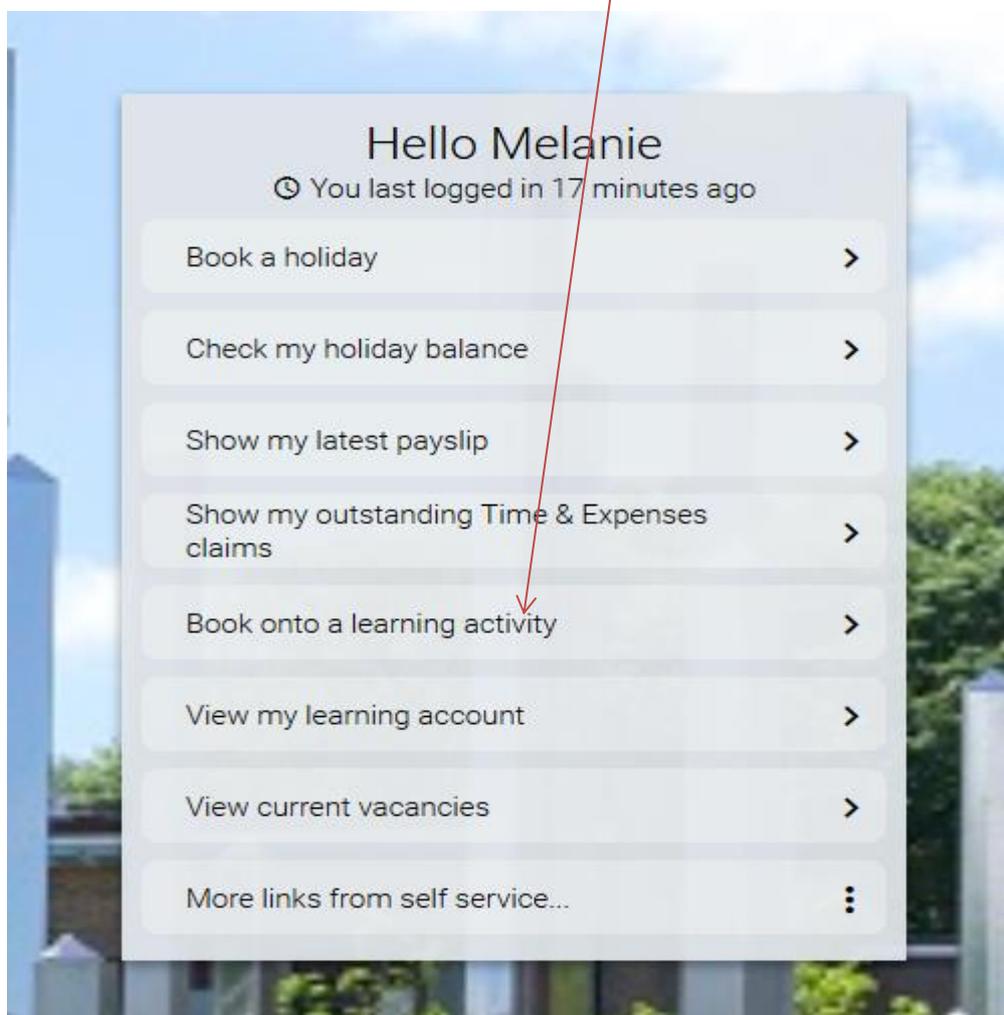
Log into Keele People Employee Self Service using your personal log in details and follow the instructions in this guide.

- 1.1** To submit a claim for Overtime, click on 'Pay and Benefits' in the navigation bar at the top of the screen



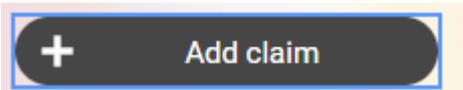
Or

Use the 'Quick Link' – Show my outstanding Time & Expenses claims - displayed on the homepage.



- 1.2** You will then be directed to the 'Time & Expenses' section:





1.3 Click on **Add claim** to start the process:

The following screen will appear

**Time and expenses**

Time & Expenses claim entry: New

Start date

Job title **Technician**

Claim template **Please choose**

- Please choose
- Overtime Claim

Input the Start Date, select the Job Title which the Overtime claim is for and then select the claim template headed 'Overtime Claim' from the drop down list. Then click on **New**.

1.4 Selecting the 'Overtime Claim' will display the following screen:

**Time and expenses**

ime & Expenses claim entry: (New)

Job title: Technician  
Employee: Melanie Wyatt

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Please process overtime claims in accordance with University Guidelines.

If your overtime claim is based on additional hours worked then please enter the NUMBER OF HOURS against the appropriate Overtime Rate. The system will automatically calculate your overtime based on your salary.

If your overtime is based on an agreed fixed value then please enter the VALUE against the "Overtime - Fixed Value" line on the form below.

Element	Date	Reason	Cost Code	Number of Hours	
Overtime Value					+ -
Overtime x 1.5 (OT1.5)	06/01/2018	Open Day	A0400~~~~304	4.00	+ -
Overtime x 2 (OT2)				4.00	+ -
Overtime - Fixed Value				0.00	+ -

Calendar pop-up: January 2018. Today is Thu, 11 Jan 2018.

Buttons: Save draft, Submit, Print

**1.5** We have chosen a simple claim to demonstrate in 1.4 above, but more complex; multiple line submissions can be entered. To do this simply click on the plus button shown **+ -** to the right of the claim and a new line will appear allowing further information to be entered. Clicking on the negative button will delete the line.

**Date** Input the date when the work was undertaken against the appropriate Overtime rate e.g. Single Time (Overtime x 1), Time & Half (Overtime x 1.5) or Double Time (Overtime x 2).

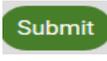
**Reason** Enter the reason why the overtime has been worked e.g. Open Day.

**Cost Code** If your Overtime claim is to be charged to where your normal salary is charged – no entry is required. If you are working on a special project the code should be entered, however, your Overtime Authoriser will review and enter any code before authorising for payment.

**Number of Hours** Input the ACTUAL hours worked against the appropriate overtime option - in the example above 1 hour overtime was worked and is to be paid at the enhanced rate of Time & Half.

**1.6** Clicking on  will save the partially completed form to your 'Pay & Benefits' homepage which you can access later. When you are ready to complete simply return to the 'Pay & Benefits' section and your claim will be displayed in the 'Time & Expenses' section. Just click on it to continue where you left it.

**1.7** If you wish to print the claim, click  which will display your normal printing screen and follow the instructions.

**1.8** When you are happy with your claim click on . You will then be prompted to

**Time & Expenses claim submission:**

Claim template  
**Overtime Claim**

Job title  
**Technician**

Time and expenses claim reference  
**OVE001678**

Payroll  
**Monthly**

Start date  
**06/01/2018**

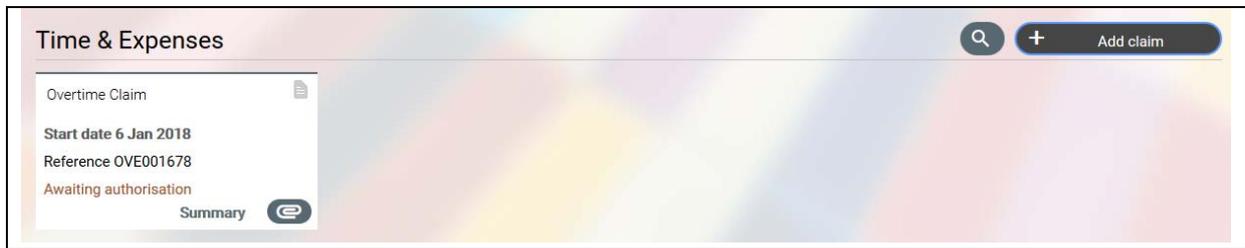
Comments  
**Your claim will need to be authorised by your line manager before being approved for payment**

Password  
●●●●●●●●

**+ Receipt attachments**

enter your Keele University password before clicking on  again.

**1.9** Once you have clicked on , your claim will be shown as 'Awaiting Authorisation' in the 'Time and Expenses' section of your 'Pay & Benefits' screen.

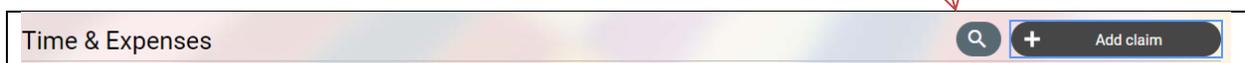


**1.10** The Overtime Authoriser/s for your position will then receive a task in their 'To Do' list in Keele People to review the claim. They can authorise, not authorise or leave the claim until later. Note that the payment will be made in accordance with the Payroll & Pensions Office deadlines – see the 'Contact Us' section below.

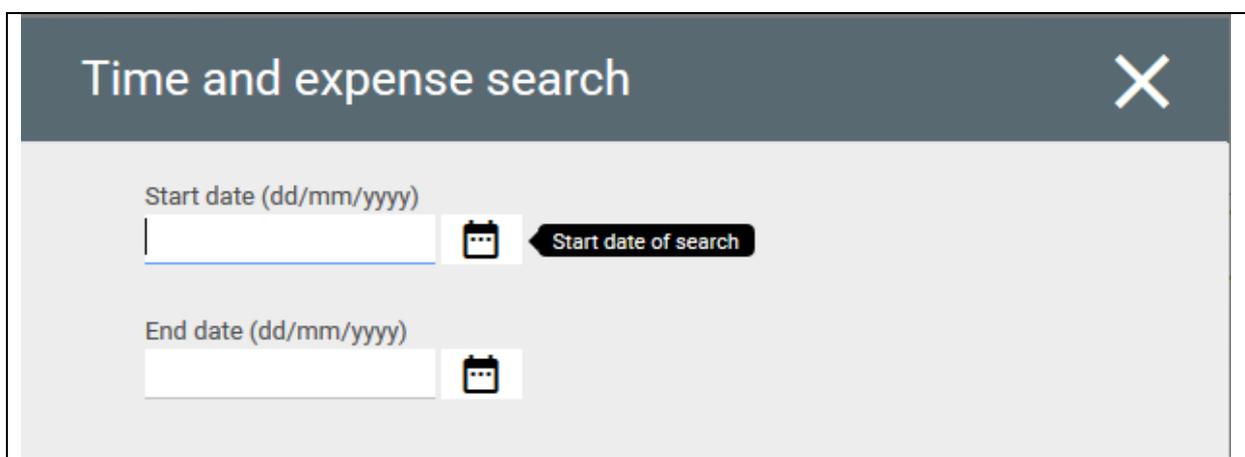
**1.11** Amendments to Overtime claims – The Overtime Authoriser will be able to amend your Overtime Claim (for example if you have claimed hours at an enhanced rate and should be at Single Time). They can also reject your claim (if s/he does not agree with your claim).

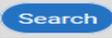
## Viewing Authorised Claims

**1.12** To view previously submitted claims, click on the search symbol in the 'Time & Expenses' section:



**1.13** This will then display the 'Time and expense search' page:



**1.14** Enter the date range that you wish to select using the calendar icon on the right or simply type in the dates in the format required and click on .

**1.15** This will display the history of your Overtime claims during the date range. Alternatively, you can just press  and all your claims will be displayed. You can then view the details simply by clicking on the appropriate claim/s.

## 2. Rules for Overtime

Members of staff employed at Grade 5 or below on the Keele University Grading Structure (KUGS) are eligible for Overtime payments (Overtime claims for staff at Grade 6 or above on the KUGS are not permitted and staff should arrange for time off in lieu in accordance with University policy)

Line Manager approval must be sought **before** any overtime; for which payment/time off in lieu is required, is undertaken.

An Overtime claim must NOT be submitted in advance of the current date.

If you are employed on a **Part Time Basis**, the following rules should be followed when submitting an Overtime claim:

- All work completed up to 36.25 hours per week (weekdays) must be claimed at 'Single Time'.
- Hours worked over 36.25 hours (weekdays) can then be claimed at 'Time & Half'
- Saturday & Sunday work can be claimed at 'Double Time' (regardless of whether part time) **UNLESS you are NORMALLY required to work on a Saturday or Sunday – then payment at the enhanced rate ('Double Time') will only be payable for those hours over 36.25 in the working week. Overtime hours worked up to 36.25 will be paid at 'Single Time'.**

If you are employed on a **Full Time Basis**, the following rules should be followed when submitting an Overtime claim:

- All work completed over 36.25 hours per week (weekday) can be claimed at 'Time & Half'
- Saturday & Sunday work can be claimed at 'Double Time'.

### 3. Best Practices for entering Overtime claims

To Avoid Not Being Paid, Please Note the Following Best Practices:

- 🕒 Employees should enter and submit their Overtime each day (if this is not practicable – see next step).
- 🕒 Employees must enter and submit their Overtime AT LEAST WEEKLY, on the last day worked in the week.
- 🕒 Line Managers/Supervisors should review Overtime for exceptions and approve Overtime weekly.
- 🕒 By the cut-off deadline in the pay period, ALL Overtime entries must be submitted for timely payroll processing see cut-off deadlines link under 'Contact Us'.

Contact us

Email: [finance.payroll@keele.ac.uk](mailto:finance.payroll@keele.ac.uk)

Telephone: 01782 733773 or 01782 734167 or 01782 734378

Useful links

Cut-off deadlines: <http://www.keele.ac.uk/finance/payrollandpensions/standardforms/>