

# Self Service User Guide

## My Pay

### Contents

<b>Introduction</b> .....	<b>2</b>
<b>My Pay Overview</b> .....	<b>3</b>
Viewing and Downloading Payslips.....	4
Viewing and updating bank details .....	9
Viewing and downloading P60's.....	12
Sending your payslip and P60 to your email .....	13
Benefits .....	15
<b>Time and Expenses</b> .....	<b>17</b>
Additional Payments Form (Project Disbursement & Additional Fees) .....	19
Hourly Paid (Academic) .....	21
Hourly Paid (Support Staff) .....	23
Overtime .....	25
Standby & Callout Payments .....	27
Student Experience Claim Form .....	29
<b>Claim submission</b> .....	<b>31</b>

### VERSION HISTORY

Version	Date	Change Summary
1.0	January 2022	New ESS update

## Introduction

HR Connect is an online Employee Self Service system that provides staff with instant access to their personal data. This data includes, where available and relevant:

- Personal information including your contact details.
- Information about your next of kin and emergency contacts.
- Bank account details.
- Absence and Holiday details, including holiday, sickness and other absence types.
- Pay and P60 details, with easy access to payslips and P60 information.
- Employment details, including your current and previous jobs.
- Higher Education Statistics Agency (HESA) data.
- Learning history, including a record of personal learning and future event bookings.

Staff can update their own personal information, request leave, request a place on learning events and record personal learning activities.

Full details of what information can be accessed and updated can be found within the separate manuals covering each area of the system.

### **Data Protection and Confidentiality**

As HR Connect contains detailed personal information it is important that you use it responsibly to ensure that the security of your information is maintained at all times.

When you have finished using HR Connect please always log out or close your web browser or tab.

It is also important that you never let anyone else know your university username and password as this information would allow people to access your personal information with a risk of identity fraud. If you believe others may be aware of your password please change it immediately.

If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000).

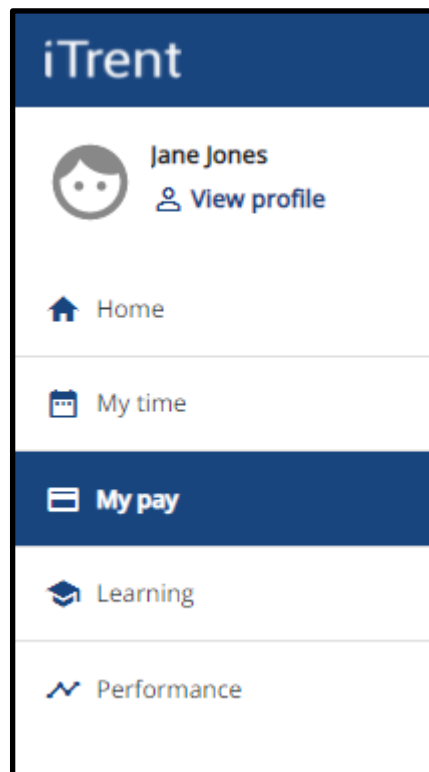
More details about information security can be found on the Staff Intranet.

## My Pay Overview

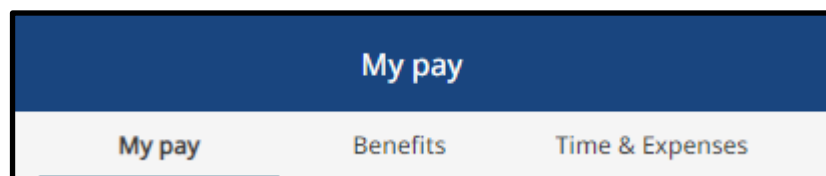
The My Pay section of HR Connect allows you to:

- View/download your payslips and P60's.
- Provides you with an overview of your benefits.
- Submit online claim forms for payments.

To access the 'My Pay' section, from the HR Connect home screen click on 'My Pay'.

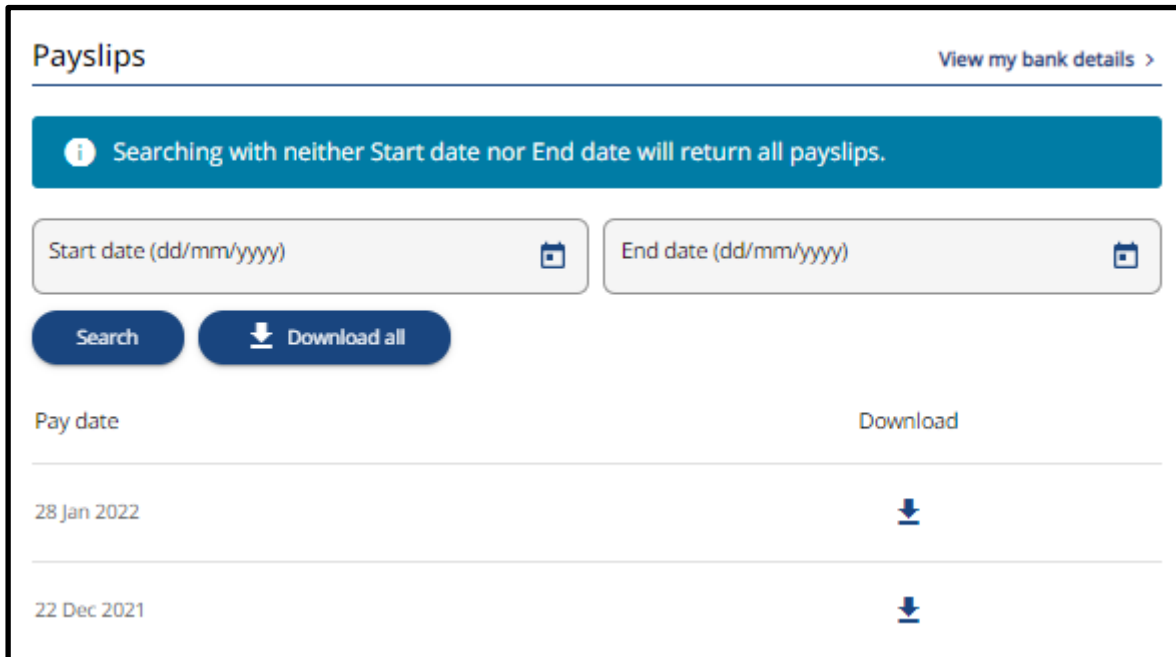


The page will default to the 'My Pay' tab where there will be a Payslips card and a P60 card. If you click on the [Benefits](#) or [Time and Expenses](#) tab, this will direct you to the relevant section.



## Viewing and Downloading Payslips

Within the 'My Pay' section there will be a Payslips card.



This will show you a list of your payslips which have been generated.

You can use the search function to filter down which payslips are returned. If you click on search with neither a start date nor an end date all payslips will be returned.



To download all payslips, click on . If you want to download an individual payslip, click on the download icon next to the relevant payslip.




To view your payslip, click on the payslip pay date.

Pay date	Download
28 Jan 2022	

The 'Payments' section of your payslip will provide you with details of any gross payments made.

Payments			
Payment	U/T	Rate	Cash
Holiday Pay Hourly			6.95
<b>Basic Pay</b> 			2,259.67
<b>Claim Basis Hours</b> 	4	14.3851	57.55
<b>Total Payments</b>			<b>2,324.17</b>

The payslip has interactive functionality. When you see the  icon you can click on this to view more details regarding the payment and how it has been calculated.

**Basic Pay** Close X

---



**Basic Pay Calculation**  
Basic pay is calculated as a FTE (full time equivalent) of your annual salary.


**Mid period change**  
Where there is a change during the period which will impact salary, the part month is calculated based upon the number of calendar days in the period.

Basic pay for the period 01/01/2022 to 31/01/2022 is £2,259.67. This is based upon an annual salary of £27,116.00 and contractual hours of 36.25

Is this helpful? Yes No Cancel

The 'Deductions' section of your payslip will provide you with details of any deductions from your pay such as your pension, tax and NI.

Deductions		
Deduction	Rate	Cash
Tax 		228.20
NI - A 		183.26
Student Loans		59.00
Lothian Pension Fund 2015	5.8	134.40
<b>Total Deductions</b>		<b>604.86</b>

The payslip has interactive functionality. When you see the  icon you can click on this to view more details regarding the deduction and how it has been calculated.

**Tax** Close X

---

**Calculating your taxable pay**  
 You have been issued a non-cumulative tax code of 1257L. This instructs that tax is calculated using the pay in this period only.  
 Your taxable pay this period is £2,189.77.

**Calculating your tax allowance**  
 Your tax free allowance this period of £1,048.26 is deducted from your taxable pay this period of £2,189.77. You will pay tax on £2,189.77 - £1,048.26 = £1,141.51.

**Calculating your tax due**  
 Your taxable pay of £1,141.51 is split between the applicable tax bands and tax is calculated as:

Tax bands/rates	Applicable pay	Tax due
20%	1,141.00	228.20

You are required to pay tax this period of £228.20.

For more information on tax visit <https://www.gov.uk/income-tax>.

Is this helpful? Yes No Cancel

The 'This Period' section of your payslip will provide you with an overview of the total taxable payments, your pensionable pay and your employers NI contributions.

This Period	
Description	Value
Taxable Payments	2,189.77
Pensionable Pay	2,317.22
Employer's NI - A	219.03

The 'Year-to-date' section of your payslip will provide you with a year-to-date overview of your tax, NI, taxable pay and Niable pay.


Year-to-date	
Description	Value
Tax Paid YTD	228.20
NI Paid YTD - A	205.52
Taxable Pay YTD	3,115.26
Niable Pay YTD	3,306.64

Your total net pay for the payslip month will be shown at the bottom right.

<b>NET PAY</b>	<b>1,719.31</b>
----------------	-----------------

General tax and NI information such as your tax code and NI number can be viewed at the top right of your payslip.

Tax Period	10
Tax Code ⓘ	1257L Week 1/Month 1
.....ber	
NI Category ⓘ	A

The payslip has interactive functionality. When you see the  icon you can click on this to view more details regarding your tax and NI.

**Tax Code** Close X

---


A history of your tax details is below.  
For more information visit [www.gov.uk/tax-codes](http://www.gov.uk/tax-codes)

Effective from	Tax Code	Tax basis	Reason
20 Dec 2021	1257L	Week 1/Month 1	Information presented when starting employment

Cancel

You can also download your payslip from the payslip itself by clicking on 'download'.


[< Back to My pay](#)

Payslip details: 28 Jan 2022  Download


**Employee Name** Jane Jones





**Reference No.** .....

**Tax Period** 10

**Tax Code**  1257L Week 1/Month 1

**NI Number** J000000000

**NI Category**  A

Payments				Deductions			This Period		
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value	
Holiday Pay Hourly			6.95	<b>Tax</b> 		228.20	Taxable Payments	2,189.77	
<b>Basic Pay</b> 			2,259.67	<b>NI - A</b> 		183.26	Pensionable Pay	2,317.22	
<b>Claim Basis Hours</b> 	4	14.3851	57.55	Student Loans		59.00	Employer's NI - A	219.03	
				Lothian Pension Fund 2015	5.8	134.40			
Year-to-date									
							Description	Value	
							Tax Paid YTD	228.20	
							NI Paid YTD - A	205.52	
							Taxable Pay YTD	3,115.26	
							Niable Pay YTD	3,306.64	
<b>Total Payments</b>			<b>2,324.17</b>	<b>Total Deductions</b>			<b>604.86</b>	<b>NET PAY</b>	<b>1,719.31</b>



## Viewing and updating bank details

To view and update your bank details, this page can be accessed from the 'My Pay' section by clicking on 'View my bank details' on the payslip card, or you can click on 'View profile'.

**Payslips** [View my bank details >](#)

*Searching with neither Start date nor End date will return all payslips.*

Start date (dd/mm/yyyy)  End date (dd/mm/yyyy)

**Search** **Download all**

Pay date	Download
28 Jan 2022	
22 Dec 2021	

**iTrent**

Jane Jones [View profile](#)

- Home
- My time
- My pay**
- Learning
- Performance

At the bottom of the screen there will be a 'Bank details' card. The card provides you with an overview of the bank account details used by payroll. Please ensure that your bank account details are recorded accurately to avoid delays in your pay being sent to your bank account.

Bank details		
Account name	Bank name	Sort code
Jane Doe	AIB Bank	935247

Click on the record to view and/or amend your bank details.

[< Back to Personal](#)

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Bank details

i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

**\*Sort code (required)**

**Bank name**

**Roll number**

**\*Account number (required)**

**\*Account name (required)**

Save
Cancel

You only need to record a sort code, account number and account name. The account name is the bank holder's name. Only record a role number if this is relevant.

The bank name will be updated automatically based on the sort code.

If your sort code is not recognised and you received the error message as shown below, please contact [payroll](#) to add your bank to the list of recognised banks in the system.









Any updates to bank account details need to be made by the payroll cut-off date which is the **15<sup>th</sup> of the month**. Changes after this date will **not** be in time for your pay to go to the new account. Please contact [payroll](#) if you have any questions in relation to this.

Once you have made any changes, click on save to action.


## Viewing and downloading P60's

Within the 'My Pay' section there will be a P60 card.

P60		
Tax year	Employment period	
2020/2021	6th April 2020 - 5th April 2021 (Monthly)	
2019/2020	6th April 2019 - 5th April 2020 (Monthly)	
2018/2019	6th April 2018 - 5th April 2019 (Monthly)	
2017/2018	6th April 2017 - 5th April 2018 (Monthly)	
2016/2017	6th April 2016 - 5th April 2017 (Monthly)	
2015/2016	6th April 2015 - 5th April 2016 (Monthly)	


This will provide you with a list of your P60's which have been generated.

To download an individual P60, click on the download icon next to the relevant P60.

P60		
Tax year	Employment period	
2020/2021	6th April 2020 - 5th April 2021 (Monthly)	


Once this has been downloaded you will be able to open and view.

## Sending your payslip and P60 to your email

To set up your payslip and/or P60 to be emailed out to yourself automatically, click on the utility menu icon  and go to settings>e-form preferences.

Tick the 'Email payslip' check box. Enter the email address you wish your payslip to be sent to each month. Enter and confirm the payslip password. When the payslip is sent to your email address it will be in a PDF format and will be password protected. You will need this password to open the PDF copy of the payslip.

### E-form preferences Close X

 The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < > ` ' :`

#### Payslip options


Print payslip

Email payslip


\*Email address (required)

\*Password for payslip (required)

\*Confirm password (required)

If you would like your P60 to also be sent out to your email at the end of each financial year, check the box 'use the same email and password for P60's'. Your P60 will then be sent out to the same email address and require the same password to access as your payslips. It is recommended that you send your P60 to the same email address as your payslips.

**P60 options**

Print P60

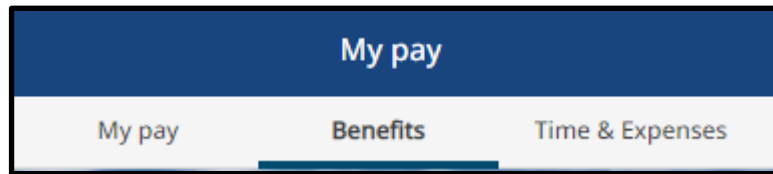
Email P60

Use the same email and password for P60's

Once you have entered the required information, click save at the bottom of the screen. Please ensure that you remember your password to access. If you forget your password, it can be updated from the same screen as above. However, you will not be able to access any PDF copies generated and sent to you previously with your new password. Alternatively, these can be re-downloaded as shown in the [viewing and downloading payslip's](#) section of this guide.

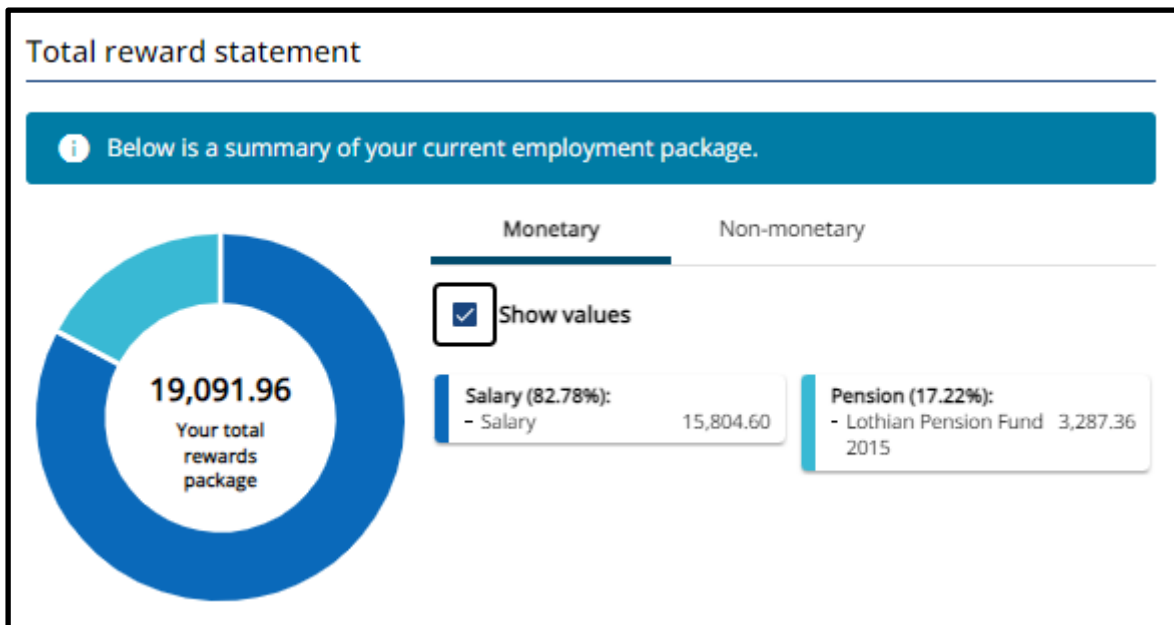
## Benefits

From the 'My pay' section you can view the benefits tab.



You will be presented with your 'Total reward statement'. Check the 'Show values' tick box.

The monetary tab will provide you with an overview of your monetary total reward statement broken down by your salary and pension.




The Non-monetary tab will provide you with an overview of your non-monetary total reward statement. This includes information on:

- Holidays and Fixed Leave
- Sickness and Wellbeing
- Leisure and Discounts
- Employee Assistance Scheme

### Total reward statement

i Below is a summary of your current employment package.

Monetary
Non-monetary



Show values

**Holidays and Fixed Leave**

- Generous annual leave entitlements for all staff, up to 41 days for Professional Services staff and senior managers and 46 days for Academic and Research staff.

**Sickness and Wellbeing**

- Service related occupational sick pay, up to 6 months full and 6 months half pay. Option to join Benenden Healthcare (an alternative to health insurance) and a range of services through our Occupational Health Provider.

**Leisure and Discounts**

- You receive discounts through premium benefits on a range of shopping and leisure activities. You are also eligible for reduced rate gym membership at Engage and if eligible, you can make tax efficiencies if you join the Cycle to Work Scheme.

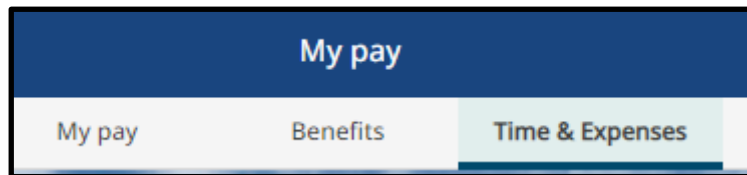
**Employee Assistance Schemes**

- All staff have access to Workplace options which provides emotional, practical and physical support online and over the phone. Financial education is available through Neyber with the option for savings and loan products.

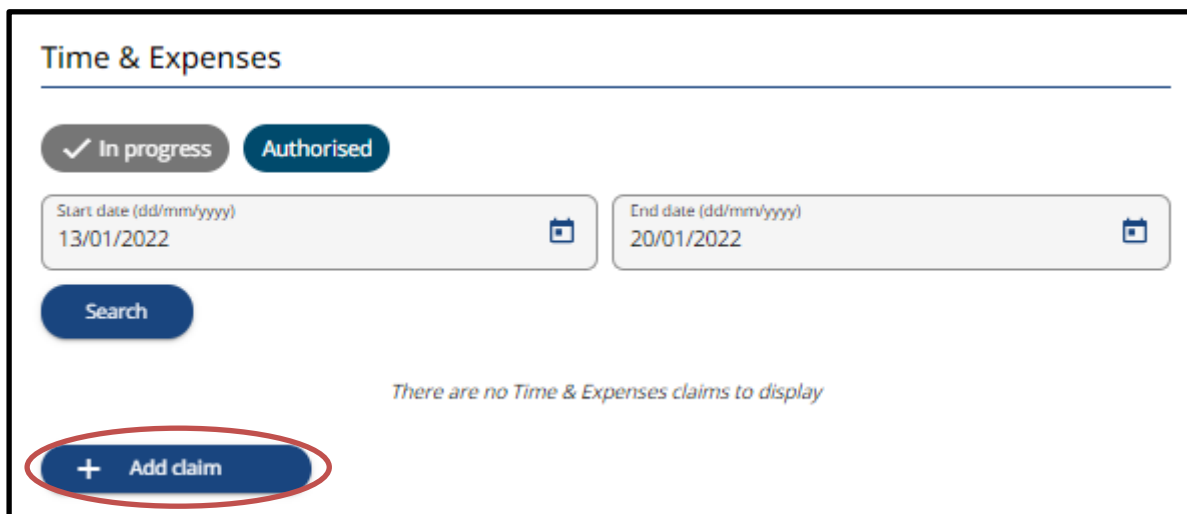


## Time and Expenses

To submit a claim, within the 'My Pay' section click on the 'Time and Expenses'



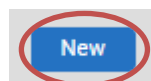
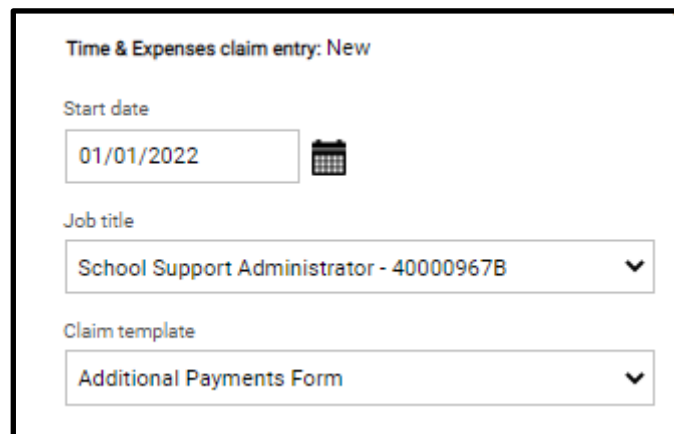
On the 'Time & Expenses' tab, click on 'Add claim'.



On the first page of the claim form you will need to enter the following details:

- **Start Date:** A claim should start with the first day of the calendar month that the work was done (e.g., 1<sup>st</sup>), entered as DDMMYYYY. The same claim should be used for all work undertaken within that calendar month, and a separate claim should be submitted for each calendar month.
- **Job Title:** Select the job title that the work was undertaken within.
- **Claim Template:** Select the appropriate template for your claim (the list below will link to more info for each claim form). You will have a choice from:
  - [Additional Payments Form](#)
  - [Hourly Paid \(Academic\)](#)
  - [Hourly Paid \(Support Staff\)](#)
  - [Overtime](#)
  - [Standby & Callout Payments](#)
  - [Student Experience Claim Form](#)

Once the details have been entered click on 'New'.



Once the claim details have been entered, [click here](#) for submission instructions.

## Additional Payments Form (Project Disbursement & Additional Fees)

There are two pages associated with this payment claim form. If you are a **full-time** employee, you must complete **Page 1**; if you are a **part-time** employee, you must complete **Page 2**.

Time & Expenses claim entry: (New)

Job title: HR Analyst  
Employee: Jane Jones

**Page 1 | Page 2**

This page is for full-time staff only, if you are part-time, please complete Page 2. All additional payments must be approved in advance by the Dean of School/Director of Service and submitted via this form for approval. Claims must be submitted in a timely manner, and no later than the month following the completion of the work.

By submitting a claim you are confirming that authorisation has been given and that this work is over and above your contracted hours.

A full cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and you should be advised of this, in advance of completing the work. Project Disbursement payments should always have a cost centre beginning with E or N, all other payment cost centre should begin with D or R.

If you are a Tier 4 Visa holder you are limited to the number of hours you may work in any given week, by submitting this claim you are confirming your compliance with your visa regulations.

Element	Date	Description of Work	Work Authorised By	Budget code	Payment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>

### Full Time Employees (Page 1)

#### Element

Select the correct element that you are claiming for from the drop-down list. Please choose 'Project Disbursement' if the budget code on your claim starts with 'E' or 'N'. Choose 'Additional Fees' if the budget code on your claim starts with 'D' or 'R'.

#### Date

Enter the date worked as DDMMYYYY or use the calendar icon.

#### Description of Work

Enter a description of the work undertaken. This should be as descriptive as possible.

#### Work Authorised By

Enter the name of the person who authorised the work to be undertaken.

#### Budget Code

Enter the budget code (cost code). Your manager will confirm with you the cost code that the work is to be charged to.

- 8-digit codes must be entered as D9999-00 or D999-000, note the uppercase D.
- 7-digit codes must be entered as xE789-00, not the lower-case x and upper-case E.

## Payment

Enter the payment amount.

## Example

Time & Expenses claim entry: (New)

Job title: HR Analyst  
Employee: Jane Jones

Page 1 | Page 2

This page is for full-time staff only. If you are part-time, please complete Page 2. All additional payments must be approved in advance by the Dean of School/Director of Service and submitted via this form for approval. Claims must be submitted in a timely manner, and no later than the month following the completion of the work.

By submitting a claim you are confirming that authorisation has been given and that this work is over and above your contracted hours.

A full cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and you should be advised of this, in advance of completing the work. Project Disbursement payments should always have a cost centre beginning with E or N, all other payment cost centre should begin with D or R.

If you are a Tier 4 Visa holder you are limited to the number of hours you may work in any given week, by submitting this claim you are confirming your compliance with your visa regulations.

Element	Date	Description of Work	Work Authorised By	Budget code	Payment
Additional Fees	01/01/2022	Test	John Smith	D9999-00	10.00

Save draft Submit Print

Please [click here](#) for how to submit your claim

## **Part-Time Employee (Page 2)**

If you are a Part-Time employee and are claiming for Project Disbursement (E or N codes) or Additional fees (D or R codes) the only difference is that you would choose 'Casual Project Disbursement', 'Casual Additional Fees', or Specialist Lecturer from the element dropdown list. All other instructions detailed in the [additional payments full time employee section](#) still apply.

To add/remove a line on the claim form click the +/- buttons.

After you have inputted the details, please [click here](#) for how to submit your claim.

## Hourly Paid (Academic)

There are two pages associated with this payment claim form. Page 1 is to be used for claiming hours for preparation, teaching and other. Page 2 is to be used for claiming hours for marking. To move between the two pages, click on page 1/page 2 towards the top of the screen.

### Element

Select the correct element that you are claiming for from the drop-down list. If you are claiming for marking on page 2 this will have been pre-selected.

### Date

Enter the date worked as DDMMYYYY or use the calendar icon.

### Reason

Enter a reason for your claim. This should be descriptive as possible

### Requested by

Enter the name of the person who requested for the work to be undertaken.

### Budget Code

Enter the budget code (cost code). Your manager will confirm with you the cost code that the work is to be charged to.

- 8-digit codes must be entered as D9999-00 or D999-000, note the uppercase D.
- 7-digit codes must be entered as xE789-00, not the lower-case x and upper-case E.

### From/To (Page 1 only)

Enter the time from/to that the work was undertaken in the format HH:MM.

### Hours

Enter the number of hours that the claim is for.

To add/remove a line on the claim form click the +/- buttons.

## Example

Time & Expenses claim entry: (New)

Job title: HR Analyst  
Employee: Jane Jones

Page 1 | Page 2

All hours claimed must be approved in advance by your manager. Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. Payment cannot be claimed for lunch breaks. You can add as many lines as necessary to this form to complete your claim. **Claims for marking activity should be made on page 2 of this form.**

**A cost code must be included in each line of your claim.** This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work. If you are a Tier 4 Visa holder you are limited to the number of hours you may work in any given week. By submitting this claim you are confirming your compliance with the visa regulations. The information will be used to enable the University to monitor this.

Element	Date	Reason	Work requested by	Cost Centre	From	To	Hours	
Hourly Teaching	01/01/2022	teaching extra class	John Smith	D9999-00	10:00	11:00	1.00	+ -
							1.00	

Save draft Submit Print

After you have inputted the details, please [click here](#) for how to submit your claim.

## Hourly Paid (Support Staff)

**All hours being claimed, must have been approved in advance by your manager.**

This claim form should be used by **support staff** engaged on guaranteed hours or an hourly paid basis to claim for any hours worked. Any hours worked can be claimed on this form. For each day worked you should add a new row and populate with the required information.

**Please Note:** Payment should be for hours worked only; you should not claim for lunch breaks.

### Element

This will be pre-selected to 'Daily Hours Worked'

### Date

Enter the date worked as DDMMYYYY or use the calendar icon.

### Work Activity

Enter details of the work undertaken. This should be as descriptive as possible.

### Work Requested by

Enter the name of the person who requested for the work to be undertaken.

### Budget Code

Enter the budget code (cost code). Your manager will confirm with you the cost code that the work is to be charged to.

- 8-digit codes must be entered as D9999-00 or D999-000, note the uppercase D.
- 7-digit codes must be entered as xE789-00, not the lower-case x and upper-case E.

### From/To

Enter the time from/to that the work was undertaken in the format HH:MM.

### Hours

Enter the number of hours that the claim is for.

To add/remove a line on the claim form click the +/- buttons.

## Example

Page 1

**All hours being claimed, must have been approved in advance by your manager.**

This form should be used by **support staff** engaged on guaranteed hours or hourly paid basis to claim for any hours worked.

**Completing your claim:** Any hours worked can be claimed on this form. For each day worked, you should add a new row and populate with the required information. The total number of hours claimed will appear once you have saved a draft version or submitted for approval.

**Important:** Payment should be for hours worked only, you should not claim for lunch breaks.

**A cost code must included in each line of your claim.** This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

**Visa Restrictions:** If you are a Tier 4 Visa holder you are limited to the number of hours you may work in any given week. By submitting this claim you are confirming your compliance with the visa regulations. The information will be used to enable the University to monitor this.

Element	Date	Work Activity	Work requested by	Cost Code	From	To	Hours	
Daily Hours Worked	10/01/2022	test	test	D9999-00	10:00	11:00	1.00	+ -
Daily Hours Worked	11/01/2022	test	test	D9999-00	9:00	11:00	2.00	+ -
							3.00	

After you have inputted the details, please [click here](#) for how to submit your claim.



## Overtime

All overtime must be approved in advance by your manager and payment for additional hours worked can only be claimed by staff in Grade 1 to 4.

Staff contracted to work 36.25 hours must work these hours in full before overtime is payable at enhanced rates. Staff who are contracted to work less than 36.25 hours per week will receive plain time up to 36.25 hours. Hours worked above 36.25 hours (Monday to Saturday) will be paid at time and a quarter. Any hours worked as approved overtime on a Sunday or an Edinburgh Napier fixed holiday (irrespective of whether 36.25 hours have been worked) will be paid at time and a half.

Overtime cannot be claimed for breaks which are unpaid. Therefore, if necessary, you should split hours claimed on a single day into 2 lines to accommodate a break, i.e., a minimum 30-minute break is required for patterns worked over 6 hours. You can add as many lines as necessary to this form.

### Element

Select the element, you will have a choice from the following:

- Overtime x1.00: paid at an hourly rate based on salary on date earned.
- Overtime x1.25: paid at 1.25 times hourly rate based on salary on date earned.
- Overtime x1.50: paid at 1.50 times hourly rate based on salary on date earned.

### Date

Enter the date worked as DDMMYYYY or use the calendar icon.

### Reason

Enter the reason for the claim. This should be as descriptive as possible.

### Cross Charge

Your manager must confirm with you in advance when agreeing overtime whether this needs to be cross charged.

- If the claim is to be costed to the same place as salary, please leave the cross-charge field blank.
- If the claim is to be cross charged to another department, please include cost centre information. The cost centre must be entered as 8 digits with the following capitalisation: e.g., D9999-00 or D999-000, note the uppercase D.

## From/To

Enter the time from/to that the work was undertaken in the format HH:MM.

## Hours

Enter the number of hours that the claim is for.

To add/remove a line on the claim form click the +/- buttons.

## Example

**Page 1**

All overtime must be approved in advance by your manager and payment for additional hours worked can only be claimed by staff in Grades 1 to 4.

Staff contracted to work 36.25 hours must work these hours in full before overtime is payable at enhanced rates. Staff who are contracted to work less than 36.25 hours per week will receive plain time up to 36.25 hours. Hours worked above 36.25 hours (Monday to Saturday) will be paid at time and a quarter. Any hours worked as approved overtime on a Sunday or an Edinburgh Napier University fixed holiday (irrespective of whether 36.25 hours have been worked) will be paid at time and a half.

Please enter start and end times e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. Overtime cannot be claimed for breaks which are unpaid, therefore if necessary you should split hours claimed on a single day into 2 lines to accommodate a break, i.e. a minimum 30 minute break is required for patterns worked over 6 hours. You can add as many lines as necessary to this form.

If you do not enter a cost centre it will automatically be charged to your salary cost centre. There may be occasions, where overtime has to be cross charged and your manager will confirm the cost centre in advance of working overtime. Please ensure that this is completed on the form in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00.

Element	Date	Reason	Cross Charge (8 digits)	Start and End Times (00:00)			
				From	To	Hours	
Overtime x1	10/01/2022	student event	D9999-00	10:00	13:00	3.00	+ -
Overtime x1.5	19/01/2022	work event		16:00	20:00	4.00	+ -

After you have inputted the details, please [click here](#) for how to submit your claim.

## Standby & Callout Payments

You should submit your claim for standby and callout payments monthly. For call out payments, a reason **must** be included, or your claim will not be authorised. The costing field should not be changed.

### Element

Select the element, you will have a choice from the following:

- Standby x 25% Weekday/Saturday: paid at 0.25 times hourly rate based on salary as at date earned.
- Standby x 35% Weekday/Saturday: paid at 0.35 times hourly rate based on salary as at date earned.
- Callout x 1.5 Sunday/PH: paid at 1.5 times hourly rate based on salary as at date earned
- Callout x 1.25 Weekday/Saturday: paid at 1.25 times hourly rate based on salary as at date earned.

### Date

Enter the date worked as DDMMYYYY or use the calendar icon.

### Reason

Enter the reason for the claim. This should be as descriptive as possible. This is not required for standby but needs to be completed for callout. The claim will be rejected by your manager if a reason for callout is not included.

### Costing

Costing defaults to xD710-00 and should not be changed. If you add in another line, please input the same costing code.

### From/To

Enter the time from/to that the work was undertaken in the format HH:MM.

### Hours

Enter the number of hours that the claim is for.

To add/remove a line on the claim form click the +/- buttons.

Example

Time & Expenses claim entry: (New)

Job title: HR Analyst  
Employee: Jane Jones

Page 1

You should submit your claim on a monthly basis, choosing the standby or callout payment type.

For call out payments, a reason **must** be included or your claim will not be authorised. The costing field, should not be changed.

The total number of hours claimed will appear once you have submitted or saved as draft. You can add as many lines as necessary to this form.

Element	Date	Reason	Costing (do not change)	Start and End Times (00:00)			+ -
				From	To	Hours	
Callout x1.25 Weekday/Sat	11/01/2022	university work	xD710-00	10:00	12:00	2.00	+ -
Standby x25% Weekday/Sat	19/01/2022		xD710-00	15:00	16:00	1.00	+ -

Save draft Submit Print

After you have inputted the details, please [click here](#) for how to submit your claim.

## Student Experience Claim Form

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leaser. Please note that payment cannot be claimed for lunch breaks.

Full-time PGR students are permitted to work for no more than 6 hours per week and part-time students for no more than 10 hours per week, this includes all teaching, research or demonstration activity as outlined in the Research Degrees Framework. Overseas students with via restrictions must ensure they comply with their own via regulations.

### Element

Select the element, you will have a choice from the following:

- Demonstrating
- Research
- Teaching
- Teaching Preparation
- Teaching Assessment

### Date

Enter the date worked as DDMMYYYY or use the calendar icon.

### Description/Research Activity

Enter the reason for the claim. This should be as descriptive as possible.

### Cost Centre

Enter the cost code. Your manager will confirm with you the cost code that the work is to be charged to.

- 8-digit codes must be entered as D9999-00 or D999-000, note the uppercase D.
- 7-digit codes must be entered as xE789-00, not the lower-case x and upper-case E.

### From/To

Enter the time from/to that the work was undertaken in the format HH:MM.

### Hours

Enter the number of hours that the claim is for.

To add/remove a line on the claim form click the +/- buttons.

Example

Job title: HR Analyst  
Employee: Jane Jones

Page 1

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leader.

Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. **Payment cannot be claimed for lunch breaks.** and you can add as many lines as necessary to this form to complete your claim.

A cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

Full-time PGR students are permitted to work for no more than 6 hours per week and part-time students for no more than 10 hours per week, this includes all teaching, research or demonstration activity as outlined in the Research Degrees Framework. Overseas students with visa restrictions must ensure they comply with their own visa regulations.

Hours of work and associated work activity are audited and reported monthly to Schools.

Element	Date	Description / Research Activity	Cost Centre	From	To	Hours	
Research	11/01/2022	research project	xD999-00	10:00	11:00	1.00	+ -
						1.00	

Save draft Submit Print

After you have inputted the details, please [click here](#) for how to submit your claim.

## Claim submission

### Saving a draft claim

Once you have started a claim and inputted some details, if you do not want to submit it for approval straight away you can click on 'save draft'.

Job title: HR Analyst  
Employee: Jane Jones

Page 1

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leader.

Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. **Payment cannot be claimed for lunch breaks**, and you can add as many lines as necessary to this form to complete your claim.

A cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

Full-time PGR students are permitted to work for no more than 6 hours per week and part-time students for no more than 10 hours per week, this includes all teaching, research or demonstration activity as outlined in the Research Degrees Framework. Overseas students with visa restrictions must ensure they comply with their own visa regulations.

Hours of work and associated work activity are audited and reported monthly to Schools.

Element	Date	Description / Research Activity	Cost Centre	From	To	Hours
Research	11/01/2022	research project	xD999-00	10:00	11:00	1.00
						1.00

Buttons: Save draft (circled in red), Submit, Print

You will be taken back to the 'My Pay' 'Time & Expenses' page.

To find the claim that you saved a draft of, use the search function. Enter the start date of the claim, you do not need to enter an end date. Click on search.

The claim will appear with a 'provisional' status. To go back into the claim form to add more details and submit, click on the claim details.

### Time & Expenses

✓ In progress    Authorised

Start date (dd/mm/yyyy): 01/01/2022    End date (dd/mm/yyyy): 24/01/2022

Search (circled in red)

Claim name	Start date	Reference	Cut off date	Status	Summary
Student Experience Claim Form	01 Jan 2022	SECF000543	10 Jan 2022	Provisional (circled in red)	Summary

+ Add claim

## Submitting a claim

Once you are happy with the claim details you have entered, click on 'submit' at the bottom of the page.

Job title: HR Analyst  
Employee: Jane Jones

Page 1

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leader.

Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. **Payment cannot be claimed for lunch breaks.** and you can add as many lines as necessary to this form to complete your claim.

A cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

Full-time PGR students are permitted to work for no more than 6 hours per week and part-time students for no more than 10 hours per week, this includes all teaching, research or demonstration activity as outlined in the Research Degrees Framework. Overseas students with visa restrictions must ensure they comply with their own visa regulations.

Hours of work and associated work activity are audited and reported monthly to Schools.

Element	Date	Description / Research Activity	Cost Centre	From	To	Hours
Teaching	11/01/2022	teaching research class	xD999-00	09:00	12:00	3.00
						3.00

You will be notified that the changes have been saved, please note at this point the claim has not been submitted. Please review the text on the submission page and then click 'submit' at the bottom of the screen.

Changes have been saved.

**Time & Expenses claim submission:**

Claim template  
Student Experience Claim Form

Job title  
HR Analyst

Time and expenses claim reference  
SECF000544

Payroll  
Monthly

Start date  
01/01/2022

Cut off date  
10/01/2022 - This claim will not now be paid until 28/02/2022.

Comments  
By submitting this form you are confirming that all hours claimed are accurate and correct.

Your claim will be sent to your Director of



You will now see that the claim has a status of 'awaiting authorisation'. It will change to authorised or rejected once your manager has actioned.

### Time & Expenses

✓ In progress
Authorised

Start date (dd/mm/yyyy)  
 01/01/2022

End date (dd/mm/yyyy)  
 24/01/2022

Search

Claim name	Start date	Reference	Cut off date	Status	Summary
Student Experience Claim Form	01 Jan 2022	SECF000544	10 Jan 2022	Awaiting authorisation	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Summary</span>

+ Add claim

## Deleting a claim

### Deleting a draft claim (provisional status)

You can delete a claim which you have previous saved as a draft (the claim will have a status of provisional). Click on the claim details to go back into the claim form.

### Time & Expenses

✓ In progress
Authorised

Start date (dd/mm/yyyy)  
 01/01/2022

End date (dd/mm/yyyy)  
 24/01/2022

Search

Claim name	Start date	Reference	Cut off date	Status	Summary
Student Experience Claim Form	01 Jan 2022	SECF000543	10 Jan 2022	Provisional	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Summary</span>

+ Add claim

Click on delete.

Payroll: Monthly  
Page 1

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leader.

Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. **Payment cannot be claimed for lunch breaks**, and you can add as many lines as necessary to this form to complete your claim.

A cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

Full-time PGR students are permitted to work for no more than 6 hours per week and part-time students for no more than 10 hours per week, this includes all teaching, research or demonstration activity as outlined in the Research Degrees Framework. Overseas students with visa restrictions must ensure they comply with their own visa regulations.

Hours of work and associated work activity are audited and reported monthly to Schools.

Element	Date	Description / Research Activity	Cost Centre	From	To	Hours	
Research	11/01/2022	research project	xD999-00	10:00	11:00	1.00	+ -
						1.00	

Save draft Delete Submit Print

## Deleting a claim which is awaiting authorisation

If you have submitted a claim which is awaiting authorisation you can delete the claim before it is authorised.

On the Time & Expenses card click on the claim

### Time & Expenses

✓ In progress Authorised

Start date (dd/mm/yyyy)

Claim name	Start date	Reference	Cut off date	Status	Summary
Student Experience Claim Form	01 Jan 2022	SECF000544	10 Jan 2022	Awaiting authorisation	<input type="button" value="Summary"/>

Click on 'cancel' at the bottom of the screen.

Payroll: Monthly  
Page 1

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leader.

Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. **Payment cannot be claimed for lunch breaks**, and you can add as many lines as necessary to this form to complete your claim.

A cost code must be included for each line of your claim. This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

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Hours of work and associated work activity are audited and reported monthly to Schools.

Element	Date	Description / Research Activity	Cost Centre	From	To	Hours	
Teaching	11/01/2022	teaching research class	xD999-00	09:00	12:00	3.00	+ -
						3.00	

Click on 'cancel' at the bottom of the screen.

Cancel time & expenses claim:

Claim template  
Student Experience Claim Form

Job title  
HR Analyst

Time and expenses claim reference  
SECF000544

Payroll  
Monthly

Start date  
01/01/2022

The claim will then be returned to its provisional status. Click on the claim.

### Time & Expenses

✓ In progress
Authorised

Start date (dd/mm/yyyy)  
 01/01/2022

End date (dd/mm/yyyy)  
 24/01/2022

Search

Claim name	Start date	Reference	Cut off date	Status	Summary
Student Experience Claim Form	01 Jan 2022	SECF000543	10 Jan 2022	Provisional	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Summary</span>

+ Add claim

You can either make changes to the claim and resubmit or click on 'delete' to delete the claim form completely.

Payroll: Monthly  
Page 1

All paid work must be approved in advance by your Director of Studies and School Research Degrees Leader.

Please enter start and end times of hours claimed each day e.g. 17:00. The total number of hours claimed will appear once you have submitted or saved as draft. **Payment cannot be claimed for lunch breaks.** and you can add as many lines as necessary to this form to complete your claim.

**A cost code must be included for each line of your claim.** This must be in an 8 digit format e.g. D9999-00 or prefixing a 7 digit code with an x e.g. xD999-00 and should be advised by your manager when arranging the work.

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Hours of work and associated work activity are audited and reported monthly to Schools.

Element	Date	Description / Research Activity	Cost Centre	From	To	Hours	
Research	11/01/2022	research project	xD999-00	10:00	11:00	1.00	+ -
						1.00	

Save draft
Delete
Submit
Print